The Leading Travel Show in Asia

OTM®

1, 2 & 3 FEBRUARY 2027

Jio World Convention Centre, Mumbai

EXHIBITOR'S MANUAL



ORGANISER

Fairfest Media Limited

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Mumbai 400 093 | **Tel:** +91 22 4555 8555
E-mail: contact@fairfest.in I www.otm.co.in, www.fairfest.com

The Leading Travel Show in Asia

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Organised by

FAIRFEST MEDIA LIMITED

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The Summit Business Bay,
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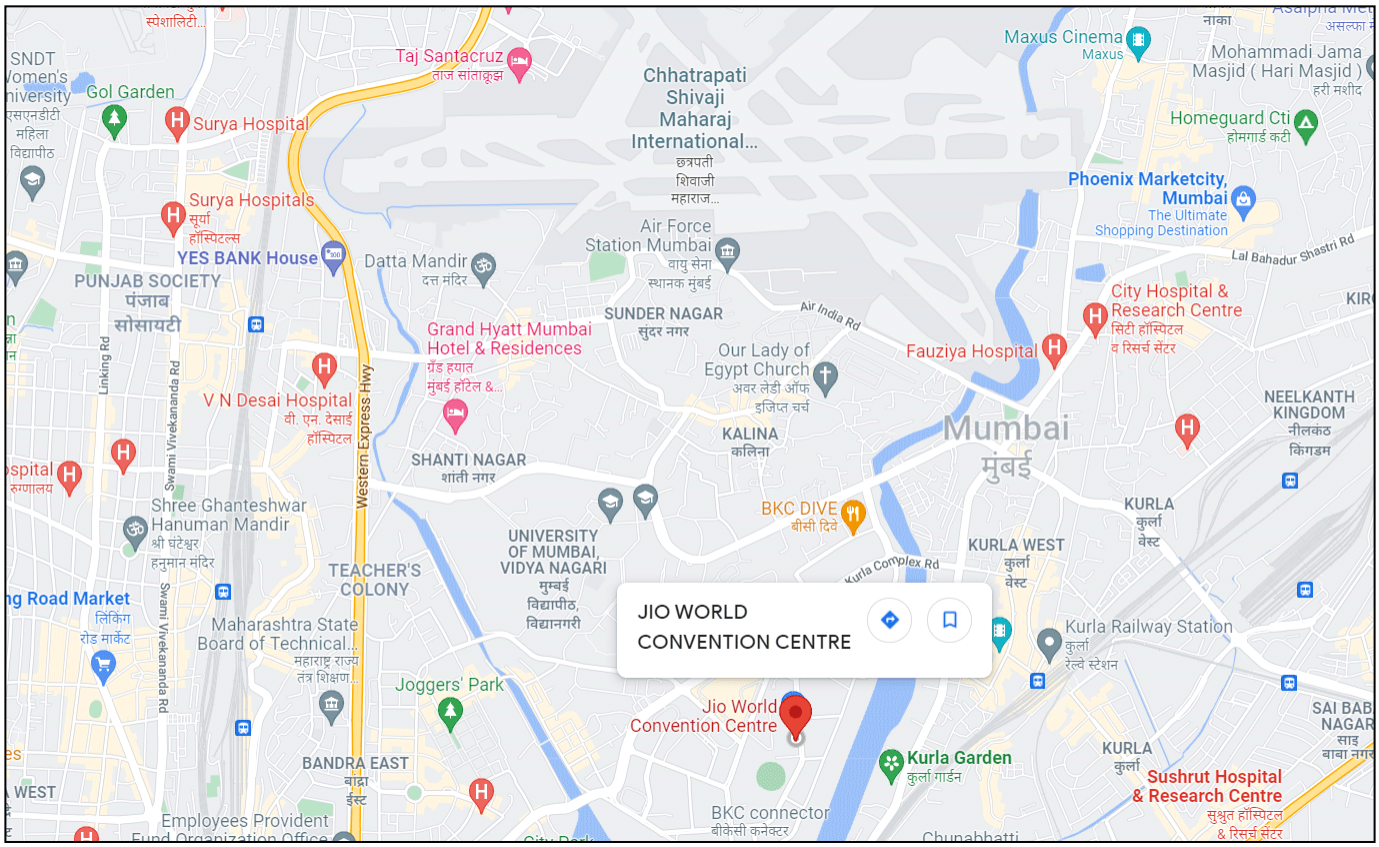
EXHIBITION VENUE & DATES

OTM - The Leading Travel Show in Asia

VENUE

Jio World Convention Centre
G Block BKC, Bandra Kurla Complex, Bandra East, Mumbai, Maharashtra 400051





EXHIBITION SCHEDULE

SETUP DAYS		
DATE & TIME	**Pavilion Hall**	**Jasmine Hall**
Schedule for 29 January 2027 Space hand over for booth construction **(BARE SPACE)**	14:00 hrs - 24.00 hrs	-
Schedule for 30 January 2027 Space hand over for booth construction **(BARE SPACE)**	00:00 hrs - 16:00 hrs	12:00 hrs - 16:00 hrs
Schedule for 31 January 2027 Exhibitor Registration Booth Set-up **(BUILT UP BOOTH)**	12:00 hrs - 20:00 hrs 12:00 hrs onwards	
Deadline to complete Booth Construction	18:00 hrs	
EXHIBITION DAYS		
Schedule for 1 February 2027 Exhibitor Registration Inauguration Open for Travel Trade	08:00 hrs - 09:00 hrs 11:00 hrs 10:00 hrs - 18:00 hrs	
Schedule for 2 February 2027 Open for Exhibitors Open for Travel Trade	09.00 hrs - 10.00 hrs 10:00 hrs - 18:00 hrs	
Schedule for 3 February 2027 Open for Exhibitors Open for Travel Trade	09.00 hrs - 10.00 hrs 10:00 hrs - 17:00 hrs	
Participants will not be allowed to leave their stall before the official closing time everyday.		
DISMANTLING PERIOD		
DATE & TIME	**Pavilion Hall**	**Jasmine Hall**
Schedule for 3 February 2027 Dismantling of booths and removal of exhibits	17:00 hrs - 23:00 hrs	17:00 hrs - 21:00 hrs

CONTACT DETAILS OF LEADING BOOTH FABRICATORS / DESIGNERS

JMD DESIGN DESK PVT. LTD.
402, Ruby Crescent Business Boulevard,
Kandivali East, Mumbai 400 101.
Tel: +91 22 6749 0692 / +91 97691 65000
Mr. Amit Saraogi
Email: amit@designdesk.in
Web: https://designdesk.in/

AIMSITE DISPLAY ENTERPRISE
501, Rimsan Estate, Behind Evershine Mall,
Chincholi Bunder Road, Malad West, Mumbai 400 064.
Pranshu Mehta +91 98332 21196/
Pravin Mehta +91 98201 57982
Email: info@aimsiteenterprise.com /
pranshu@aimsiteenterprise.com
Web: www.aimsiteenterprise.com

PAVILIONS & INTERIORS (I) PVT. LTD.
Ashok Industries, M N Dsoza Compound,
Kherani Road, Sakinaka, Andheri East,
Mumbai 400 072. | Tel: +91 22 28521408 / 10
Mr. Kunal Mhatre, Sr. Marketing Manager,
Mobile: +91 98670 18132
Email: kunal.mhatre@pavilionsinteriors.com
Website: www.pavilionsinteriors.com

MEROFORM INDIA PVT. LTD.
306, Acme Industrial Park,
I B Patel Road, Goregaon East,
Mumbai 400 069.
Tel: +91 22 66780432
Mr. Ravi Upadhyay, Manager
Mobile: +91 98210 62214
Email: ravi@meroformindia.com

CACHET EVENTS AND DESIGN SOLUTIONS
301–Shant Industrial Estate, Goregaon (E),
Mumbai 400 052.
Ms. Pallavi Jayakar, Director
Mobile: +91 98199 77397 / 97698 57397
Email: pallavijayakarr@gmail.com
Mr. Vinod Meher, Director
Mobile: (91) 9819501441
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DIMENSION DESIGN STUDIO
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CREATIVE FOCUS (A Division of EXHICON)
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EXPOGURU CONCEPTS PVT. LTD.
906, 9th floor, Hemkunt Chambers Nehru place,
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Mobile: +91 95827 44848
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PROPWOOD PRODUCTION PVT. LTD.
B-212, Crystal plaza, Link Road, Andheri west,
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Mobile: +91 98191 59957, 93726 04624
Email: propwoodmumbai@gmail.com /
propwooddelhi@gmail.com
Website: www.propwood.in

THE ARTHOUSE PRODUCTION
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Website: www.festivaevents.co.in

EXHIBITOR GUIDELINES



1. Construction of Booth / Pavilion - All Construction work must be finished by 18:00 hrs on 31 January, 2027

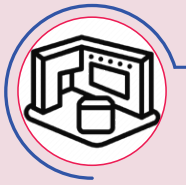
Exhibitors must ensure that all parts of their work are self supporting and secure.

Exhibitors who have ordered bare space may begin building their booths as mentioned below.

Pavilion Hall	14:00 hrs onwards on 2nd February
Jasmine Hall	12:00 hrs onwards on 3rd February

Deadline for Booth Construction : Contractors / Exhibitors are required to complete all their work within 18:00 hrs on 31 January 2027.

Delay in completion of work: The penalty charges for delay in completion of work is INR 10,000/- per hour per booth / pavilion from 18:00 hrs to 22:00 hrs only on 31 January 2027.



2. Move in of Exhibits

Exhibitors who have booked shell scheme may move in their exhibits as per timing mentioned below.

Pavilion Hall	12:00 hrs - 18:00 hrs on 31 January
Jasmine Hall	

Exhibitors must arrange for an authorised representative to be present at the site to receive and position goods as the organiser is unable to accept delivery.



3. Badge Entitlement

Stand Size (sq m)	Exhibitor Badges
9 sq m	5
18 sq m	9

Calculation for badges is as follows: 1 badge per 2 sqm booked.

Charges for Additional Exhibitor badges : INR 5,000 / USD 60 + GST @ 18%

Each Exhibitor will be entitled to get free Exhibitor Badges as per the table given below for personnel managing their stands. Any misuse of the Exhibitor badge will result in confiscation of the badge.

Exhibitor badges will be issued by the organisers from the Exhibitor Registration area on 31 January 2027, between 12:00 – 20:00 hrs.

Exhibitors can collect their badges by presenting their business card on arrival at the venue. For security reason exhibitors are requested to wear the badges all the times during exhibition, setup and tear down days.

Badges will not be posted / couriered earlier.



4. Dismantling and removal of Exhibits - All Exhibits and/or debris must be cleared By 21:00 hrs from Jasmine Hall and 23:00 hrs from Pavilion Hall on 3 February 2027

Dismantling of booths is prohibited before 17:00 hours on 3 February, 2027. Exhibits must be removed between 17:00 hours - 23:00 hours from Pavilion Hall and 17.00 hrs - 21.00 hrs from Jasmine Hall.

Contractors / Exhibitors are required to clear their booth space of all their exhibits or debris before 21:00 hours on 3 February 2027, failing which a penalty charge of INR 10,000/- per hour per booth / pavilion will be levied.

Removal, delivery or replenishment of stock may only be carried out before the opening hours of the exhibition in the morning or after closing time in the evening.

If the removal of any valuable item or display from the hall is necessary, exhibitors must obtain permission from the organiser.



5. Online Meeting Diary

Stand Size (sq m)	Online Meeting Diary
9 sq m	1
18 sq m	2

Charges for Additional Online Meeting Diary : INR 40,000 / USD 499 + GST @ 18%

The online meeting diary is accessible on your browser with your email id and password. After completing your profile and answering a few basic questions on your company activity and who you are looking to meet at OTM 2027, you will be able to see visitors in the Attendees section.

Attendees are ordered by 'match' based on your answers. The online meeting diary opens 1 February 2027. The link for the online meeting diary will be sent to the registered email address.



6. Exhibitor Food & Beverages

1. Strict Prohibition of Outside Food, Beverage & Coffee Machines
Kindly note that outside food and beverage of any kind is strictly not permitted inside the venue, including coffee machines, beverage equipment, vending units, packaged food, or any F&B items brought in from external sources.

Please be advised that:
- Coffee machines from outside vendors are NOT permitted
- No exceptions will be granted
- JWCC security team will not allow entry of any external F&B items or coffee machines into the venue

Exceptions apply only to food-centric exhibitions where F&B is an integral part of the event concept. For all other exhibitions, this policy is strictly enforced.

2. Coffee Machines & In-Booth Catering via JWCC Only
JWCC provides coffee machines and complete beverage services as part of its official In-Booth Catering offering.

All in-booth F&B and coffee requirements must be availed exclusively through the JWCC F&B team.

This ensures compliance with:
- Venue policies
- Hygiene and food safety standards
- ISO and operational norms

3. Mandatory Advance Intimation
To avoid last-minute issues or denial at security checkpoints, all exhibitors are required to share their in-booth catering and coffee machine requirements at least 7 days in advance.

Advance confirmation enables us to:
- Arrange approved coffee machines and F&B equipment
- Allocate trained service personnel
- Ensure uninterrupted service during the exhibition

4. Communication & Coordination
We request you to:
- Clearly inform exhibitors that outside coffee machines will not be allowed
- Circulate JWCC's In-Booth Catering and Advance Ordering Menus to all exhibitors
- Direct exhibitors to place orders only through the JWCC F&B team

For queries or to place orders, please contact:
Email: jwc.inboothcatering@ril.com
Contact: +91 93727 50801



7. Architectural / Stand Layout / Pavilion Design / Installations Layout Submission

Exhibitors shall strictly comply with all the guidelines set forth by OTM / JWCC. Exhibitor shall submit the architectural / stand layout / pavilion design / installations layout plans to OTM by **15 December, 2026**.

Exhibitor has to submit a complete lighting / rigging plot along with the stand layout and also submit an AutoCAD plan (to the scale Grid Layout) on the number of fixtures, rigging points to be used and load per point.

Exhibitor shall comply with any modifications / changes suggested by the authorised person of OTM / JWCC, failing which we reserves the right to deny access to the Event Venue and the Centre including cause Exhibitor to dismantle and/or remove at its costs the temporary infrastructure.

If Exhibitor fails to dismantle and/or remove the temporary infrastructure, its other facilities or possessions from Event Venue and the Centre within the specified time, OTM / JWCC may (at its option) dismantle and/or remove the same or have it dismantled and removed, at Exhibitor's cost, expense and risk.

A penalty of **Rs. 1.00 Lakh + Applicable Taxes** would be charged from the Exhibitor for non-submission of the layout plan within the above stipulated time.

Exhibitor shall take responsibility of customs clearance for their exhibits being imported from foreign country



8. Structure Construction and Decoration Material

Exhibitor is prohibited to use highly inflammable materials and the materials which drip when burning or form toxic gases.

For safety reasons, load bearing structural elements may in certain cases, be required to satisfy certain specific requirements (e.g. no flammability).

If some normally flammable decoration materials are used by their mode of installation Fire Extinguishers should provide adequate protection against catching fire.

Scaffold above 4 m in height should be supported with support scaffold and in the ratio of 4:1.



9. Structure Heights

Maximum permissible height for fabricated booth is 4 meter including platform height and maximum permissible height for Mezzanine Booth is 5 meters including platform.

If the Exhibitor wants to create a structure above 4 metre they need to take a written permission by submitting the booth design to OTM / JWCC along with a **structural stability certificate** from a qualified and government approved structural engineers.

Exhibitor agrees and undertakes to follow all the rules and regulations in respect of the design and construction of stands.

All the infrastructure including stand structures, mobile stands, special structures and designs shall be subject to prior written approval of OTM

Exhibitor shall submit the plans to a scale of not less than 1:100, with ground plans and elevations and with indications of dimensions OTM's authorised personnel for approval before **15 December, 2026.**

OTM shall have a right to demand the structure stability certificate from a qualified and/or government approved agency.

Exhibitor shall bear all the costs of the approvals. Any stand or structures which are not approved, do not confirm to the rules and regulations, must be altered or removed by Exhibitor / Exhibitor's Contractor at the costs of Exhibitor.

In the event Exhibitor fails to comply with the instructions issued by OTM / JWCC and fails to perform its obligations within the specified time, OTM shall be authorised to have changes made at Exhibitor's cost, expense and risk including to shut down the stand.

Exhibitor shall ensure that the structures, including all equipment, exhibits and advertising material should be set up with such stability as to pose no danger to public safety and order, and specially to life and health.

Mezzanine Floor Guidelines

- Mezzanine floors are permitted only for exhibitors with a minimum of 100 sq. mtrs. of space.
- The mezzanine area cannot exceed 50% of the total exhibit space.

- Detailed mezzanine floor design and drawings must be certified for structural stability by a chartered structural engineer/consultant and submitted to the Organizer for approval before 15 December 2026. A copy of the structural certificate must accompany the stand layout submission.
- The mezzanine floor may be used solely as a meeting room or visitor hospitality lounge; exhibits or displays are not permitted on the mezzanine level.
- If the mezzanine includes open areas, all open sides must have safety railings of 1.2 meters height, comprising top, middle, and bottom rails. Additionally, a strip of 0.10 meter must be mounted along the edge of the mezzanine floor beneath the railing to prevent objects from falling.
- Branding on mezzanine railings is permitted, not exceeding a maximum height of 1.2 meters.
- Walls adjoining neighboring stands on the mezzanine must be structurally secure to prevent accidental falls of persons or objects.
- **Mezzanine floors are not permitted in Jasmine Hall of the Jio World Convention Centre due to technical constraints.**

Fire Prevention Requirements

- All load-bearing elements of the mezzanine floor must be flaming retardant.
- The mezzanine floor must be equipped with at least two fire extinguishers.



10. Infrastructure Build Up

All installations at event venue and the centre should be temporary and not damage the venues during installation or removal.

The exhibitors shall ensure these installations are such that are not capable of damaging the structure, fixtures and fittings of the event venue while installation, dismantling or otherwise.

Exhibitor shall, and shall ensure that the infrastructure shall be built by qualified and experienced contractors for the Event.

Temporary installations / customized stand constructions on raw space shall be allowed only for areas of 18 square meters and above. Booths below 18 sqm will be constructed in standard shell scheme only.

Contractors of exhibitors may be permitted to work at the event venue only after such contractor having provided to OTM / JWCC an undertaking to comply with all applicable laws including all safety, health and environment guidelines as may be issued by Owner from time to time.

Any floor marking of the layout for setting up of temporary infrastructure at event venue shall be carried out by erasable chalks or white masking tapes which do not leave any residue on the floor or any other location.

Exhibitor / Exhibitor's Contractor shall not carry out any build up work during the event.



11. Rigging

The rigging point is at a height of 12 mtr and the rigged element can be suspended till 5 mtrs above the exhibition floor.
Maximum permissible weight per rigging point is 500 kgs

Rigging will require prior approval from OTM / JWCC by submitting a complete lighting / rigging plot along with the stand layout.

Exhibitor has to also submit an AutoCAD plan (to the scale Grid Layout) on the number of fixtures, rigging points to be used and load per point.

1. TPI (form 11) Certificates of all lifting tools and tackle.
2. TPI (form 13) Certificate of Compressed Vessels or Compressor Machine.
3. Structure Stability Certificate from government authorised person for Hanged Trusses, Fabricated Stages, Mezzanine Structures, etc.
4. Power Load Distribution of Trusses to be shared as per the deadline dates
5. Connectors shall be used in Electrical joints.
6. Machines used for Set Up, Event and Dismantle shall posses safety guards. (Grinding Machines, Compressor Machine Guard, etc.)
7. For Height Work, Double Anchor Safety Harness Compulsory and Helmet are mandatory.
8. Safety Shoes are mandatary for all workers.



12. Live / Design Loads

The floor live load bearing capacity should not exceed 5 tonnes per square metre

inside the Exhibition Halls.

The details and drawings of all exhibits / structures weighing more than 500 Kgs individually should be submitted to OTM / JWCC authorised personnel at least 30 days in advance otherwise these may not be allowed to be exhibited.



13. Floor Coverings

Bare space exhibitor has to place a layer of carpet covering the bare space area allotted to them on the exhibition floor before starting work.

Carpets and any other floor covering should be laid in a manner to avoid accidents and should be fixed in place using appropriate PE or PP adhesive tape, ensuring no residue is left on removal.

Carpets, drapes and other material should be either flame retardant or fire retardant spray from a competent authority to be sprayed..

The use of fasteners/anchors or fixing by digging, drilling, driving nails or screws into the walls or flooring of the venues and surrounding areas is strictly prohibited.

All the standard/Vertical Posts of the scaffold should be provided with the Base plates or Sole Plates.



14. Housekeeping

The organisers will not be in charge of any booth cleaning during setup or show days, thus fabricators must designate their own housekeeping personnel for the final booth cleaning. Vacuum Cleaners is mandatory for inside cleaning of the Booths above 50 Sq. Meters.



15. Waste Water & Garbage Disposal

Exhibitor / Exhibitor's Contractor shall ensure that waste water is disposed at designated places only.

Indoor and outdoor drainage, wash basins and water closets at the Event Venue shall not be used for disposal of waste water, food or garbage.

Cleaning of polluted ditches, blockages in the drainage system and carry out any other remedial work caused due to damage by use thereof shall be borne and paid by the Exhibitor

Garbage to be segregated at source.

Dustbins in different colours should be used for segregation of wet and dry garbage.

All waste should be bagged and tagged in different colour bags; wet and dry waste should be stacked separately.

Depending on the pavilion size, appropriate bins should be placed inside the pavilion.



16. Fire Extinguishers

All stand larger than or equal to 36 sqm must have one suitable type of fire extinguisher for every 36 sqm stand area.



17. Fire Fighting Access Zones

The necessary access routes and mobility zones for the fire fighting services must be kept free at all times.

Exhibitor / Fabricator shall ensure that the fire hydrants is not covered over, obscured or rendered inaccessible in any way.

Exhibitor / Fabricator shall ensure that Sprinklers, fire alarms, fire extinguishing equipment, trigger points for smoke extractors, smoke alarms for the hall entrances and other safety equipment, the corresponding signs as well as the emergency exit signs must be accessible and visible at all times.

All the stand should have a fire extinguishers is mandatorily during setup, show & dismantling days. Fire marshals & extinguishers to be deployed by the user throughout the period of the setup, show & dismantling days.



18. Emergency Exits, Aisles

Exhibitors shall ensure that the emergency exits are kept free at all times.

The aisles should always be kept clear across its entire width and length.

Any costs and expense arising from the need to clear the exits and / or aisles will be borne by Exhibitor



19. Exits, Escape routes and Doors

The distance from each point of an exhibition space / built up structure to an aisle may not be more than 20 M. on foot.

Enclosed stand areas which cover more than 100 Sqm, must have at least two separate exits to escape routes which are as far away as possible from each other and at opposite ends.

These routes should be clearly marked.

The use of swing doors, revolving doors, code-activated doors, sliding doors and other access barriers in escape routes is not permitted.



20. Explosives and Ammunitions

Explosive, hazardous substances and ammunitions are regulated by the Explosives Act and may not be displayed at trade fairs or exhibitions.



21. Balloons and Flying Objects

The use of air balloons filled with gas and remote-controlled flying objects within the Event Venue is not permitted.



22. Artificial Mist/Smoke

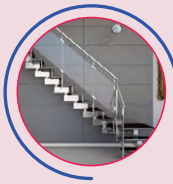
Use of machines producing artificial mist / smoke is subject to consultation with the JWCC.



23. Lounges and Closed Rooms

All lounges and rooms which are surrounded and / or enclosed on all sides (closed rooms) and have no optical and acoustic links with the exhibition / display area shall be equipped with an optical and acoustical warning system in order to guarantee the possibility of warning on the stand at all times.

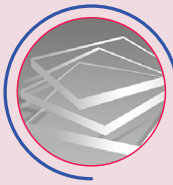
In exceptional cases, substitute measures can be adopted as per the discretion of JWCC.



24. Platforms, Ladders, Stairs

Areas accessible to general pedestrian circulation lying over 0.20 metres lower shall be surrounded by railings with height of at least 1 metre.

Evidence of structural soundness for platforms / stages must be provided at the request of OTM / JWCC.



25. Glass and Acrylic Glass

Only glass suitable for intended use shall be employed. All glass employed on glass structures shall be safety glass.

The edges of the glass panes shall be ground or protected so that personal injuries are precluded.

Building elements fabricated entirely from glass shall be marked at eye level.



26. Spray Guns, Nitrate Paints/Lacquers

Use of spray guns, spray painting or Nitrate paints / lacquers is prohibited.



27. Rotary Cutters and work using naked flame

Use of power tools for cutting, welding, painting, varnishing, buffing etc is strictly not allowed in any of Event Venue halls or Centre



28. Use of Sand, Turf or similar Material

If sand, soil, garden use turf, moss or any other similar material are required for exhibition, decoration or presentation, an anti-leak protective layer approved by the OTM / JWCC shall be put on the floor by Exhibitor.

Exhibitor shall take all necessary precautions to prevent any part of the Event Venue being damaged and shall ensure that there is no water leakage.

Exhibitor shall be fully liable for all the costs incurred to repair the damages resulting from or arising out of use of such sand, soil, garden use turf, moss or any other similar material.



29. Advertising Materials / Presentations

Exhibitor must not place any advertising or other signage in the Isle, Concourse areas or any other area of the event venue.

Presentations, slowly moving visual advertising and acoustic advertising and / or musical reproductions are permitted provided that, they cause no nuisance to others, create no jams in the aisles, not drown announcements on the public address systems.

The noise level must not under any conditions exceed 70dB (A) at the edge of the stand or such levels as may be prescribed under applicable laws.



30. Empty Packing Material

Packing material, transport crates and the like which are not needed during the exhibition are to be handed over to the officially appointed freight forwarder of your choice who will store the material for you at a cost. During the stand set-up and dismantling periods, the transport paths in the halls are to be kept free as far as possible, transport and packing material and other equipment which is no longer needed should be removed immediately from the halls.



31. Damages

Exhibitor shall be responsible for making good to the satisfaction of OTM / JWCC for any loss of or any damage to any or all structures and properties belonging to OTM / JWCC or being executed or procured or being procured by OTM / JWCC or of other agencies at the Event Venue, including for loss or damage due to fault and/ or the negligence or wilful acts or omission of Exhibitor or its subcontractors or its and their employees, agents or representatives or third parties visiting the Event Venue for the Event.



32. Exhibitor Sound Level

OTM maintains an 70 decibel sound level for all exhibitors. This level has been identified as being a safe level for trade show demonstrations. To ensure a successful Trade Show for all exhibiting companies and their guests, Fairfest Media, as Show Management, reserves the right to closely monitor sound usage and where necessary, restrict and possibly eliminate the music and other audio demonstrations in an exhibitor's booth at its discretion. Show Management's actions can include, but are not limited to, reviewing and adjusting all sound system and loud-speaker placements within an exhibit, restricting sound levels within a booth, and restricting demonstrations within a booth.



33. Goods Transportation

Exhibitors shall ensure that the goods and cargo vehicles shall enter from designated gates and parked at designated bays for unloading in pre-arranged order through any of the referred logistics, clearing and handling agents.

The Exhibitor shall ensure that the transport vehicles for the Event adhere to the logistics traffic management as per the guidelines issued by the OTM / JWCC.

The movement of goods through public area, audience passage, entry plaza and other non designated areas including movement of goods during the event / exhibition is strictly prohibited. Any goods arriving at venue shall be received and handled by Exhibitor.

JWCC shall not allow any vehicles to enter the Event Venue in advance. The exit of exhibits shall be through exit passes duly authenticated by JWCC security team, as per the scheduled move out timings.



34. Traffic Regulations

In order to ensure smooth circulation of traffic during the entire Event, all rules regulating and directing traffic shall be strictly observed without exception.

The speed of the vehicles including truck, lorry or any other vehicle shall not exceed 10 km per hour within the Event Venue and the Centre.

If any vehicles or trailers are parked at such areas not specifically designated and approved in writing for parking of vehicles or trailers of the Exhibitor, or containers, boxes or empty receptacles of any kind or packaging material are not placed at the designated and approved locations, the Exhibitor shall and shall cause to remove such vehicles or trailers or containers, boxes or empty receptacles of any kind or packaging material at its costs.

Any instruction from the authorized staff of the JWCC with directing and controlling traffic shall be followed at all times.

JWCC shall not allow any parking for trucks within the premises.



35. Motor Vehicles Display

Vehicles with internal combustion engines may be exhibited only on the condition that their fuel tanks are almost empty.

The battery must be disconnected, and fuel tank locked.

For Gas fuelled engines, the gas storage vessel must comply with relevant statutory rules and regulations.



36. Wifi

Wifi will be available on paid basis at the venue. It is advised to download as much data on the hard drive and carry your own wifi dongles/hotspots as the onsite wifi has limited bandwidth which is usually slow when there are excessive concurrent users.

GUIDELINES FOR LIVE PERFORMANCES AT EXHIBITOR STANDS

Any dance, musical, cultural, or live performance at an exhibitor's stand must receive prior written approval from the Organiser and must be conducted strictly within the exhibitor's allotted space, without causing disturbance to neighbouring stands or obstruction to visitor flow.

Location & Layout

All performances, including any stage or elevated platform (whether within the stand structure or at its centre), must be fully contained within the stand boundary.

The viewing area for the audience must also be planned and accommodated entirely within the pavilion/stand area, so that aisles are not used or blocked by standing spectators.

No part of the stage, décor, equipment, or audience may spill into the aisles or common areas.

The design and location of the stage/platform and audience area must be included in the stand layout submitted for approval.

Frequency & Timing

As OTM is a B2B exhibition, performances are to be limited to a maximum of two (2) sessions per day per pavilion/stand.

Recommended time slots are around 1:00 pm (lunchtime) and around 5:00 pm (close to end of show hours), subject to final confirmation by the Organiser.

Performances must adhere to the duration and schedule approved in advance; unscheduled or extended shows may be stopped by the Organiser.

Sound & Noise Levels

Sound levels (including music, commentary, instruments, and any amplified audio) must remain within 70 dB(A) measured at the aisle edge of the stand.

The Organiser's decision on sound levels will be final, and exhibitors must immediately lower or switch off the sound if instructed to do so.

Sound checks, if any, must be brief and carried out within the agreed time bands.

Content & Presentation

Performances must be decent, culturally sensitive, and professionally presented, in line with the business nature of the event.

Content must not be offensive, political, or religious in nature, and must comply with all applicable laws and venue regulations.

No hazardous elements such as fire, pyrotechnics, smoke/fog machines, lasers, or any special effects that may trigger venue alarms or cause discomfort are permitted.

Crowd Management & Safety

Exhibitors are fully responsible for managing crowds at their stand and ensuring that aisles remain unobstructed at all times.

Crowd build-up must be managed within the exhibitor's own space; visitors must not be allowed to stand or queue in the aisles to view the performance.

Adequate staff must be present during performances to manage queues, prevent overcrowding, and guide visitors within the stand area.

If crowding or obstruction occurs, the Organiser may instruct the exhibitor to pause or terminate the performance immediately.

Licences & Permissions

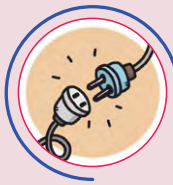
Exhibitors are solely responsible for procuring all necessary licences, permissions, music/performing rights clearances, and performer contracts required for such activities, as per local laws and venue regulations.

Any costs, penalties, or claims arising from non-compliance will be borne entirely by the exhibitor.

Organiser's Rights

The Organiser reserves the right to modify, restrict, reschedule, or immediately halt any performance that, in its sole discretion, compromises safety, visitor flow, sound levels, decency, or the overall exhibition environment.

Repeated non-compliance may result in withdrawal of permission for further performances and/or other disciplinary action as per the exhibition regulations.



ELECTRICAL SAFETY REQUIREMENTS FOR EXHIBITION STALLS

To ensure safe electrical installations and prevent short circuits, fire hazards, and electrical accidents during the exhibition, all exhibitors, contractors, and agencies must strictly comply with the following electrical safety requirements.

A. Compliance & Authorized Installation

- All temporary electrical installations fitted on stands shall be installed only by trained, licensed, and authorized electricians of approved contractors.
- All installations and operations must comply with the latest statutory electrical regulations and venue safety standards.
- All electrical installations, connections, testing, and inspections must be carried out only by certified and authorized electrical personnel.
- Exhibitors shall be fully liable for any damage, accident, or loss caused due to defective electrical installations.

B. Approved Electrical Materials

- All exhibition stalls must use standard 3-core electrical cables for power connections.
- Only approved and certified electrical materials (ISI / BIS / CE approved) shall be used.
- Use FRLS (Fire Retardant Low Smoke) cables only.
- Bare electric leads, crocodile clips, non-standard materials, and temporary unsafe connections are strictly prohibited.
- All wiring must be adequately protected against short circuits, overloads, and accidental contact.

C. Earthing & Electrical Protection

- Proper and effective earthing is compulsory for every exhibition stall.
- Any conductive stand structural elements must be included in the earthing and indirect contact protection system.
- Power supply will not be released without verified earthing.
- Approved distribution boards with proper MCB, ELCB, trip switches, and fuse protection must be used.
- ELCB protection is mandatory for all electrical circuits.
- Wooden junction boxes and wooden switchboards are strictly prohibited.

D. Wiring, Cable & Jointing Standards

- Electrical cables must be free from cuts, damage, or exposed conductors.
- No open wire joints are permitted.
- Electrical wire joints must only be made using appropriate industrial-standard connectors (C-form connectors).
- Direct jointing, taping, twisting of wires, or exposed connections are strictly prohibited.
- All joints must terminate inside approved junction boxes or electrical panels.
- Electrical panels must have individual rated trip switches, ELCB protection, and fuse systems.
- Switch and fuse boxes for individual stands must be installed outside the stall in a visible and permanently accessible position.
- Installation of switchboards or fuse boxes inside locked cabinets is not permitted.

E. Load Management & Safe Usage

- Exhibitors must not exceed the approved electrical load allocated to the stand.
- Any additional electrical load requirements must be approved in advance by the authorized electrical team.
- Overloading of sockets, adapters, extension boards, or circuits is strictly prohibited.
- Loose connections, overheating adapters, and unsafe electrical practices must be avoided.
- Only standard plugs and sockets shall be used.

F. Cable Safety & Housekeeping

- Avoid cable crossings wherever possible.
- Where cable crossings are unavoidable, approved cable protectors must be used.
- Materials or exhibit items must not be placed over electrical cables.
- Good housekeeping must be maintained around electrical panels, DBs, and cable routes.
- All electrical connections must remain dry, protected, and safe from physical damage.

G. Lighting & Operational Safety

- All lighting systems and electrical equipment must be switched off before leaving the stand at the end of each day.
- Any special requirement for overnight electrical usage must be informed in advance to the Organiser / Venue Management for necessary approvals.
- For safety reasons, electrical power supply will normally be made available 60 minutes before scheduled event timings and switched off 30 minutes after event closing time.

H. Inspection, Verification & Power Release

- All electrical installations and connections must be checked, tested, and approved by the authorized electrical safety team before energizing the system.
- Electrical power supply will be released only after successful safety inspection and compliance verification by the venue Electrical Engineering and HSEF team.
- Non-compliance with any electrical safety requirement may result in disconnection of power supply until corrective action is completed.

I. Fire & Short Circuit Prevention

- No exposed wiring shall be permitted.
- Electrical systems must be maintained in a safe condition to prevent sparks, overheating, fire hazards, and short circuits.
- Proper precautions must be taken to ensure electrical installations remain safe throughout the exhibition period.

Important Note: The Organiser and Venue Management reserve the right to inspect, reject, disconnect, or remove any unsafe electrical installation that does not comply with the above safety requirements or statutory regulations.

HEALTH AND SAFETY GUIDELINES



1. General Rules

Exhibitor is responsible for operational safety and compliance with health, safety and accident prevention regulations.

Stand set-up and dismantling must be performed according to prevailing industrial safety regulations and other applicable laws.

Exhibitor and their contractors must ensure that others are not endangered by their set-up and dismantling activities.

In relation to the work carried out Exhibitor must coordinate with others at OTM/ JWCC, Event Venue, and if this coordination is not possible or if the procedure is dangerous for either, the work should be stopped temporarily.

At OTM / JWCC, "Safety of Person overrides all the protection targets". OTM / JWCC also believes that all injuries, occupational illnesses as well as safety and environmental incidents are preventable.

During the build-up and dismantling period, all staff at Event Venue should be equipped with appropriate Personal Protective Equipment such as shoes, gloves, helmets.

Bare foot and slippers are strictly not permitted for any staff at the Event Venue.



2. Use of Materials for Work

The use of bolt guns is forbidden.

The use of cranes and forklift trucks is restricted to certain areas of Event Venue and or Centre.

Digging or pegging is not permitted in the Event Venue and /or Centre. User agrees and undertakes to protect the surface of the Venues, Ceiling, Walls, Installations, Wash Rooms, Loading bays and the entire premises in a manner as may be specified by Owner from time to time

Spray painting, cutting / grinding metal / wood cannot be done in the Centre.



3. Safety Measure

For particular protection, heating and heat generating electrical items (hot plates, spotlights, transformers etc.) must not be installed on flammable, non-heat resistant or heat conductive surfaces.

According to the level of heat generation, appliances must be placed at an adequate distance from flammable materials.

Lighting units must not be attached to flammable decorations or the like.

All staff working at a height of 1.8 meters or above ground level should wear a rated full body harness, the same should be anchored to an appropriate anchor point.

All types of stunts performed by professional artists for any shows during the event shall be at the risk of the Exhibitor. The Exhibitor has to inform details about any such performance to the OTM / JWCC at least 14 days prior to the event along with an undertaking given in writing.



4. Emergency Lighting

Stands on which general emergency lighting is ineffective due to their construction require their own additional emergency lighting which shall be laid out such that it will reliably allow finding one's way to the general escape routes.



5. Contractor Food & Beverages

JWCC reserves exclusive catering rights at the Centre.

Outside Food and Beverages, Mineral Water is strictly prohibited.

Only Food and Beverages items provided by the JWCC can be consumed inside the premise including the distribution of free food & beverage Samples, Tea/Coffee for Vendors etc.

Consumption of Food & Beverages by labour/fabricators are strictly not allowed within the halls/on the booths during set up/dismantle/event days. They should dine at the designated lounge areas within the Event Venue as advised by the JWCC.

Contractor Catering Services: Krushna Hospitality Services
Contact: Mr. Mahadevan
Mobile: +91 9665652070



6. Environment Protection

Protection of environment is of prime concern and important business objective at OTM / JWCC.

OTM / JWCC is committed to prevent pollution, maximize recycle reduce waste, discharges and emissions.

Exhibitors and their contractors are required to make a positive contribution to achieving this aim at all stages of the Event.

Recyclable materials and / or those least harmful to the environment are generally to be used for construction and running of the Event.

Any materials left behind will be disposed without verification of their value and at Exhibitor's expense.



7. No Smoking

Entire Event Venue is a no smoking zone and smoking is strictly prohibited within the centre or its premises.



8. Unattended Item/Additional Security

OTM / JWCC cannot ensure the security of items / belonging left unattended in function rooms.

Special arrangements may be made with the OTM / JWCC for securing a limited number of valuable items.

If the Exhibitor requires additional security with respect to such items or for any other reason, the OTM / JWCC will assist in making these arrangements at an additional charge.

All security personnel to be utilized during the Event are subject to OTM / JWCC approval.



9. Firecrackers

Use of Firecrackers is strictly prohibited within the Centre.

IMPORTANT CONTACTS

Hospitals	Address	Contact No.	Distance from Venue	Website
Asian Heart Institute	Bandra Kurla Complex, G/N, Bandra (E), Mumbai 400051	+91 9820027691	750 mtrs/ 0.5 miles	www.asianheartinstitute.org
Guru Nanak Hospital	S-341, Gandhi Nagar, Bandra(E), Near Collector Office, Mumbai 400051	+91 22 42227777	2.8 kms/ 1.7 miles	www.gurunanakhospital.com
S.L. Raheja Hospital (A Fortis Associate)	Raheja Rugnalaya Marg, Mahim (W), Mumbai 400050	+91 22 66529999	4.9 kms/ 3 miles	www.rahejahospital.com
Leelavati Hospital and Research Centre	A-791, Bandra Reclamation, Bandra (W), Mumbai 400050	+91 22 26751000 / 26568000	5.4 kms/ 3.4 miles	www.lilavatihospital.com
P.D. Hinduja Hospital & Medical Research Centre	Veer Savarkar Marg, Mahim, Mumbai 400016	+91 22 24452222 / 24451515	6.3 kms/ 3.9 miles	www.hindujahospital.com
Holy Family Hospital	St. Andrew's Road, Bandra (W), Mumbai 400050	+91 22 62670555	7.5 kms/ 4.6 miles	www.holyfamilyhospital.in

Police Station	Address	Contact No.	Distance from Venue
BKC Police Station	Bandra Kurla Complex Road, Opp. ICICI Bank, G-Block, Bandra (E), Mumbai 400051	+91 22 26504482 100	1.5 kms/ 0.9 miles

Fire Brigade	Address	Contact No.	Distance from Venue
BKC Fire Station	3VC9+565, G-Block BKC, MMRDA Area, Bandra Kurla Complex, Bandra (E) Mumbai 400098	101 +91 22 23085991 / 992	2 kms/ 1.5 miles

LIST OF LICENSES FOR PERFORMANCE (PPL, IPRS, ISRA, NOVEX, FRRO)

(List of General Licenses along with terms and conditions for liquor license).

Name of the License / Permission	Remarks	Particulars
Phonographic Performance Ltd. License (PPL)	In Case of any DJ and the DJ should also have the license to perform (PPL)	Relevant permissions required and needs to be submitted 10 days prior to the event
IPRS License	This is required for Entertainment Programme, i.e. Dance, Live Musical Performance, DJ, Exhibitions, Mela, etc.	Relevant permissions required and needs to be submitted 10 days prior to the event
Indian Singers' Rights Association ISRA	This is required for Recorded Performances of Singers within the Premises by way of Mechanical means like a DJ etc., Client needs to obtain the Indian Singers' Rights Association (ISRA) Collection Clearance Certificate (C3) before the start of the function by paying the necessary Royalties to ISRA.	Relevant permissions required and needs to be submitted 10 days prior to the event
Novex Music Copyright License	This is required for Entertainment Programme, i.e. Dance, Musical Performance, DJ, Exhibitions, Mela, etc.	Relevant permissions required and needs to be submitted 10 days prior to the event
Foreign Artist - FRRO	Required for foreign artists on work & business visa	NOC FRRO to be submitted 10 days prior to the event
Letter of Intimation to GST Authority (Subject to Jurisdiction under State/ Central)	Required for any sales during the exhibition/ event by the Exhibitor.	Relevant permissions required and needs to be submitted 10 days prior to the event

LIQUOR LICENSE

Liquor purchase is mandatory from the JWCC either in the form of packages or as per the beverage list.

Liquor purchased from JWCC must be consumed on day of the event at the function venue.

Alcohol to be consumed with-in the designated banquet /venue/ hall/ event space only as per license procured from excises department.

No leftover alcohol shall be permitted outside the banquet / venue/ hall/ event space.

As per the prevailing excise policies the alcoholic beverages served in the party are to be from the JWCC licensed bar and JWCC can procure it on behalf of Exhibitor at a price of Exhibition Hall - INR 22,500 / USD 234 ++ & Inside the Meeting Room - INR 17,500 / USD 182 ++ - Per day / per bar setup inclusive of administrative charges.

It is the responsibility of Exhibitor to comply with provisions of The Maharashtra Prohibition Act, 1949.

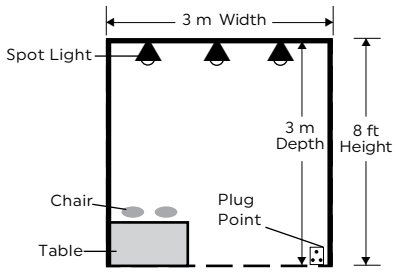
The charge of the liquor license is subject to change as per government norms.

Liquor will be served latest till 2200 Hrs. No deviation from the license terms and conditions will be done.

STANDARD SHELL SCHEME BOOTH

IMPORTANT NOTES:

- Nailing, stickers, or painting on aluminum frames are prohibited.
- Nailing or painting on panels is not allowed.
- Exhibitors must remove any double-sided tape or stickers they place on panels at the end of the exhibition.
- The organiser does not permit changes to the colour scheme, attachment of logos or other lettering, or alterations to the standard fascia.
- External electrical contractors are not allowed inside the exhibition hall to provide metal lights, halogen lights, spotlights, or plug points.



3m x 3m
Standard Booth

I. STANDARD SHELL SCHEME BOOTH INCLUDES

The Official Contractors will provide the following items for each shell scheme Standard Booth (3m x 3m)

Fascia : Red background with Exhibitor's name in English (max. 25 letters) using white cut out letterings.

Wall Panelling : Three side walls (white laminated panels) held by prefabricated aluminium system. In the case of corner booths it will be two side walls and two fascia boards.

II. ADDITIONAL RENTAL FURNITURE & ELECTRICAL FITTINGS

In addition to the items included in the basic Standard Shell Scheme Booth as listed in the table above, exhibitors may need extra furniture or electrical items. These can be rented from the Official Contractor. Please refer to Form No. 6 (Page No. 25 & 26) and submit it to the Organiser by the specified deadline.

UTILITY CHART	3 mtr depth	
	9 sqm	18 sqm
Table	1	2
Chairs	2	4
Spotlight	3	6
Plug Point	1	2
Dustbin	1	2

FLEX PRINT DIMENSIONS							
Size	**3 mtr**	**4 mtr**	**5 mtr**	**6 mtr**	**7 mtr**	**8 mtr**	**9 mtr**
Width (feet)	9.5	13	16	19.5	22.5	26	29
Height (feet)	8	8	8	8	8	8	8

VINYL PRINT DIMENSIONS	
Per Panel	
Width (feet)	3.25
Height (feet)	8

TABLE BRANDING DIMENSIONS	
Vinyl Print	
Width (feet)	3.25
Height (feet)	2

RECORD OF ORDERS

Mandatory Forms		Access	References	Deadline
FORM 1 - Registration of Contractor	Online Form	Go to Portal	View Details	15.12.2026
FORM 2 - Electrical Requirement	Online Form	Go to Portal	View Details	15.12.2026
FORM 3 - Exhibition Catalogue Entry	Online Form	Go to Portal	View Details	15.12.2026
FORM 4 - Contractor Security Deposit		Open Page	–	15.12.2026
FORM 5 - Electrical Safety Declaration		Open Page	–	15.12.2026

Requisition Forms		Access	References	Deadline
FORM 6 - Rigging Services	Online Form	Go to Portal	View Details	15.12.2026
FORM 7 - Additional Furniture	Online Form	Go to Portal	View Details	15.12.2026
FORM 8 - Temporary Staff	Online Form	Go to Portal	View Details	15.12.2026
FORM 9 - Internet Requisition Form	Online Form	Go to Portal	View Details	15.12.2026
FORM 10 - Housekeeping Staff	Online Form	Go to Portal	View Details	15.12.2026
FORM 11 - Water Connection	Online Form	Go to Portal	View Details	15.12.2026
FORM 12 - In Booth Catering		Open Page	–	15.12.2026

Award Forms	Access	References	Deadline
FORM 13A - Best Print Promotional Material Award	Open Page	–	20.01.2027
FORM 13B - Most Promising New Destination Award	Open Page	–	20.01.2027
FORM 13C - Most Innovative Product Award	Open Page	–	20.01.2027
FORM 13D - Most Exclusive Leisure Product Award	Open Page	–	20.01.2027
FORM 13E - Best Value Leisure Product Award	Open Page	–	20.01.2027

IMPORTANT UPDATE: TRANSITION OF FORMS TO THE EXHIBITOR PORTAL

Dear Exhibitors,

We're delighted to share that, building on the strong response to last year's Exhibitor Portal launch, the following forms will continue to be fully integrated and available for seamless online completion and submission:

FORM 1	**Registration of Contractor**
FORM 2	**Electrical Requirement**
FORM 3	**Exhibition Catalogue Entry**
FORM 5	**Rigging Services**
FORM 6	**Additional Furniture**
FORM 7	**Temporary Staff**
FORM 8	**Internet Requisition**
FORM 9	**Housekeeping Staff**
FORM 10	**Water Connection**

This ongoing integration ensures an even smoother, quicker, and more convenient experience for all exhibitors this year.

Please Note:

All remaining forms will continue to follow the manual submission process and can be accessed through the Exhibitor Manual. We encourage you to review and submit your forms well in advance to avoid any last-minute hassle

For any assistance or clarifications, feel free to reach out to us at **contact@fairfest.in**

Thank you for your cooperation and for being an important part of this year's event!

FORM 1

REGISTRATION OF CONTRACTOR
FOR BARE SPACE EXHIBITORS
(MANDATORY FORM)

The Leading Travel Show in Asia
OTM®
1, 2 & 3 FEBRUARY 2027
Jio World Convention Centre, Mumbai

Access the form online Open Form

Deadline for Submission : 15 December 2026

BOOTH HEIGHT LIMIT : Maximum permissible height for fabricated booth is 4 meter including platform height.

DISPLAY OF BOOTH NUMBERS: Exhibitors and Fabricators are required to ensure that their booth numbers are clearly displayed within their stands. This is mandatory as it helps in seamless identification and navigation for visitors, organizers, and participants.

LAYING ONE TIME USED CARPET : All Fabricators must lay a single-use carpet over the entire booth area before commencing booth construction. Please note that the use of polyethylene sheets or flex material underneath the platforms is strictly prohibited. Failure to comply will result in forfeiture of the refundable security deposit.

SHOES / HELMET : Please note Safety shoes and helmets are mandatory for everyone present inside the hall during setup and dismantling, including exhibitors, contractors, and their execution teams.

NO STORAGE SPACE : Fabricators are not permitted to store or retain materials behind the booth; if they do, their performance bond will be forfeited.

HOUSEKEEPING : The organisers will not be in charge of any booth cleaning during setup or show days, thus fabricators must designate their own housekeeping personnel for the final booth cleaning.

FIRE EXTINGUISHERS : For safety precautions, fabricators must have Fire Extinguishers within their booths and it must also be implemented in the design in order for the approval of the design.

Damage & Performance Bond

(1) A Damage & Performance Bond must be paid by demand draft by the booth contractor to the Organisers when they register at the exhibition site for booth possession. This will be held against damages to the venue, and / or the disposal of booth construction waste left on-site after the event. Any breach of the organisers / venue's regulations may also cause the deposit to be forfeited. The DD should be made in the name of **"Fairfest Media Ltd."** The deposit will be refunded after the exhibition subject to the clearance of the site by the contractors and no damage being recorded.

No.	Booth Sq.	Amount in INR/USD
1	0 - 36	INR 25,000 / USD 313
2	37 - 100	INR 50,000 / USD 625
3	101 - 199	INR 75,000 / USD 938
4	200 and above	INR 1,00,000 / USD 1250

(2) It is the individual booth contractor's responsibility to remove all packing and waste materials from the exhibition hall during both move-in and move-out. Garbage & waste materials from decoration work must not be discarded into the aisles & must be cleared. All material used must be removed during move-out and this must be done safely (no pushing over high pieces of booth, no smashing of glass panels etc). Failure to comply will result in the Damage & Performance Bond being totally forfeited.

(3) The Damage & Performance Bond will be refunded by showing the receipt after the exhibition subject to the clearance of the site by the contractors and no damage or garbage being recorded by the exhibition centre management and the organisers.

(4) Organisers reserve the right to deduct an actual and appropriate amount for damages to the hall structures / venue, made by the exhibitor or their design & handling agencies' staff during build-up, show days and dismantling time, from the Damage & Performance Bond paid by the exhibitor. This is to ensure all the rules & regulations are abided by and to cover any damage arising directly or indirectly from infringement. This is without prejudice to any additional claims the organisers may have on the exhibitor if the damages exceed the bond amount. Balance amount if any, will be returned if no damage is found.

On receipt of this Form and the deposit payment CONTRACTOR BANDS will be issued. Only holders of CONTRACTOR BANDS will be allowed access to the site.

Please supply CONTRACTOR BANDS : No. required :

N.B. : Electrical installations must be carried out by the Official Contractor only.

Approval of booth design is required to be taken from organisers by submitting the same **15 December, 2026.**

FORM 2

ELECTRICAL REQUIREMENT
FOR BARE SPACE EXHIBITORS
(MANDATORY FORM)

The Leading Travel Show in Asia
OTM®
1, 2 & 3 FEBRUARY 2027
Jio World Convention Centre, Mumbai

Access the form online Open Form

Deadline for Submission : 15 December 2026

This from must be completed and returned by every exhibitor under Bare Space / Shell Space

1. Exhibitors who have booked BARE SPACE / SHELL SPACE must inform their power requirments in this from.
2. Only standard single phase supply will be available is the Shell Scheme package. For three phase supply for connected load more than 1 KW please fill up this from and send it to contact@fairfest.in
3. The Shell Scheme / Pre-fabricated Stall Exhibitors Package includes Fluorescent tube/s spot lights and 230V.5 Amp plug points (for consumption up to 1KW only).

Item	**Unit Cost** (Per KW)
Single Phase/Three Phase Power	INR 3,500/USD 44

Note : All prices are current and subject to change without prior notice.

Electrical requirements can be serviced only if order is placed on or before 15 December 2026. There is no provision of making last minute / onsite request after 15 December 2026.

Rules for Electrical Work

Exhibitors are requested to make the payment for the same 20 days prior to the show along with the From. The cheque / DD should be drawn in favour of "Fairfest Media Limited"

1. All exhibitors must appoint a licensed electrical contractor for carrying out the internal wiring within the stands & must submit a photocopy of the contractor's license to the Organisers.
2. It is mandatory to use only ISI mark new material for doing the electrical installation and the wires shall be PVS copper insulated 1100 V.
3. For lighting circuit the wires must be 3x2.5 sq mm copper wire. For 16A power point. 3x4 sq mm PVC insulated copper wire must be used.
4. Wires must be run in a safe manner through conduit or casing capping. No wires must hang loose and must be terminated using crimping lugs.
5. The type of light must be LED & if halogen lights are used, they must have a transformer attached to it.
6. The load connected to power point must be suitable for the socket.

FORM 3

EXHIBITION CATALOGUE ENTRY
(MANDATORY FORM)

The Leading Travel Show in Asia
OTM®

Access the form online Open Form

Deadline for Submission : 15 December 2026

FORM 4

CONTRACTOR SECURITY DEPOSIT FORM
FOR BARE SPACE EXHIBITORS
(MANDATORY FORM)

PLEASE COMPLETE AND RETURN THIS FORM TO:

Fairfest Media Ltd.

305, 3rd Floor, The Summit Business Bay, Near WEH Metro Stn. Off Andheri Kurla Road,
Andheri (E), Mumbai 400 093 Tel : +91 22 4555 8555 | E-mail : contact@fairfest.in

Deadline for Submission : 15 December 2026

The Leading Travel Show in Asia
OTM®
1, 2 & 3 FEBRUARY 2027
Jio World Convention Centre, Mumbai

Booth No	Exhibitor's Name	Sq. mtr. booked

Contractor Company Name : _____

Contractor Person Name : _____

Mobile Number : _____ Email ID : _____

Contractor GST Number : _____ Contractor PAN Number: _____

Particulars	Amount
On Account of:	
Payment Mode: DD Only By DD No.: _____ Bank Name: _____ Branch_____ Dated:_____	
Amount in words: _____	

Notes:

- The Security deposit should be submitted only by Demand Draft. No other mode of payment will be accepted.
- Refundable Security deposit must be paid by demand draft in the name of "Fairfest Media Ltd." payable.
- If the contractor fails to submit the security deposit by demand draft the booth possession will not be given, no cash will be accepted as security deposit. In an exceptional case if security deposit accepted in cash, there will be a service charge of INR 5000 / USD 63 + 18% GST will be applicable and the same will be deducted from the security deposit.
- Please note that the security deposit has to be paid by the booth contractor and NOT the exhibitor, unless the exhibitor themselves are undertaking their own stand fabrication.
- If booth contractor fails to meet the deadline for final completion of booth building / dismantling, then the complete security deposit given by the booth contractor will be fully forfeited as a penalty charges for non - completion of booth on time.
- Kindly bring 2 copies of this form at the time of possession with the authorized signature and company stamp.
- Kindly submit the signed copy of this form while collecting your security deposit.

No.	Booth Sq.	Amount in INR/USD
1	0 - 36	INR 25,000 / USD 313
2	37 - 100	INR 50,000 / USD 625
3	101 - 199	INR 75,000 / USD 938
4	200 and above	INR 1,00,000 / USD 1250

For Contractor

For Fairfest Media Ltd

_____ Date:

_____ Signature &: Stamp:

Authorised Signatory

Please make copy for your reference.

Deadline for Submission : 15 December, 2026

FORM 5

ELECTRICAL SAFETY DECLARATION FORM
FOR BARE SPACE EXHIBITORS
(MANDATORY FORM)

PLEASE COMPLETE AND RETURN THIS FORM TO:

Fairfest Media Ltd.
305, 3rd Floor, The Summit Business Bay, Near WEH Metro Stn. Off Andheri Kurla Road,
Andheri (E), Mumbai 400 093 Tel : +91 22 4555 8555 | E-mail : contact@fairfest.in

Deadline for Submission : 15 December 2026

The Leading Travel Show in Asia
OTM®
1, 2 & 3 FEBRUARY 2027
Jio World Convention Centre, Mumbai

UNDERTAKING FOR PROPER ELECTRICAL WIRING AND EARTHING OF STALL

I/We, _____, representing _____, hereby undertake and confirm that all electrical wiring, fittings, fixtures, and installations carried out within our stall for the event will be executed in a safe and professional manner by qualified personnel.

I/We further undertake that:

1. Proper earthing shall be provided for all electrical equipment, fixtures, and installations within the stall.
2. All electrical wiring, cables, switches, sockets, DBs, and accessories used shall be of standard quality and in good condition.
3. No loose, exposed, or damaged wiring will be used inside the stall.
4. The electrical load connected will be within the sanctioned load approved by the organizer.
5. All electrical installations shall comply with the applicable electrical safety standards and the instructions issued by the organizer venue management.
6. I/We shall be solely responsible for any damage, accident, fire, injury, or loss arising out of improper wiring, inadequate earthing, electrical overloading, or non-compliance with the prescribed safety norms.
7. I/We agree that the organizer reserves the right to disconnect the electrical supply or stop work if any unsafe electrical installation is observed, until the same is rectified to the satisfaction of the organizer.

I/We hereby indemnify and hold harmless the organizer, venue owner, and event management against any claims, losses, damages, liabilities, or expenses arising from any electrical fault or negligence on our part.

CONTRACTOR'S DETAILS

Company Name: _____ Exhibitor Name: _____

Signature: _____ Hall No. _____ Booth No. _____

Contractor Name: _____

Mobile No.: _____

Please make copy for your own reference

Deadline for Submission : 15 December, 2026

FORM 6

RIGGING SERVICES FORM
(OPTIONAL FORM)

The Leading Travel Show in Asia
OTM®
1, 2 & 3 FEBRUARY 2027
Jio World Convention Centre, Mumbai

Access the form online Open Form

Deadline for Submission : 15 December 2026

JWCC provides rigging points for branding and design elements.

The rigging point is positioned at a height of 12 meters, allowing the suspended element to hang up to 5 meters above the exhibition floor. The maximum allowable weight per rigging point is 500 kilograms.

Approval from Jio World Convention Centre is required for rigging, necessitating the submission of a detailed lighting and rigging plot along with the stand layout. Additionally, exhibitors must submit an AutoCAD plan (scaled to the grid layout) indicating the number of fixtures, rigging points to be used, and the load per point.

Description of Branding / Design Element to be rigged
Describe items to be rigged, including dimensions and approximate weights.

Summary of Costs	**Unit Cost (INR / USD)**
Rigging Package (inclusive of 4 rigging points)	INR 50,000 / USD 625
Additional Rigging Points	INR 10,000 / USD 125
Total Amount	

1. TPI (form 11) Certificates of all lifting tools and tackle.
2. TPI (form 13) Certificate of Compressed Vessels or Compressor Machine.
3. Structure Stability Certificate from government authorised person for Hanged Trusses, Fabricated Stages, Mezzanine Structures, etc.
4. Power Load Distribution of Trusses to be shared as per the deadline dates
5. Connectors shall be used in Electrical joints.
6. Machines used for Set Up, Event and Dismantle shall posses safety guards. (Grinding Machines, Compressor Machine Guard, etc.)
7. For Height Work, Double Anchor Safety Harness Compulsory and Helmet are mandatory.
8. Safety Shoes are mandatary for all workers.

FORM 7

ADDITIONAL FURNITURE
(OPTIONAL FORM)

The Leading Travel Show in Asia
OTM®
1, 2 & 3 FEBRUARY 2027
Jio World Convention Centre, Mumbai

Access the form online Open Form

Deadline for Submission : 15 December 2026



System Table
₹ 900 / $ 12



Lockable Cabinet
₹ 2500 / $ 32



Glass Round Table
₹ 1200 / $ 15



Centre Table
₹ 1200 / $ 15



Leather Chair
₹ 600 / $ 8



Leather Chair
₹ 600 / $ 8



Bar Stool
₹ 900 / $ 12



Sofa Double
₹ 3500 / $ 44



Sofa Single
₹ 2000 / $ 25



Brochure Stand
₹ 800 / $ 10



LED Spotlight
₹ 450 / $ 6



Metal Halide
₹ 1200 / $ 15



Power Socket
₹ 450 / $ 6



Waste Bin
₹ 50 / $ 1



LED TV with Stand
₹ 2000 / $ 25

FORM 7

ADDITIONAL FURNITURE
(OPTIONAL FORM)

The Leading Travel Show in Asia
OTM®
1, 2 & 3 FEBRUARY 2027
Jio World Convention Centre, Mumbai

Access the form online Open Form

Deadline for Submission : 15 December 2026

Item	Unit Cost	
	INR	USD
System Table	900	12
Lockable Cabinet	2,500	32
Leather Chair (Black)	600	8
Leather Chair (White)	600	8
Centre Table	1,200	15
Single Seater Sofa	2,000	25
Double Seater Sofa	3,500	44
Glass Round Table	1,200	15
Bar Stool	900	12
Brochure Rack	800	10
Waste Basket	50	1
LED Spot Lights	450	6
5/15 AMP Power Socket	450	6
Metal Halide	1,200	15
LCD TV (42") with stand - Per Day	2,000	25

Note : All prices are current and subject to change without prior notice.

Additional furniture can be serviced only if order is placed on or before 15 December 2026.

FORM 8

TEMPORARY STAFF
(OPTIONAL FORM)

The Leading Travel Show in Asia
OTM®
1, 2 & 3 FEBRUARY 2027
Jio World Convention Centre, Mumbai

Access the form online Open Form

Deadline for Submission : 15 December 2026

Temporary personnel must not be entrusted with handling of cash or valuable. Exhibitors will be responsible for the temporary personnel in their stands during the show. The Organiser will not be responsible for any loss or damage caused by such personnel.

Particulars	Unit Cost (INR / USD)
Hostess - Per Day	INR 3500 / USD 44
Male Promoter	INR 2500 / USD 32

Important Notes:
1. The working hour for service is 8 hrs./person/day
2. The duration of service is 10.00 - 18.00 hrs.
3. On-site order MUST be paid immediately via RTGS / UPI along with the order form only.
4. No refund for any cancellation once the order is placed.
5. Temporary Staff must not be entrusted with handling of cash or valuables.
6. Exhibitors will be responsible for the temporary staff in their stands during the show.
7. Organiser will not be responsible for any damage caused by temp staff.

FORM 9

INTERNET REQUISITION
(OPTIONAL FORM)

The Leading Travel Show in Asia
OTM®

Access the form online Open Form

Deadline for Submission : 15 December 2026

1. Wired Connection

Particulars	Connection	Minimum Speed	Duration	Price
Wired Internet Connection	Single Line	05 mbps	One Full Day	INR 15,000 / USD 190
		10 mbps		INR 25,000 / USD 313
		30 mbps		INR 50,000 / USD 625
		50 mbps		INR 75,000 / USD 938
		100 mbps		INR 1,00,000 / USD 1250

2. Wi-Fi Connection

Particulars	Connection	Minimum Speed	Duration	Price
WiFi	Per Device	15 mbps	One Full Day	INR 750 / USD 10
		30 mbps		INR 1,500 / USD 19
Particulars	**Connection**	**Minimum Speed**	**Duration**	**Price**
WiFi	20	15 mbps per Connection	One Full Day	INR 6,500 / USD 82
	100			INR 30,000 / USD 375

FORM 10

HOUSEKEEPING STAFF
For Exhibition Stand
(OPTIONAL FORM)

The Leading Travel Show in Asia
OTM®
1, 2 & 3 FEBRUARY 2027
Jio World Convention Centre, Mumbai

Access the form online Open Form

Deadline for Submission : 15 December 2026

Housekeeping personnel must not be entrusted with handling of cash or valuable. Exhibitors will be responsible for the temporary personnel in their stands during the show. The Organiser will not be responsible for any loss or damage caused by such personnel.

Date	Rate (INR / USD)
1 February, 2027	INR 1500 / USD 17 per day
2 February, 2027	INR 1500 / USD 17 per day
3 February, 2027	INR 1500 / USD 17 per day

Important Notes:
1. Rates mentioned above are on hire basis and applicable as per dates available.
2. This is only manpower cost. Cost of Consumables/Equipment requirement will be extra
3. The working hour for service is 10 hrs./person/day
4. The duration of service is 08.00 - 18.00 hrs.
5. On-site order MUST be paid immediately via RTGS / UPI along with the order form only.
6. No refund for any cancellation once the order is placed.
7. Housekeeping Staff must not be entrusted with handling of cash or valuables.
8. Exhibitors will be responsible for the housekeeping staff in their stands during the show.
9. Organiser will not be responsible for any damage caused by temp staff.

FORM 11

WATER CONNECTION
(OPTIONAL FORM)

The Leading Travel Show in Asia
OTM®

Access the form online Open Form

Deadline for Submission : 15 December 2026

Exhibitors having Water Supply requirements are requested to submit this form.

Description	Quantity	Unit Cost (INR / USD)
Providing & laying Water supply pipe line connection with cutting etc. with all necessary fittings, clamps, on hire basis		INR 10,000 / USD 125
Laying outlet drain pipe line in open trenches		INR 12,000 / USD 150

FORM 12

IN BOOTH CATERING
(MANDATORY FORM)

The Leading Travel Show in Asia
OTM®
1, 2 & 3 FEBRUARY 2027
Jio World Convention Centre, Mumbai

TO PLACE YOUR REQUIREMENT, PLEASE CONTACT TO THE BELOW DETAILS:
Mobile: +91 9372750801
Email: jwc.inboothcatering@ril.com; CC: akansha@fairfest.in; Mobile: +91 70215 62760

Deadline for Submission : 15 December 2026

Deadline for Submission : 15 December, 2026

Sandwiches & Wraps (Per Dozen) Minimum Order Quantity - 2 Dozen *Note*: all the food is served in Small, bites sized portion	
Vegetarian : INR 2000 / USD 21 per dozen	**Non-Vegetarian :** INR 2500 / USD 26 per dozen
- Croissant sandwich of avocado, rucola and tomato - Barbequed cottage cheese sandwich - Brie, caramelized onion on brioche - Crispy falafel and chickpea puree wrap (served warm) - Petite wada pao, garlic and tamarind chutney (served warm) - Paneer khurchan roomali wrapster, tamarind chutney (served warm) - Caprese, basil crème fraiche, multigrain Baguette - Granny smith coleslaw, focaccia squares	- Chicken tikka sandwich with onion, peppers, and tomato - Petite poppy seed bagels, horse radish crème fraiche, scottish smoked salmon - Shawarma chicken and pita roll, tahini and vegetable pickle, green harissa, hummus - Confit tuna & sweet pepper, cocktail remoulade, farmers wedges - Mortadella & cheese, mustard cream on sourdough - Garlic labneh & grilled chicken in herbed focaccia - Cajun spiced roast chicken fingers, brown bread

Hot Selections (Per Dozen) Minimum Order Quantity - 2 Dozen *Note*: all the food is served in Small, bites sized portion	
Vegetarian : INR 1900 / USD 20 per dozen	**Non-Vegetarian :** INR 2400 / USD 25 per dozen
- Young leek and asiago quiche - Subz shikhampuri kebab, cilantro mayo - Turnip cake with chilli oil and golden sand - Chutney spanakopita, peri peri mayo - Corn and cheddar muffins - Steamed malaga podi idlis, tomato	- Smoked chicken and jalapeno patties - Plum and hoisin duck wraps - California crunchy prawn tempura roll with wasabi, soy and garishoga - Lorraine quichettes, bacon and cheese-contains pork - Lamb lukmi, flaky pastry, mildly spiced ground lamb
Vegetarian : INR 1600 / USD 17 per dozen	**Non-Vegetarian :** INR 2100 / USD 22 per dozen
- Corn pattice, mint chutney - Mildly spiced, samosas - Vegetable spring roll, sweet chili sauce	- Chicken vol au vent - Thyme scented chicken and cheddar quiche - Chicken and scallion spring roll

Desserts Vegetarian : INR 1700 / USD 18 per dozen**.** Minimum Order Quantity - 2 Dozen *Note*: all the food is served in Small, bites sized portion	
- Espresso tiramisu - 58% Walnut brownie squares - White chocolate and black pepper cheesecake - Classic opera	- Chocolate truffle pastry - Almond lemon tea cake - Banana tea cake - Lemon meringue tart

Important Notes:
The above price are exclusive of government taxes.
Please Contact for pre-ordering at jwc.inboothcatering@ril.com Mobile: +91 9372750801
CC: akansha@fairfest.in; Mobile: +91 70215 62760

FORM 12

IN BOOTH CATERING
(MANDATORY FORM)

The Leading Travel Show in Asia
OTM
1, 2 & 3 FEBRUARY 2027
Jio World Convention Centre, Mumbai

TO PLACE YOUR REQUIREMENT, PLEASE CONTACT TO THE BELOW DETAILS:
Mobile: +91 9372750801
Email: jwc.inboothcatering@ril.com; CC: akansha@fairfest.in; Mobile: +91 70215 62760

Deadline for Submission : 15 December 2026

Deadline for Submission : 15 December, 2026

BEVERAGE	TEA AND COFFEE URN
MINERAL WATER (AAVA) 500 ml Case (20nos) – INR 800 / USD 9 200 ml Case (24nos) – INR 350 / USD 4 Glass bottle 250ml (16nos) – INR 2400 / USD 25 **IMPORTED STILL AND SPARKLING** 330ml Still Case (24no) – INR 4800 / USD 50 330ml Sparkling case (24no) – INR 5800 / USD 60 **AREATED BEVERAGES** 330 ml (24no) – INR 4080 / USD 51 **ENERGY DRINK** Red bull 330 ml – INR 375 / USD 4 **TETRA PACKED JUICE** 1000 ml – INR 350 / USD 4 *Note*: Centre does not provide any refrigerating facility.	**READY MADE TEA (10 lit) -** INR 4000 / USD 42 O F F E R I N G S 75 disposable cups sachets of White sugar sachets of Brown sugar sachets of Sugar free Stirrer sticks **READY MADE COFFEE (10 lit) -** INR 4000 / USD 42 O F F E R I N G S 75 disposable cups sachets of White sugar sachets of Brown sugar sachets of Sugar free Stirrer sticks *Note*: Server not included in above mentioned rates.

FULLY AUTOMATIC COFFEE MACHINE	
Freshly Grounded Automatic Machine Rental INR 20,000 / USD 208 per day O F F E R I N G S 1 coffee server (8 hours), 150 disposable cups 2 kg coffee beans, 10 litre fresh milk, Assorted sugar	**Jetin Semi Automatic Machine Rental** INR 50,000 / USD 519 per day O F F E R I N G S 1 Barista (8 hours), 150 disposable cups 2 kg coffee beans lavazza gusto crema arabica robusta blend, Assorted sugar
Selection of coffee preparation: Cappuccino, Latte, Americano, Espresso **Selection of Tea bags:** English breakfast, Assam, Darjeeling, Green, Earl Grey *Note*: The above price are exclusive of government taxes.	

FRESHBAKES - 24 pieces each - INR 1700 / USD 18	**TABLEWARE**
Mini croissants Mini Danish pastry Mini muffins Mini pain au chocolate	Disposable packet of paper napkin (100 no) – INR 200 / USD 3 Disposable square bagasse plate (50 no) – INR 300 / USD 4 Disposable round bagasse plate (50 no) – INR 500 / USD 7 Disposable wooden fork and spoon (100 no) – INR 500/USD 7 Disposable glasses (50 no) – INR 500 / USD 7
COOKIES - 24 pieces each - INR 1400 / USD 15	**PER DAY RENTAL** Ceramic tea and coffee mugs (15 no) – INR 1200 / USD 13 Ceramic dinner cover set (15 no) – INR 3500 / USD 37 OFFERINGS: Dinner plate, Fork, Spoon, Cloth Napkin Server (08 Hours) – INR 4000 / USD 42 Bartender (08 Hours) – INR 5000 / USD 52 Ice with Container (10 Kgs) – INR 2500 / USD 26
Oatmeal chocochip cookie Peanut butter cookie *Note*: The above price are exclusive of government taxes.	*Note*: The above price are exclusive of government taxes.

Important Notes:
The above price are exclusive of government taxes.
Please Contact for pre-ordering at jwc.inboothcatering@ril.com; Mobile: +91 9372750801
CC: akansha@fairfest.in; Mobile: +91 70215 62760

FORM 13A

AWARDS PROGRAMME

The Leading Travel Show in Asia
OTM®
1, 2 & 3 FEBRUARY 2027
Jio World Convention Centre, Mumbai

PLEASE COMPLETE AND RETURN THIS FORM TO:

Fairfest Media Ltd.

305, 3rd Floor, The Summit Business Bay, Near WEH Metro Stn. Off Andheri Kurla Road, Andheri (E), Mumbai 400 093 Tel : +91 22 4555 8555 | E-mail : contact@fairfest.in

Deadline for Submission : 20 January 2027

BEST PRINT PROMOTIONAL MATERIAL AWARD

Category (check one)

❑ Govt.-Sector/NTO ❑ Private Sector Participant

Rules and Procedures

1. Please attach three copies of all print and promotional material you will use at OTM (including brochures, posters, leaflets, pamphlets, etc.)
2. Please attach separate form on company letterhead which details target audience, objectives of print campaign, results or expected results.
3. Completed entry forms must be received before 7 days of the fair : Awards Programme

   Fairfest Media Ltd.

   305, 3rd Floor, The Summit Business Bay
   Near WEH Metro Stn. Off Andheri Kurla Road
   Andheri (E), Mumbai 400 093
   Tel : +91 22 4555 8555
   E-mail : contact@fairfest.in
4. All decisions made by Judging Panel are final.

Organisation : _____ Booth No. _____

Contact Person _____ Designation : _____

Mob : _____ Email : _____

Address : _____

_____

Signature _____

Deadline for Submission : 20 January, 2027

FORM 13B

AWARDS PROGRAMME

The Leading Travel Show in Asia
OTM®
1, 2 & 3 FEBRUARY 2027
Jio World Convention Centre, Mumbai

PLEASE COMPLETE AND RETURN THIS FORM TO:

Fairfest Media Ltd.

305, 3rd Floor, The Summit Business Bay, Near WEH Metro Stn. Off Andheri Kurla Road, Andheri (E), Mumbai 400 093 Tel : +91 22 4555 8555 | E-mail : contact@fairfest.in

Deadline for Submission : 20 January 2027

Deadline for Submission : 20 January, 2027

MOST PROMISING NEW DESTINATION AWARD

Region (check one)

❑ India ❑ International

Rules and Procedures

1. Please attach separate form on company letterhead which gives brief description of new destination on entry form. Details should include:
   - description of new facilities constructed, offerings of surrounding locale/environment and wealth of local features(entertainment or other).
   - target market
   - statistics on tourism to the destination in recent years, as well as statistics on expected tourism to the region if available.

2. Completed entry forms must be received before 7 days of the fair :
   Awards Programme
   Fairfest Media Ltd.
   305, 3rd Floor, The Summit Business Bay
   Near WEH Metro Stn. Off Andheri Kurla Road
   Andheri (E), Mumbai 400 093
   Tel : +91 22 4555 8555
   E-mail : contact@fairfest.in

3. All decisions made by Judging Panel are final.

Organisation : _____ Booth No. _____

Contact Person _____ Designation : _____

Mob : _____ Email : _____

Address : _____

_____

Signature _____

FORM 13C

AWARDS PROGRAMME

The Leading Travel Show in Asia
OTM®
1, 2 & 3 FEBRUARY 2027
Jio World Convention Centre, Mumbai

PLEASE COMPLETE AND RETURN THIS FORM TO:

Fairfest Media Ltd.
305, 3rd Floor, The Summit Business Bay, Near WEH Metro Stn. Off Andheri Kurla Road, Andheri (E),
Mumbai 400 093 Tel : +91 22 4555 8555 | E-mail : contact@fairfest.in

Deadline for Submission : 20 January 2027

MOST INNOVATIVE PRODUCT AWARD

Rules and Procedures

1. Please attach separate form on company letterhead which gives brief description of your product and how it provides overall educational service, such as educating visitors on an indigenous population/cultural heritage or promotion of local environmental awareness. Details should include:
   - historical development of programme or project
   - source of funding for project or programme
   - target market
   - results achieved in increasing awareness of programme or project's cause

2. Completed entry forms must be received before 7 days of the fair :
   Awards Programme

   Fairfest Media Ltd.

   305, 3rd Floor, The Summit Business Bay
   Near WEH Metro Stn. Off Andheri Kurla Road
   Andheri (E), Mumbai 400 093
   Tel : +91 22 4555 8555
   E-mail : contact@fairfest.in

3. All decisions made by Judging Panel are final.

Organisation : _____ Booth No. _____

Contact Person _____ Designation : _____

Mob : _____ Email : _____

Address : _____

_____

Signature _____

Deadline for Submission : 20 January, 2027

FORM 13D

AWARDS PROGRAMME

The Leading Travel Show in Asia
OTM®
1, 2 & 3 FEBRUARY 2027
Jio World Convention Centre, Mumbai

PLEASE COMPLETE AND RETURN THIS FORM TO:
Fairfest Media Ltd.
305, 3rd Floor, The Summit Business Bay, Near WEH Metro Stn. Off Andheri Kurla Road,
Andheri (E), Mumbai 400 093 Tel : +91 22 4555 8555 | E-mail : contact@fairfest.in

Deadline for Submission : 20 January 2027

MOST EXCLUSIVE LEISURE PRODUCT AWARD

Rules and Procedures

1. Please attach separate form on company letterhead which details:
   - brief description of product
   - target market (should be geared towards upscale, select market)
   - reasons why this product offers the most comprehensive or unique way to access destination
   Please also attach brochures, pamphlets, or other supporting documentation if available.

2. Completed entry forms must be received before 7 days of the fair :
   Awards Programme
   Fairfest Media Ltd.
   305, 3rd Floor, The Summit Business Bay
   Near WEH Metro Stn. Off Andheri Kurla Road
   Andheri (E), Mumbai 400 093
   Tel : +91 22 4555 8555
   E-mail : contact@fairfest.in

3. All decisions made by Judging Panel are final.

Organisation : _____ Booth No. _____

Contact Person _____ Designation : _____

Mob : _____ Email : _____

Address : _____

_____

Signature _____

Deadline for Submission : 20 January, 2027

FORM 13E

AWARDS PROGRAMME

The Leading Travel Show in Asia
OTM®
1, 2 & 3 FEBRUARY 2027
Jio World Convention Centre, Mumbai

PLEASE COMPLETE AND RETURN THIS FORM TO:
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305, 3rd Floor, The Summit Business Bay, Near WEH Metro Stn. Off Andheri Kurla Road, Andheri (E),
Mumbai 400 093 Tel : +91 22 4555 8555 | E-mail : contact@fairfest.in

Deadline for Submission : 20 January 2027

BEST VALUE LEISURE PRODUCT AWARD

Rules and Procedures

1. Please attach seperate form on company letterhead which details:
   - brief description of product
   - cost of product to various markets (product should be targeted to large market)
   - reasons why this product is the best value of its kind

   Please also attach brochures, pamphlets, or other supporting documentation if available.

2. Completed entry forms must be received before 7 days of the fair :
   Awards Programme
   Fairfest Media Ltd.
   305, 3rd Floor, The Summit Business Bay
   Near WEH Metro Stn. Off Andheri Kurla Road
   Andheri (E), Mumbai 400 093
   Tel : +91 22 4555 8555
   E-mail : contact@fairfest.in

3. All decisions made by Judging Panel are final.

Organisation : _____ Booth No. _____

Contact Person _____ Designation : _____

Mob : _____ Email : _____

Address : _____

_____

Signature _____

Deadline for Submission : 20 January, 2027

FORM 13F

AWARDS PROGRAMME

The Leading Travel Show in Asia
OTM®
1, 2 & 3 FEBRUARY 2027
Jio World Convention Centre, Mumbai

PLEASE COMPLETE AND RETURN THIS FORM TO:

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305, 3rd Floor, The Summit Business Bay, Near WEH Metro Stn. Off Andheri Kurla Road, Andheri (E),
Mumbai 400 093 Tel : +91 22 4555 8555 | E-mail : contact@fairfest.in

Deadline for Submission : 20 January 2027

Suggest a new award category

Rules and Procedures

1. Please attach seperate form on company letterhead which details:
   - brief description of product
   - cost of product to various markets (product should be targeted to large market)
   - reasons why this product is the best value of its kind

   Please also attach brochures, pamphlets, or other supporting documentation if available.

2. Completed entry forms must be received before 7 days of the fair :
   Awards Programme
   Fairfest Media Ltd.
   305, 3rd Floor, The Summit Business Bay
   Near WEH Metro Stn. Off Andheri Kurla Road
   Andheri (E), Mumbai 400 093
   Tel : +91 22 4555 8555
   E-mail : contact@fairfest.in

3. All decisions made by Judging Panel are final.

Organisation : _____ Booth No. _____

Contact Person _____ Designation : _____

Mob : _____ Email : _____

Address : _____

_____

Signature _____

Deadline for Submission : 20 January, 2027

BADGES AND THEIR SIGNIFICANCE



Exhibitor
Participants exhibiting at OTM



Hosted Buyer
Very Important travel trade buyers hosted by OTM



Corporate Buyer
Very important corporate buyers focused on business travel and MICE purchases



Wedding Planner
Very important wedding planners hosted by OTM



VIP Buyer
Very important buyers focused on business travel and MICE purchases



Cine Locales
Participants for Cine Locales - marketplace connecting commercial, film & television professionals to global destinations and locations.



Speaker
Eminent Personalities and Industry Professionals speaking at conference sessions and panel discussions.



VIP
Special guests at the show.



Invitee
May or may not be a buyer



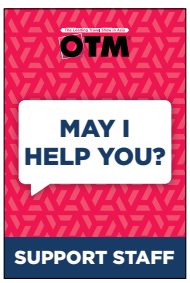
Trade Visitor
Registered travel trade & corporate visitors from pan India



Media
Journalists and bloggers from pan India



Organising Team
OTM team members always available for your services



Support Staff
Your point of contact if you need any help during the show



Service
Vendors who would provide you with house keeping, structural and electrical services

FINAL CHECKLIST

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

SHOW IMPLEMENTATION

During OTM it is important that your stand personnel converse professionally with customers. These interactions must be documented properly to collect information for professional trade show follow-up.

1. Conversation with customers

- Every opportunity to make contact is priceless and must be converted to dialogue with a great deal of attention and willingness.
- Even seemingly disinterested customers present a window of opportunity for fruitful communication.
- Understand the visitor's busy schedule and compress your sales pitch accordingly.
- Leave room for the visitors to explore, instead of overwhelming them with attention.
- Recognise the interests of the visitor and build your conversation around it.

2. Documentation

Each conversation forms the basis for your trade show follow-up and hence must be documented by stand personnel whenever a visitor shows keen interest.

- When a business card is available do not ask for information already mentioned there.
- Only begin taking notes after a short warm-up phrase.
- Because your notes are not secret, allow the person concerned to see what you write down.
- Use copies of the enclosed "Conversation Record" for evaluating significant contacts.

3. Follow-up

In no later than 10 days after OTM, the following activities when efficiently handled directly influence the business decisions of important contacts:

- Thank-You mailings
- Phone calls to initiate contacts
- Business proposals
- Live up to the promises made

WE WISH YOU SUCCESS IN THE UPCOMING EVENTS &
HOPE YOU FIND THESE GUIDELINES USEFUL

YOUR OTM TEAM

SOME OF OUR PARTNERS AND SUPPORTING ORGANISATIONS

Partner Airline

















Host State

Featured Exhibitors



Supported by



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Official Publication

Organised by

Fairfest Media Ltd. (CIN - U74140MH1988PLC461056)

Mumbai
(Regd. Office):

305, 3rd Floor
The Summit Business Bay
Off Andheri - Kurla Road
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