PEDICON2026

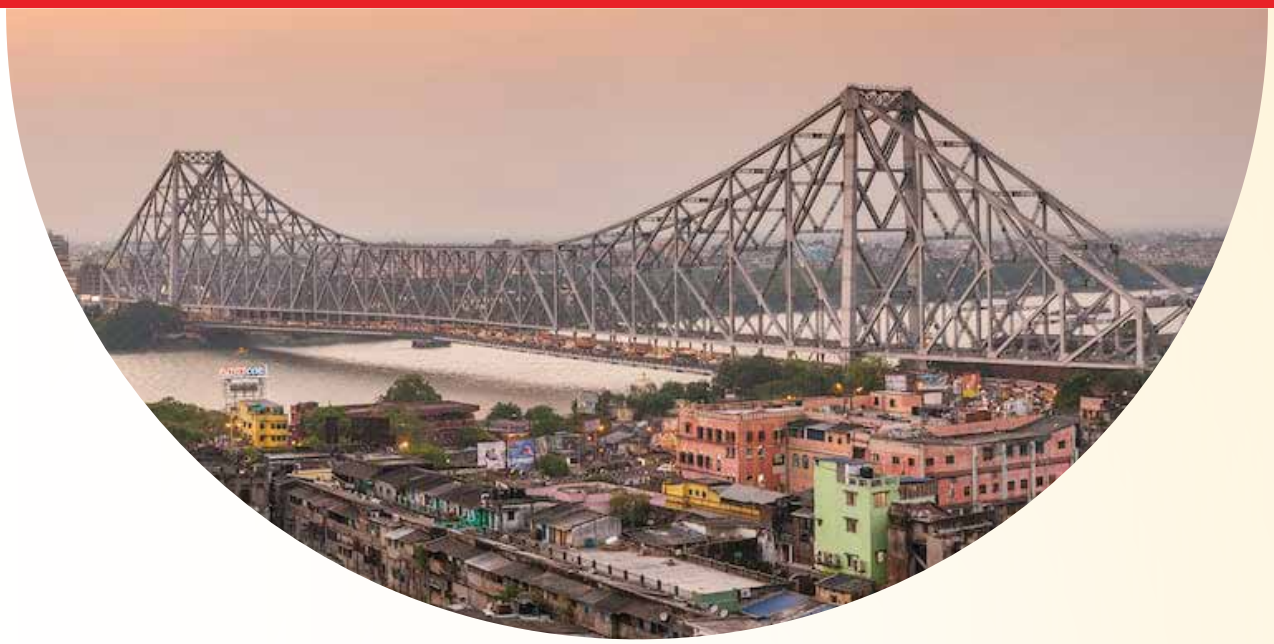
63rd Annual Conference of Indian Academy of Pediatrics

16TH JANUARY - 20TH JANUARY, 2026 | KOLKATA

West Bengal Academy of Pediatrics

INDIAN ACADEMY OF PEDIATRICS

16th - 20th January, 2026 Biswa Bangla Convention Centre, Kolkata, India



INDUSTRY MANUAL

CONFERENCE SECRETARIAT
PEDICON 2026
BL 57, Saltlake City, Sector II, Kolkata - 700091

Pedicon2026 Pedicon2026 industryrelations@pedicon2026.com www.pedicon2026.com

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Welcome Message & General Information

Dear Industry Partners,

We are pleased to welcome you to PEDICON 2026, the premier annual pediatric conference in India, bringing together clinicians, researchers, innovators, and healthcare industry leaders. PEDICON continues to be an influential platform enabling scientific exchange and industry collaboration.

This Exhibitor Manual has been created to help you plan your participation smoothly. It contains essential information related to booth construction, timelines, venue policies, logistics, and safety compliance. Exhibitors and their contractors are requested to review this document thoroughly.

We look forward to meeting you in Kolkata for a successful and engaging PEDICON 2026.

Conference Venue

Biswa Bangla Exhibition Centre (BBEC)

New Town, Kolkata, West Bengal – 700156

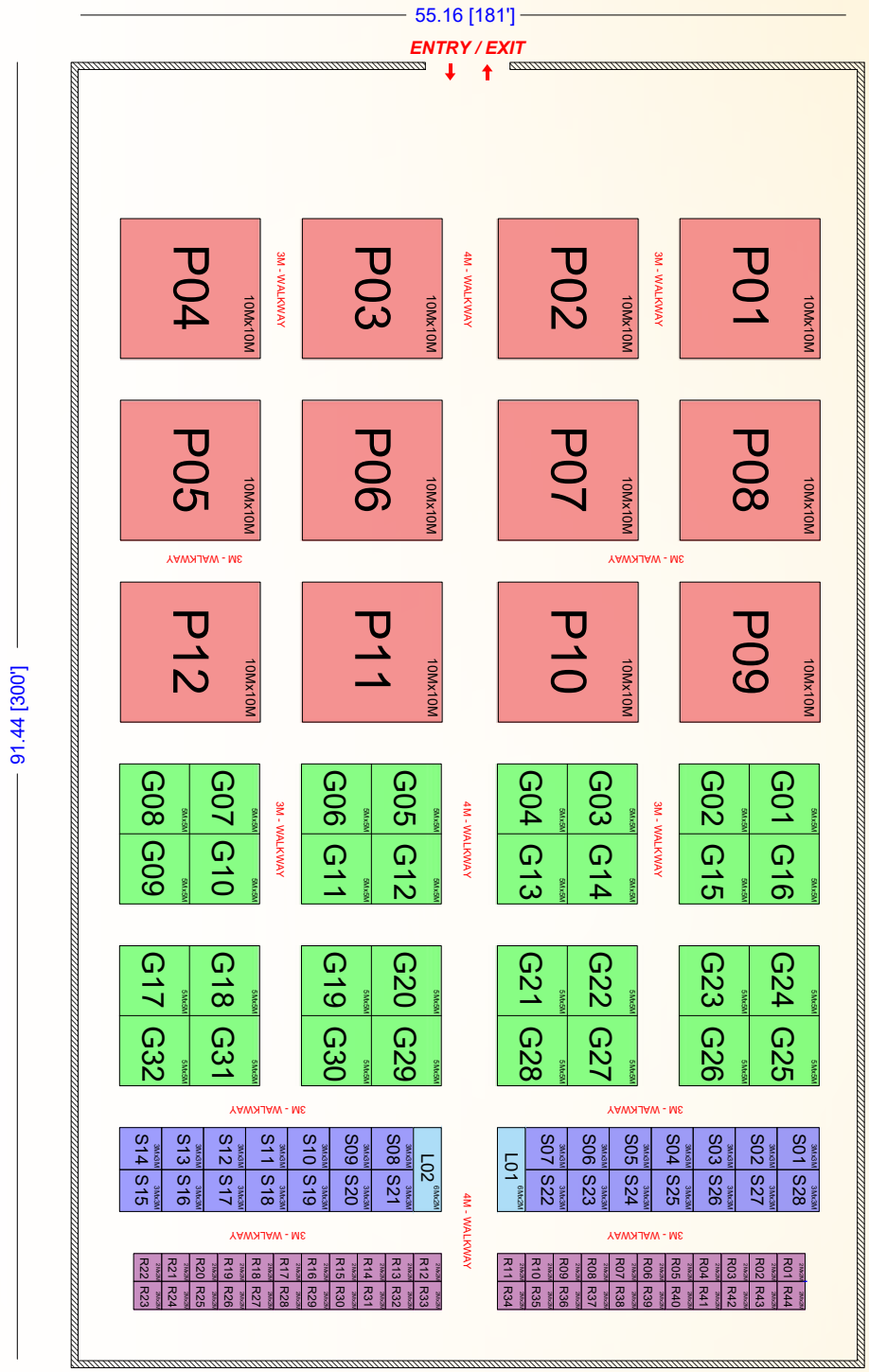
Conference Dates

16th – 20th January 2026

Exhibition Dates & Timings

Date	Timings
Day 01 - 17th January 2026	09:00 - 18:00 hrs
Day 02 - 18th January 2026	09:00 - 18:00 hrs
Day 03 - 19th January 2026	09:00 - 18:00 hrs
Day 04 - 20th January 2026	09:00 - 18:00 hrs

Exhibition Layout



Entry & Exit Guidelines

"Entry and exit routes, including all fire exits, must remain completely open and unobstructed at all times. No element of stall design should block or restrict these pathways."

Please Note:

The Organizing Committee reserves the right to make changes to the above layout without prior notice.

Important Contacts

Company	Co-ordinator	Contact
Professional Exhibition Management/ Cordinator medivision **MEDIVISION INFOMEDIA PVT. LTD**	Mr. Akash Upadhyay Mr. Amit Sharma	+ 91 93725 47571 exhibitions@medivisionevents.com + 91 79773 09215 exhibitions@medivisionevents.com
INDUSTRY WHATSAPP GROUP	IMPORTANT & QUICK UPDATE	https://chat.whatsapp.com/BQL8Fx4eMBy1QRCmIjp5Y3?mode=hqrt3

Wi Fi/ Internet Connection

Company	Co-ordinator	Contact
Professional Exhibition Management/ Cordinator medivision **MEDIVISION INFOMEDIA PVT. LTD**	Mr. Akash Upadhyay Mr. Amit Sharma	+ 91 93725 47571 exhibitions@medivisionevents.com + 91 79773 09215 exhibitions@medivisionevents.com

Please Note:

- We will provide Wi-Fi/ Internet router services to exhibitors only upon **advance request by 25th Dec, 2025** and subject to availability.
- All requests for **Wi-Fi router setup, internet assistance** must be submitted in advance to ensure timely coordination.
- All provided equipment must be used in accordance with the event's technical, **safety, and operational guidelines.**
- Personal routers or network devices will **not be allowed** to prevent interference with the venue's network infrastructure.
- Exhibitors are responsible for safeguarding chargers, adapters, and any equipment issued to them. **Loss or damage** may result in **additional charges** as per event policy.
- For all internet-related inquiries and support, please contact .
  Mr. Akash Upadhyay - +91 937254571 | Mr. Amit sharma - +91 97309215

Official Contractors

Company	Co-ordinator	Contact
Exhibition/ Booth Contractor **EXICON**	Ms. Karishma Talreja	+ 91 88280 45343 karishma@exicongroup.com
Exhibition/ Booth Contractor **COLLECTIVE HEADS**	Mr. Mohit Deshpande	+ 91 96198 84341 mohit@collectiveheads.net

Stand Catering

Company	Co-ordinator	Contact
Stand Catering **ASHA ENTERPRISES**	Mr. Bunty shaw	+ 91 89613 82430 ashaenterprise2016@gmail.com

Please Note:

- As per BBEC (Biswa Bangla Exhibition Centre) guidelines, **only empanelled catering vendors** approved by the venue are permitted to provide stand catering services within the exhibition premises.
- Exhibitors planning to offer food or beverages at their booths must coordinate directly with the **Mr. Bunty Shaw - +91 89613 82430 BBEC-approved catering partners.**
- Engagement of any outside or non-empanelled caterer is **strictly prohibited inside the venue.**
- This policy is enforced in compliance with food safety, hygiene, and health regulations prescribed by **BBEC and relevant statutory authorities.**
- Any violation of this guideline may result in immediate cessation of catering services, penalties, or other actions as deemed **appropriate by venue** management.
- Exhibitors are advised to place **catering requests well in advance** to ensure availability.

Move-In & Move-Out

Booth set up timings :

Date	Activity	Time
Wednesday, 14th January, 2026	Bare Space/Raw Space	11:00 am onwards
Thursday, 15th January, 2026	Shell Scheme	09:00 am onwards
Friday, 16th January, 2026	No work day	16:00 Hrs

Booth dismantle timings :

Date	Activity	Time
Tuesday, 20th January, 2026	Packing	16:15 – 18:00 hrs
	Tear-down	18:00 – 23:59 hrs

Important Guidelines

All booths must be fully completed and ready by 16:00 hrs on 16th January 2026. **No extensions or last-minute work will be permitted beyond this time.** Kindly ensure that your Booth vendor/team is aligned with this timeline to avoid any inconvenience.

No nailing, drilling, painting, or defacement of shell structure panels is permitted.

All exhibitors constructing stalls are required to submit their design plans, complete with measurements and all associated forms, to ***exhibitions@medidivisionevents.com*** for review and approval **before 25th December 2025.**

Exhibitors/contractors must remove all construction debris. Any leftover items will incur disposal charges.

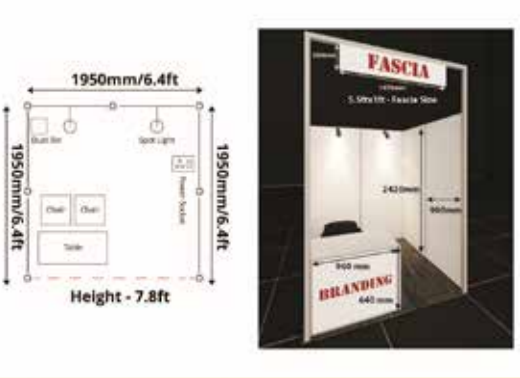
Shell booths will be provided with a 5 Amp power plug point as part of the standard setup.

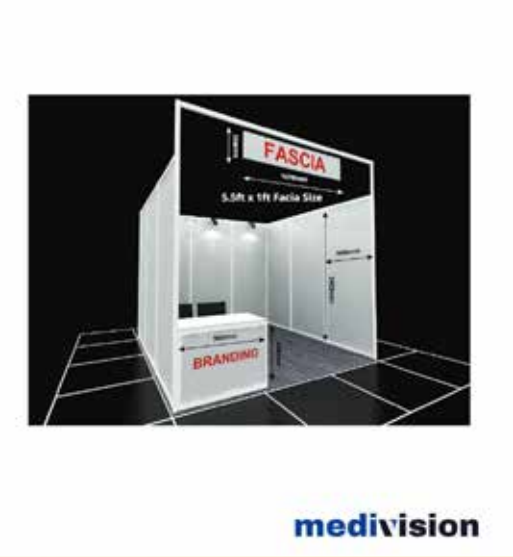
Custom-built or construction booths will NOT be provided with any power supply by default and are required to purchase power separately for the four days of the exhibition (Form 3).

Local Labour Union Compliance

BBEC follows local labour handling practices. Loading and unloading charges - if applicable - must be settled directly with the labour union representatives stationed onsite. The Organizing Committee IS NOT responsible for these payments.

Shell Scheme Booth Specifications

Type	2m x 2m (4sqm)	
Fascia Sign	Fabrication of 350mm height white fascia board with Company Name and Booth Number in white colored vinyl sticker letter cut-out (maximum of 24 characters) - 1674mm(L) x 304mm(H)	
Furniture	1 Info Counter, 2 Chairs and 1 waste- paper basket	
Flooring	Carpeted	
Lighting	2 units of 15w Spotlight	
Electrical	1 unit of 13Amp/220v single-phase power point	

Type	3m x 3m (9sqm)	
Fascia Sign	Fabrication of 350mm height white fascia board with Company Name and Booth Number in white colored vinyl sticker letter cut-out (maximum of 24 characters) - 1674mm(L) x 304mm(H)	
Furniture	1 Info Counter, 2 Chairs and 1 waste- paper basket	
Flooring	Carpeted	
Lighting	3 units of 15w Spotlight	
Electrical	1 unit of 13Amp/220v single-phase power point	

Please Note:

Additional fittings and display fixtures cannot be attached or affixed to the shell scheme booth structure by nailing, drilling, or painting.

For extra furniture or rentals, kindly contact - Mr. Amit Sharma/ Mr. Akash Upadhyay: *exhibitions@medivisionevents.com*

Construction Guidelines (Raw Space/ Bare Space)

Stall Size	Permissible Height
10m x 10m	**14ft** including platform and fascia
5m x 5m	**12ft** including platform and fascia
6m x 2m	**8ft** wall including platform + 2ft fascia
3m x 3m	**8ft** wall including platform + 2ft fascia
2m x 2m	**8ft** wall including platform + 2ft fascia

Independent Contractors

Exhibitors using raw space may appoint their own contractor. However, the exhibitor is responsible for ensuring full compliance with event guidelines.

The Organizing Committee reserves the right to deny access to the exhibition area if the security deposit is not received prior to the move-in period. Contractors are advised to ensure timely submission to avoid delays in booth construction or service delivery.

Security Deposit

Refundable Security deposit to be paid before accessing the venue. All independent contractors, whether appointed for Shell Scheme or Raw Space/ Bare Space booths must pay security deposists under the name of MEDIVISION INFOMEDIA PVT LTD. (DD or Cheuqe)

The Organizing Committee reserves the right to deny access to the exhibition area if the security deposit is not received prior to the move-in period.

Refundable Security Deposit

INR 2,000 per sq. m.

Payable to: Medivision Infomedia Pvt. Ltd.

Refund post-event, subject to clearance and no damages.

Mandatory Contractor's All-Risk Insurance

All exhibitors must ensure that all required All-Risk Insurance is provided by their appointed contracting vendor.

Personal injury

Property damage

Insurance proof must be shown on request.

Construction Guidelines (Raw Space/ Bare Space)

All booth designs are required to be approved by the Organizer in advance. Exhibitors who are unable to submit their artwork beforehand and arrive on-site without following the given guidelines will be requested to modify their stall design to meet the permissible height and layout standards.

Fascia Placement: Fascia should always be installed on the front face of the structure. It does not extend over the top of the side or back walls. The fascia serves as a front finishing element and must be aligned accordingly to maintain proper aesthetics and structural consistency.

The Organizer reserves the right to make necessary adjustments to ensure visual consistency across all stalls.

Contractors are required to provide and cover construction areas with carpet before construction.

When truss is used, a wooden plank will have to be placed below every truss base plate.

To prevent damage to the floor, contractors should only use trollies with rubber wheels. The floor should be covered with carpet when trollies with hard wheels are used.

All custom booths must be carpeted or laid with some form of flooring as clear demarcation of contracted space. Hanging points will **NOT** be provided.

Fabricators should acknowledge that grinding and welding is not allowed as per Biswa Bangla Exhibition Centre, (BBEC) guidelines.

Power supply will be provided near each custom booth. Contractors should prepare the relevant electrical cables and electrical box extenders for within their booth. Exhibitors should declare accurately the amount of electricity required. On-site requests for higher power supply may not be received.

All booth construction must use flame retardant spray in their booths.

Exhibitor/Contractor is required to collect and dispose of all equipment, construction debris or garbage generated during setup and dismantling. Charges incurred for garbage disposal by the Organizing Committee will be deducted from the security deposit.

Due to strict requirements at the Biswa Bangla Exhibition Centre, Kolkata, India (BBEC) there may be additional requirements for custom booths. The Official Contractor will contact the affected exhibitors.

Construction Guidelines (Raw Space/ Bare Space)

Exhibitors will be liable for any damages to the venue facilities in which they exhibit and shall not damage, paint or otherwise alter any floors, walls or other fabrics.

Tea & Coffee services at BBEC are empanelled. Kindly contact Page no.4, for Stand catering information

Rules & Regulations

Key points:

Each exhibitor, agent or contractor, must observe the Rules and Regulations of the exhibition, including any amendments that may be applicable from the date of the exhibition is introduced by the Organizer.

All contractors are required to convey these information/procedures to subcontractors for strict compliance. The Organizer may at any time and from time-to-time issue further Rules and Regulations (with immediate effect) in relation to any aspect of the exhibition. Such Rules and Regulations will be binding on the exhibitor.

Failure to observe these Rules and Regulations may result in the Organizer ordering the closure and removal from the exhibition area/venue of all or part of the booth or exhibits. Under such circumstances, the Organizer will not be liable for any loss or damage thereby suffered by any exhibitor.

These Rules and Regulations are also subject to the Venue policies not included on this page.

Security & Identification:

The exhibition hall will be locked after exhibition hours. Admission to the area before or after official hours is not permitted. All personnel in the exhibition area must wear identification badges always approved by the Organizer. For valuable or sensitive displays, exhibitors may hire security personnel to guard your booth exclusively for off-show hours. For security and safety reasons, exhibit movement in or out of the exhibition area during the entire show period is prohibited.

During set-up and tear-down, all exhibitors/visitors/contractors must wear identification badges before removing any exhibits from the exhibition area. Otherwise, the Organizer reserves the right to refuse any exhibits from being removed from the exhibition area.

Cleanliness:

The Organizer provides cleaning of the general public areas. During the build-up, exhibition hours and tear-down, exhibitors and their contractors are responsible for the day-to-day removal of debris (Le. empty paint cans, lumber scraps, pallets, crates, etc.) disposal and removal of construction waste materials and substances around and within their exhibition

space. Exhibitors will be liable for the additional charges that will be incurred for the service of removing debris and waste from their booth.

Damage to Stand Structures and Exhibition Premises:

Contractors are responsible for removing their waste materials daily during the build-up and at the end of the show.

No person under any circumstances shall cut into or through any floor covering or wall nor alter stand service structure.

Damages to the floor and other venue facilities due to negligence and inappropriate actions by the external contractor could result in the security and damage deposit being forfeit.

Noise Control and Guidelines for Booth Activities:

Machinery producing high-pitched noises, large amounts of pollution, or pungent smells (e.g. motor driven saw, air compressor, etc.) is **NOT ALLOWED** in the exhibition at all times.

Exhibitors are prohibited from assigning or subletting any part of the exhibition space allotted to them.

Exhibitors are only allowed to conduct business and promotional activities within their booth and are not allowed to exhibit or permit any merchandise or advertising materials that are not part of their regular products. Sharing of exhibition space is also not allowed unless approved by the Organizer Noise levels should not be a disturbance to other exhibitors at all times.

False and exaggerated publicity is strictly **NOT ALLOWED.**

Exhibitors conducting booth talks must:

Inform and seek approval from the organizing committee.

Confine talks within the exhibition space.

Ensure that wireless mics and headsets are used to prevent noise disturbance to neighbouring exhibitors

The Organizing Committee reserves the right to stop any booth activities that cause loud noise pollution and disturbance.

Submission of Forms

A summary of all required forms for exhibitors is provided below. These forms are essential for the smooth planning and operation of the event. We strongly recommend that all exhibitors adhere strictly to the specified due dates to avoid any delays or disruptions.

Form	Type	Submission Date	Submit to
Form 1	Exhibitor Indemnity	**25th December, 2025**	**Mr. Akash Upadhyay** +91 93725 47571 **Mr. Amit Sharma** +91 79773 09215 exhibitions@medivisionevents.com
Form 2	Independent Contractor		
Form 3	Additional Electrical Connections		
Form 4	Shell Scheme Booth		

Please Note:

For extra furniture or rentals, kindly contact - Mr. Amit Sharma/ Mr. Akash Upadhyay: *exhibitions@medivisionevents.com*

Loading & Unloading:

Transport vehicles are only allowed to use the designated gates Cargo entrance during the loading and unloading process.

Entry from Cargo Gate frisking and gate pass will be issued here.

After the entry process is completed and gate pass is collected.

Loading and unloading exhibition and/or convention cargo/goods at the main lobby and using this as the main access is strictly prohibited.

Transport vehicles are **NOT ALLOWED** to use the guests' parking area for loading and unloading.

FORM 1: Exhibitor Indemnity

DEADLINE: 25th DECEMBER, 2025

<table>
<tr><td colspan="2">Name of Exhibiting Company:</td><td colspan="2">Booth No.:</td></tr>
<tr><td colspan="2">Address:</td><td colspan="2">Country:</td></tr>
<tr><td>Tel (include Country & Area Code):</td><td>Fax (include Country & Area Code):</td><td colspan="2">Email:</td></tr>
<tr><td rowspan="2"></td><td rowspan="2"></td><td colspan="2"></td></tr>
<tr><td colspan="2">Website:</td></tr>
<tr><td colspan="2">Name of Authorized Person:</td><td colspan="2">Signature & Date:</td></tr>
</table>

The Organizer shall not undertake any responsibility or liability whatsoever for damages to exhibits by loss, damage, theft, water, storms, strikes, riots or any other cause whatsoever and it shall be a pre-condition of this Agreement that the Exhibitor arrange their own insurance of the exhibit to cover loss or damage by any of the above-mentioned means. The Organizer shall also be entitled but **NOT** obliged to inspect such policies prior to the Exhibitor entering the Exhibition.

The Exhibitor will be liable for any damages to the venue facilities in which they exhibit and shall not damage, paint or otherwise alter any floors, walls or other fabrics. By signing this form, the Exhibitor acknowledges that they have read and understood the Rules and Regulations and agree to comply with the requirements stipulated above.

PLEASE ADVISE YOUR BOOTH NUMBER:

Authorized By: _____

Signature: _____

Date: _____

Please return Form 1: Exhibitor Indemnity to

Medivision Infomedia Pvt Ltd

exhibitions@medivisionevents.com

FORM 2: Independent Contractor (Raw Space/ Bare Space)

DEADLINE: 25th DECEMBER, 2025

Name of Exhibiting Company:			Booth No.:
Address:			Country:
Tel (include Country & Area Code):	Fax (include Country & Area Code):	Email:	
		Website:	
Name of Authorized Person:		Signature & Date:	

My Appointed Contractor:

Company Name:	
Contact Person:	
Address:	
Email:	
Phone:	

REFUNDABLE DAMAGE DEPOSIT x TOTAL BOOTH AREA (INR 2000 x ___SQM)		COST (INR)
Total sqm:____sqm	____x INR 2000.00	

Note: Refundable deposit to be made by Vendor/ Contractor Company.

Refundable damage deposit should be made in the form of DD/ cheque, made payable to:

"MEDIVISION INFOMEDIA PVT LTD."

Please return Form 2: Independent Contractor to

Medivision Infomedia Pvt Ltd

exhibitions@medivisionevents.com

FORM 3: Additional Electrical Requirements

DEADLINE: 25th DECEMBER, 2025

DESCRIPTION OF SERVICE	UNIT PRICE	QTY	COST
Raw Space/ Extra Power			
1KW	8000		
Orders are only valid when accompanied with full payment. A confirmation of order will be sent to the email as stated below for the methods of payment.	Total Cost		
Orders received after 25th December 2025 will be subject to 30% surcharge.	18% GST		
	Grand Total		

Company Name:		Booth No:
Billing Address:		
Tel:	GST No.:	
Coordinated by:		Email:
Signature:		Date:

Please Note:

Shell booths will be provided with a 5 Amp power plug point as part of the standard setup. Custom-built or construction booths will **NOT** be provided with any power supply by default and are required to purchase power separately for four exhibition days.

BANK DETAILS:

Account Name: Medivision Infomedia Pvt. Ltd.

Bank Name: HDFC Bank Ltd.

Branch: Sion (East), Mumbai

Account Number: 99930028022001

IFSC Code: HDFC0000163

GSTIN: 27AACM4695C1ZF

Please return Form 3: Additional Electrical Requirements to

Medivision Infomedia Pvt Ltd

exhibitions@medivisionevents.com

FORM 4: Fascia Name (Shell Scheme)

DEADLINE: 25th DECEMBER, 2025

Fascia Board

Exhibitors opting for the Regular Booth, as outlined in the exhibit agreement, should indicate their company name in the space provided below. This name will appear on the fascia board exactly as written.

ENGLISH: PLEASE USE BLOCK LETTERS (MAX 24 LETTERINGS)

If your fascia name details are not received by the above deadline, the company name and details in the Booking Form will be used.

In all cases, abbreviations will be used, e.g. Limited = Ltd.

PLEASE ADVISE YOUR BOOTH NUMBER:

Authorized By: _____

Signature: _____

Date: _____

Please Note:

Fascia provided by the organizers **DO NOT** include the LOGO or any Images.

Please return Form 4: Fascia Name to

Medivision Infomedia Pvt Ltd

exhibitions@medivisionevents.com

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THANK YOU

CONFERENCE SECRETARIAT
PEDICON 2026
BL 57, Saltlake City, Sector II, Kolkata - 700091

Pedicon2026 Pedicon2026 industryrelations@pedicon2026.com www.pedicon2026.com