EVERYTHING ABOUT WATER expo 2027

29-31 JAN 2027 • HYDERABAD, INDIA

EXHIBITOR MANUAL

# EverythingAboutWater Expo 2027

South India's water & wastewater business platform: rules, schedules, services and online forms for exhibitors.

| DATES | VENUE | CITY |
| --- | --- | --- |
| 29 – 31 January 2027 | HITEX Exhibition Centre | Hyderabad, India |

Organised by EverythingAboutWater (Earth Water Foundation)

www.eawaterexpo.com

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## 01 Welcome & key dates

Thank you for exhibiting at **EverythingAboutWater Expo 2027**, South India's water and wastewater business platform, at **HITEX Exhibition Centre, Hyderabad, from 29 to 31 January 2027**. This manual explains everything you need to plan your participation, from booking services to building your stand.

All exhibitor forms are now **online**. Create your login at **www.eawaterexpo.com/exhibitor**, choose National or International company, and submit your forms there. Rates are shown automatically in INR for national companies and in USD for international companies.

| Milestone | Date |
|---|---|
| Online forms open | December 2026 |
| **Deadline for all mandatory forms and booth design approval** | **Monday, 4 January 2027** |
| Deadline for optional service orders (furniture, power, AV, staff, security) | Monday, 11 January 2027 |
| Contractor move-in (bare space and modified shell scheme) | Wednesday, 27 January 2027 |
| Shell scheme move-in and exhibitor registration | Thursday, 28 January 2027 |
| Show days (conference on Day 1, training on Day 2) | 29 – 31 January 2027 |
| Move-out | Sunday, 31 January 2027, 18:30 – 23:00 hrs |

# 02 Organiser & contacts

**Organiser:** Earth Water Foundation (EverythingAboutWater), Plot No. 03, Sector 33, Gurugram, Haryana 122001, India
**Phone / WhatsApp:** +91 96677 32344 · **Email:** enquiry@eawater.com · **Web:** www.eawaterexpo.com

**General queries:** email **enquiry@eawater.com** or call / WhatsApp **+91 96677 32344**. Our team will route your query to the right person. For specific topics, you may also write to the team members below.

INTERNATIONAL EXHIBITORS
**Mr. Sanjay Menani**
sanjay@eawater.com

NATIONAL EXHIBITORS
**Ms. Pratibha Chauhan**
pratibha@eawater.com

CONFERENCE IN-CHARGE
**Ms. Neetu Kashyap**
neetu@eawater.com

TRAINING IN-CHARGE
**Ms. Pooja Gupta**
pooja@eawater.com

OPERATIONS EXECUTIVE
**Mr. Rahul Kumar**
operations@eawater.com

MARKETING EXECUTIVE
**Mr. Aditya Singh**
marketing@eawater.com

SR. MANAGER – MARKETING & OPERATIONS
**Mr. Rahul Mourya**
rahul@eawater.com

ESCALATION
**Ms. Shivani Ghorawat**
shivani@eawater.com

## Who to contact for what

| Topic | Contact |
|---|---|
| General queries, online portal help | enquiry@eawater.com · +91 96677 32344 |
| Booking, contract, invoices and forms for Indian companies | Pratibha Chauhan |
| Booking, contract, invoices, visa letters and forms for overseas companies | Sanjay Menani |
| Stand allocation, move-in / move-out, badges, power, furniture, contractors, on-site operations | Rahul Kumar, Rahul Mourya |
| Show Directory listing, logo, promotion, advertisements | Aditya Singh |
| Conference speaking slots and delegates | Neetu Kashyap |
| ETP / STP / ZLD training programme | Pooja Gupta |
| Anything not resolved | Shivani Ghorawat (escalation) |

# 03 Online exhibitor forms

All forms are submitted through the **Exhibitor Portal**. There is nothing to print, scan or email: our team is notified as soon as you submit, reviews your form and contacts you if anything is missing. Payment instructions for paid services are shared by our team after review.

## How to submit

1. Go to **www.eawaterexpo.com/exhibitor** and click **Create account**.
2. Enter your company details and choose **National (Indian) company** or **International company**. This sets the currency of all rates (INR or USD).
3. Log in with your email and password. Your dashboard lists every form with its status and deadline.
4. Fill each form. Use **Save draft** to continue later, then **Submit for review**. For optional services you do not need, click **Not required**.
5. Track the status: *Submitted* → *Approved*, or *Changes requested* with our comments. You receive an email at each step.

| No. | Form | Who | Status | Deadline |
|---|---|---|---|---|
| 1 | Show Directory Listing | All exhibitors | MANDATORY | 4 Jan 2027 |
| 2 | Exhibitor Name Badges | All exhibitors | MANDATORY | 4 Jan 2027 |
| 3 | Fascia Name | Shell scheme stands | MANDATORY | 4 Jan 2027 |
| 4 | Booth Design Approval & Contractor Registration | Bare space and modified shell scheme | MANDATORY | 4 Jan 2027 |
| 5 | Power Supply | Bare space (mandatory); others if needed | CONDITIONAL | 11 Jan 2027 |
| 6 | Furniture & Accessories | Optional | OPTIONAL | 11 Jan 2027 |
| 7 | Audio Visual Equipment | Optional | OPTIONAL | 11 Jan 2027 |
| 8 | Host / Hostess | Optional | OPTIONAL | 11 Jan 2027 |
| 9 | Security Services | Optional | OPTIONAL | 11 Jan 2027 |
| 10 | Visa Invitation Letter | International exhibitors who need a visa | OPTIONAL | 15 Dec 2026 |
| 11 | Exit Pass (goods removal) | All exhibitors taking goods out | OPTIONAL | 31 Jan 2027, 14:00 hrs |

**Late orders:** orders received after the deadline are accepted only if available and carry a 10% surcharge; on-site orders carry a 30% surcharge. All rates are subject to 18% GST.

# 04 Schedule

## Contractor move-in

| Date | Timings | Activity |
|---|---|---|
| Wednesday, 27 January 2027 | 09:00 – 22:00 hrs | Move-in of bare space and modified shell scheme exhibitors |
| Thursday, 28 January 2027 | 10:00 – 22:00 hrs | Shell scheme exhibitors and contractors |

All construction work must be finished by **22:00 hrs on 28 January 2027**. To work beyond this, contact the on-site organiser office before 22:00 hrs. Overtime is charged at **INR 10,000 per hour per booth** (22:00 – 23:59 hrs on 28 January 2027 only).

## Exhibitor registration

| Date | Timings | Activity |
|---|---|---|
| Thursday, 28 January 2027 | 14:00 – 20:00 hrs | Exhibitor registration: collection of exhibitor kits and badges |

## Show days

| Date | Exhibitors | Visitors | Programme |
|---|---|---|---|
| Friday, 29 January 2027 | 08:30 – 18:30 hrs | 10:00 – 18:00 hrs | Inauguration, conference, exhibition |
| Saturday, 30 January 2027 | 09:30 – 18:30 hrs | 10:00 – 18:00 hrs | ETP / STP / ZLD training, exhibition |
| Sunday, 31 January 2027 | 09:30 – 18:30 hrs | 10:00 – 18:00 hrs | Exhibition and B2B meetings |

## Move-out

| Date | Timings | Activity |
|---|---|---|
| Sunday, 31 January 2027 | 18:30 – 23:00 hrs | Move-out of stands and heavy / large exhibits |

All exhibits and debris must be cleared by **23:00 hrs on 31 January 2027**. Delays may attract penalties imposed by the venue authority as per its rules.

# 05 Venue & access

**HITEX Exhibition Centre, Hall No. 2**
Izzathnagar, Kothaguda Post, HITEC City, Hyderabad, Telangana 500084, India

| Getting there | Details |
|---|---|
| Air | Rajiv Gandhi International Airport, Shamshabad: about 45 minutes by road |
| Metro | HITEC City station (Blue Line), then a short cab or auto ride |
| Rail | Lingampally and Secunderabad railway stations |
| Road & parking | Large on-site parking for cars and two-wheelers |
| Hotels | HITEC City, Gachibowli and Madhapur, a short drive from the venue. Our team can recommend hotels. |

Vehicles carrying exhibits and stand material must follow the routes and unloading bays assigned by the venue and the organiser during move-in and move-out.

# 06 General information

## Useful tips for exhibitors

1. Read this manual carefully: it will save you time, money and last-minute trouble.
2. Order essential services early through the Exhibitor Portal: power, furniture, audio visual, temporary staff and security.
3. Submit every mandatory form before the deadline. For an optional form you do not need, click **Not required** in the portal.
4. Exhibitors who book after a deadline should submit all forms immediately after receiving their login.
5. Do not hire furniture, fittings, electrical fixtures or appliances from suppliers other than the official agencies appointed by the organiser.
6. Keep a copy of your submitted forms (the portal keeps them for you) and bring your confirmation emails to the show.

## Local and site regulations

Exhibitors must follow all local laws and venue regulations on order and safety. The organiser may act against anyone who does not comply and may require the removal or change of any structure that does not follow these rules. The organiser’s decision is final and binding.

### Presentation of exhibits

Exhibits must be on display throughout the show, from 29 to 31 January 2027. No exhibit may be removed from the floor before the official close. An authorised representative must be present at the stand throughout the show and during build-up and dismantling.

### Safety and behaviour

No person inside the hall may act in a way that could cause harm, injury or damage to people, exhibits, the hall or its fixtures. Throughout the tenancy period the organiser acts as the owner of the premises.

## 07 Badges & admission

Entry during the show is by organiser badge only. Badges are personal and not transferable. Submit your staff names in **Form 2 – Exhibitor Name Badges**; badges are collected at the registration area on **28 January 2027, 14:00 – 20:00 hrs**.

| Booth size booked | Exhibitor badges | Service badges |
|---|---|---|
| 4 – 8 sqm | 2 | 2 |
| 9 – 17 sqm | 3 | 2 |
| 18 – 35 sqm | 8 | 2 |
| 36 – 54 sqm | 12 | 3 |
| 55 – 100 sqm | 15 | 3 |
| 101 sqm and above | 20 | 4 |

Additional or replacement badges cost INR 100 each. Exhibitors receive free business visitor invitations for their customers; ask our team for more.

### Trade only, 18+

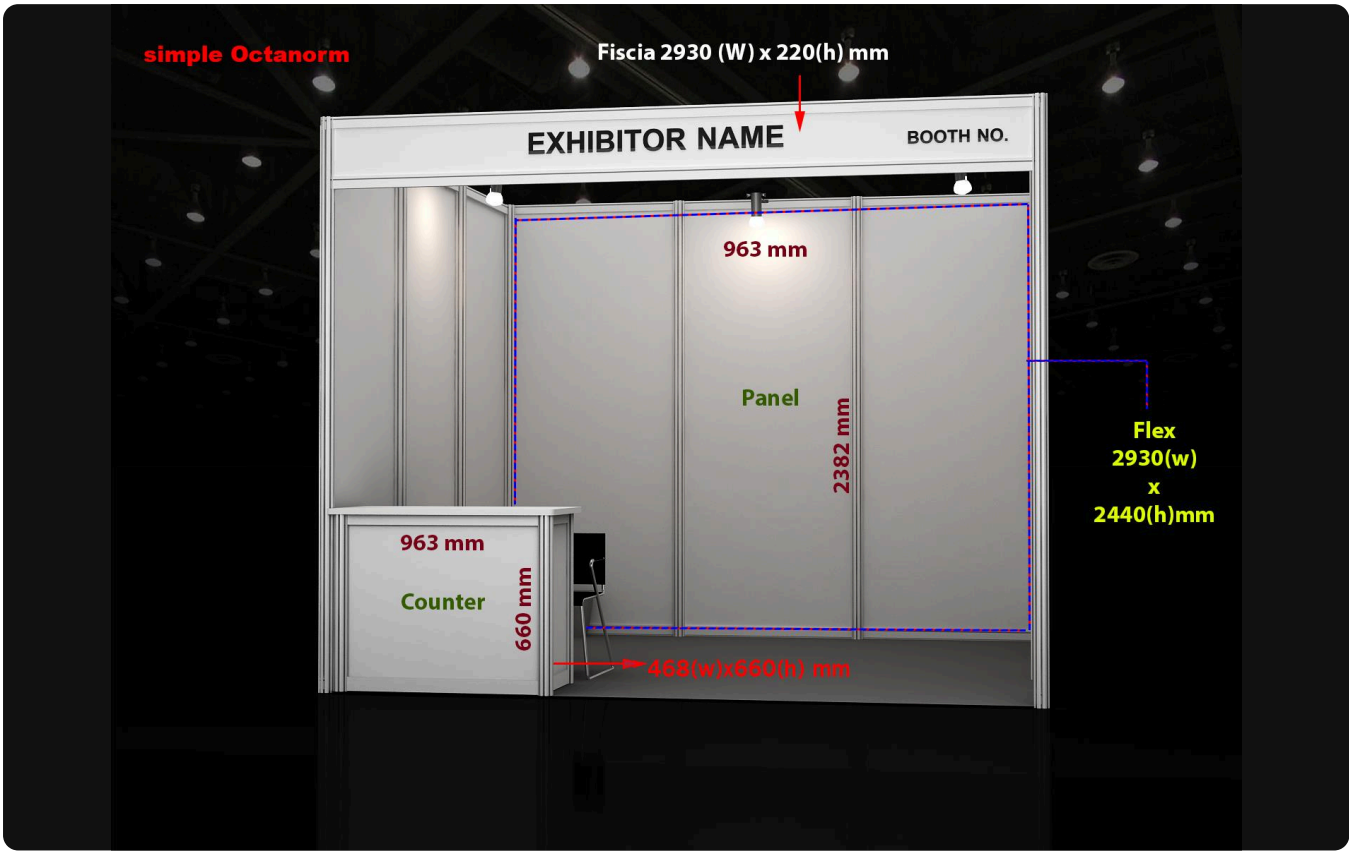
The expo is open to trade visitors only. Persons under 18 years are not admitted, either as visitors or as exhibitor staff.

### Venue inspection

Visits to the hall before the show for inspection or survey are possible with prior arrangement through the operations team.

# 08 Shell scheme stands

Shell scheme stands are pre-fabricated cubicles (Octanorm system) with aluminium profiles, laminated panels, carpet, fascia name board and standard furniture and lighting. Panels are 2.5 m high and may be modified to 3 m with approval.




Standard 9 sqm (3 m × 3 m) Octanorm shell scheme booth. Use these sizes for your fascia, panel graphics and flex prints.

| Branding area | Size (width × height) | Notes |
|---|---|---|
| Fascia name board | 2930 × 220 mm | Company name and booth number, printed by the organiser from Form 3 |
| Single wall panel | 963 × 2382 mm | Each wall of a 3 m booth has three panels |
| Full-wall flex (one 3 m wall) | 2930 × 2440 mm | Fixed over the panels inside the aluminium frame; for larger booths, one flex per 3 m wall |
| Information counter – front | 963 × 660 mm | Branding sticker or vinyl on the front of the counter |
| Information counter – side | 468 × 660 mm | Each side of the counter |

> Print flex and vinyl to the exact sizes above, and keep important text and logos about 25 mm inside the edges. Fix graphics with adhesive tape or through the official stand contractor; drilling, nailing or gluing on panels is not allowed. For a larger booth, ask the operations team for the panel layout of your stand.

| Furniture entitlement | 9 – 17 sqm | 18 – 26 sqm | 27 – 35 sqm |
|---|---|---|---|
| Table | 1 | 2 | 3 |
| Chairs | 2 | 4 | 5 |
| Spotlights | 3 | 5 | 7 |
| Dustbin | 1 | 1 | 2 |
| 5/15 A socket (1 kW supply) | 1 | 2 | 3 |

## Using your shell scheme stand

1. Submit your fascia name in **Form 3** (maximum 24 characters). Only the contracted company name is allowed unless the organiser approves otherwise in writing.
2. Do not paint, write on, glue, spray, drill, nail, staple or perforate the panels. Hang graphics with adhesive tape or nylon thread on the top channel; ask the official contractor for help.
3. Alterations need prior written permission from the organiser and are charged by the official stand contractor. If you or an outside contractor modify the stand, Form 4 applies.
4. For adjoining multiple stands, partitions between them are not provided unless requested.
5. No credit is given for package items not used.

## Electricity for shell scheme

Each 9 sqm includes one 5 A / 230 V socket (maximum 1 kW) in addition to stand lighting. Order extra power in **Form 5**. Exhibitors may not install their own lighting without permission.

# 09 Bare (raw) space stands

Exhibitors with bare space may appoint a contractor of their choice. An exhibitor building its own stand is treated as a contractor during move-in and move-out. Exhibitor and contractor must both follow these rules, all statutory requirements and the venue's regulations.

1. **Design approval:** submit plan, elevations, materials, fire protection, moving exhibits and loads in **Form 4**, with your contractor's details, by **4 January 2027**. Late submissions attract **INR 25,000 per design, per booth**.
2. **Height:** maximum 4 m for bare space; shell scheme 2.5 m (3 m with approval).
3. **Boundaries:** no part of a structure or exhibit may go beyond the allotted space.
4. **Flooring:** a suitable floor covering (carpet or matting) is mandatory.
5. **Back walls:** required except for island or peninsula stands. Walls above 2.5 m next to a neighbour must be finished on the rear side.
6. **Pre-fabrication:** woodwork and painting in the halls are not allowed; bring pre-fabricated elements for assembly only.
7. **Power:** bare space exhibitors must order power in **Form 5** with a layout showing the main supply point.
8. **Completion:** stands must be complete by 18:00 hrs on 28 January 2027. Exhibitors are responsible for their contractor's conduct, clear aisles, removal of debris and any damage charged by the venue.

> **Damage & performance bond:** a refundable deposit of **INR 25,000** per stand up to 100 sqm and **INR 50,000** above 100 sqm is payable by the stand contractor with the design submission. It is refunded unless build-up or dismantling deadlines are missed or damage is caused. Not applicable to organiser-empanelled contractors.

# 10 Stand construction & display guidelines

1. Partitions along aisles should be avoided; where needed they may not exceed 1.5 m. Office enclosures may not exceed 2.5 m without approval.
2. Mezzanine floors are allowed only with prior approval, an extra fee and at least 5 m clear hall height at the stand location.
3. Leave enough free space inside the stand for safe visitor movement; stand entrances and exits must be at least 3 m wide.
4. No grouting or digging into floors or walls. Raised platforms up to 4 inches (10 cm) are allowed.
5. Naked lights are not allowed. Glow signs or moving lights are not allowed above 2.5 m. Flashing lights and neon signs are not permitted.
6. Sound from audio visual equipment must not disturb neighbours: maximum 40 – 50 dB at 1 m from the source.
7. Keep the stand clean and segregate waste (plastic, glass, metal, wood, paper, food) in separate bags.
8. All heights are measured from the hall floor, not from raised platforms.
9. Nothing may be suspended from the hall ceiling, and material may not be stored behind display walls.
10. Panels against glass walls must be finished on both sides; otherwise a penalty of INR 2,000 per running metre applies.
11. Access must be kept to fire exits, electrical boxes and service rooms within the stand. Hall pillars inside a stand may be covered up to 2.5 m.
12. Hall columns, trusses, air-conditioning grilles and other structures may not carry loads or banners.
13. Island and three-side open stands must not block their open sides. Meeting rooms may use solid partitions up to 1.5 m with clear glass or acrylic for the next 1 m. No solid partitions within 3 m of an aisle.
14. Inform the organiser in advance if any exhibit is over 10 sqm, taller than 2.5 m, heavier than 3 tonnes, uses liquid fuel or gas, or needs water for demonstration.

# 11 Electrical supply & installations

The organiser's officially appointed electrical contractor brings power from the nearest distribution point to your stand. Submit your total power requirement in **Form 5** by 11 January 2027.

| Supply | Specification |
|---|---|
| Three phase | 400 / 415 V, 50 Hz, ±10% |
| Single phase | 230 V, 50 Hz, ±10% |
| Frequency | 50 Hz, ±3% |
| Temporary power for machine erection and testing | From 28 January 2027, 16:00 hrs |
| Daily switch-off | 30 minutes after closing (15 minutes on the final day) |

1. Use distribution boards with an isolation switch for each machine, and armoured cables or metal conduits for connections.
2. Wiring inside the stand is done at the exhibitor's cost by licensed electricians whose details are shared with the organiser before work starts.
3. Connect only the load applied for in Form 5. Alternate connections and throw-over switches are not allowed.
4. After wiring, submit a completion-cum-test report to the official electrical contractor. Power is released only after inspection.
5. Keep main supply points accessible at all times; never cover or conceal them.
6. Use stabilisers or UPS for sensitive equipment. Voltage fluctuations can exceed the figures above.
7. One socket per exhibit; multi-point connections are not allowed. 24-hour supply is charged at 100% extra.
8. Neither the organiser nor the venue guarantees uninterrupted supply, and no refund is given for power failures.

# 12 Rules & regulations

## Liability and insurance

The organiser is not liable for loss of or damage to exhibits, materials or machinery, or for injury to exhibitor personnel. Exhibitors should insure against theft, loss, damage, fire, injury and third-party claims, covering machinery, transit and handling, staff and visitors.

## Demonstrations and working exhibits

Give the organiser full written details of working exhibits with moving parts, flames, lasers or other hazards. Demonstrations must be safe, must not disturb others, must keep controls out of visitors' reach and must follow all environmental and pollution control laws. The organiser may stop any demonstration.

## Fire safety

Fire-fighting equipment is provided in the halls; exhibits needing special extinguishers must bring their own. Fire hydrants and extinguishers must never be blocked or hidden. Anyone seeing a fire must raise the alarm immediately.

## Electrical appliances, safety lighting and engines

Heating appliances must be supervised and placed on fire-proof bases. Internal combustion engines may not run in the halls, fuel may not be stored on stands, and compressed gas cylinders are prohibited.

## Freight handling

Only the officially appointed freight forwarder may handle goods inside the hall, from the hall door to your stand, unless an item can be carried by one person.

## Removal of exhibits

No goods may be moved in or out during show hours. To remove an item during show days, obtain a goods removal pass (Form 11) from the show management office.

## Packing material and storage

The organiser does not provide storage. Hand over crates and packing material to the official freight forwarder, who stores them at a cost. Keep aisles clear during build-up and dismantling.

## Stand manning and conduct

Stands must be staffed and open during all show hours. Activities that disturb visitors or neighbours are not allowed.

## Audio visual material (international exhibitors)

Films and media brought from abroad must be cleared by the Indian authorities through the official freight forwarder before the show.

## Sales

Retail sale of plant, machinery, equipment and samples is not allowed; orders may be booked for delivery after the show. Books and magazines may be sold. Exhibits sold at the show may leave only after the show closes, and all taxes and duties are the exhibitor’s responsibility.

## Authority on the premises

The organiser acts as owner of the premises throughout the tenancy period, and its decision on any problem or dispute is final.

# 13 Move-out, dismantling & cleaning

1. No exhibit may be removed and no stand dismantled before the show closes at **18:00 hrs on 31 January 2027**.
2. Contractors may enter the hall from 18:30 hrs; vehicles are not permitted near the halls before then.
3. Return the space and shell scheme panels in the condition received. Damage is assessed by the organiser and charged to the exhibitor or contractor.
4. Remove all material, structures and waste from the hall, platforms, parking and roads by **23:00 hrs on 31 January 2027**; after that the organiser may remove items at the exhibitor's cost.
5. Submit Form 11 (Exit Pass) by 14:00 hrs on 31 January 2027 and move goods out in one lot.

## Cleaning

The organiser cleans the halls and stands (excluding exhibits) before opening and daily. Exhibitors keep their own stands tidy and must tell the organiser in advance if working exhibits produce large amounts of waste; a charge applies. Excessive packing waste left behind may be invoiced.

# 14 Conference & training

**Day 1 (29 January 2027): Conference.** Keynotes and panel discussions with policymakers, utilities and industry leaders. Exhibitors interested in speaking or sponsoring sessions should contact Neetu Kashyap (neetu@eawater.com).

**Day 2 (30 January 2027): Training Programme on ETP, STP & ZLD – Design, Calculation & Troubleshooting.** A full-day technical course with a certificate. For seats contact Pooja Gupta (pooja@eawater.com).

> Exhibitor staff can register as delegates through **www.eawaterexpo.com/conference** and **www.eawaterexpo.com/training**.

The organiser reserves the right to amend this manual, the schedule and the floor plan. Updates are published on www.eawaterexpo.com and in the Exhibitor Portal.

**We look forward to welcoming you to Hyderabad.**