

## STALL BOOKING PROCESS

### FREQUENTLY ASKED QUESTIONS (FAQs)

#### Phase I: Registration – 7th November 2025 onwards

#### What are the various steps of Stall Booking Phase?

BuildElec CompElec stall booking will be completed in 3 phases –

- Phase I: Registration and Estimate Generation
- Phase II: Payment of Advance Deposit
- Phase III: Stall Selection and completion of Booking

For details, please refer to the Booking Guidelines on the home page of the booking portal

#### What are the important dates of the Stall Booking Phase?

Please note the following important dates

| DATES                                                    | ACTIVITY                                                                                                                                                                                                                          |
|----------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 7th November 2025, 1400 Hrs. onwards                     | Registration phase begins, View Floor Plan, View tariff, View Rules and Regulations, Generate Estimate                                                                                                                            |
| 17th November & 18th November 2025, 1100, Hrs. onwards   | Transfer Advance deposit of Rs 10,000 (in order to become eligible for generation of priority number to book a stall), Generate receipt.                                                                                          |
| <b>19th &amp; 20th November 2025 – 1100 Hrs. onwards</b> | Update your Payment details, Generate Priority Number                                                                                                                                                                             |
| 24th November 2025 onwards                               | On the assigned date, based on your priority number, Select your stall, Block your stall, Pay First Installment (20% booking amount – Advance paid), update payment transaction details, payment validated by IEEMA, stall booked |

#### As a member of IEEMA what benefit do I get in the booking period?

As a member of IEEMA if you have paid all dues by 30<sup>th</sup> September 2025, you can avail the following benefits:

- i. IEEMA Member rate, which is, discounted space tariff.

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- ii. IEEMA Member Special rate, if you are IEEMA Member Exhibitor in immediate past 3 editions of ELECRAMA or DistribuElec/BuildElec
- iii. You are pre-registered and will receive a mail from westconnect@ieema.org on your e-mail IDs registered with us, giving details of your unique ID and Password. The online application form that is applicable to you can be accessed with the unique ID. This form will be prefilled based on the data available with us. You have to select the space requirement and generate the Estimate, for your budget and payment of 1st instalment purpose.

### **I am not a member of IEEMA but past exhibitor of DistribuElec / BuildElec, what benefit will I get while booking space?**

As a past exhibitor of ELECRAMA or DistribuElec/BuildElec you have been pre- registered to participate in the booking process and you will receive mail on your registered e-mail IDs with us, informing your unique ID No and Password for booking space. You can access the online application form available on the booking portal with the unique ID. It will be prefilled based on the data available with us. You have to only select the space requirements & submit in the first phase

### **What is the stall tariff of BuildElec / CompElec 2026?**

For stall tariff please click on [Rules Regulation.pdf](#) . For the rates applicable to you click on <https://booking.buildelec-compelec.com/Tariff.aspx>

### **I haven't participated in these shows before. How do I register?**

Please log on to <https://booking.buildelec-compelec.com/> and click on Indian or International Exhibitor as applicable. Then click on New Registered and enter all the details sought. Once registered you are ready to book your stall as per the booking schedule.

### **When will I be able to understand the cost involved for booking space?**

You can generate the estimate for your required area from, 1400 Hrs. onwards. An estimate calculator will be available for you to calculate the cost of the area selected and the advance deposit required.

### **Is there any demarcation for exhibitors who want to participate in BuildElec or CompElec?**

There is a demarcation, Exhibitors who have selected BuildElec in the application form will be able to select stalls from the BuildElec Area only and Those who have selected CompElec in the application form will be able to select stalls from the CompElec area only. You will be

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required to share with us your products/solutions are relevant to which show, whether BuildElec CompElec

Is there a helpline number to contact for any further queries?

Yes, you may please contact us on

- **Landline:** 022 24936529
- **Mobile Nos:** 9833949468/ 8828139169
- **Email id :** westkonnnect@ieema.org

### What area should I choose while generating the estimate?

You can choose a stall of any size from the drop-down menu under Shell or Bare category.

### How is the estimate generated?

The software will make calculations based on your exhibitor category (IEEMA Member/Non-Member/International; stall category Shell or Bare and will generate an estimate indicating the total stall amount (inclusive of GST).

Note: Estimate generation doesn't guarantee that the stall for which you generated the estimate will be allotted to you. It only tells you the total cost involved for booking a stall of any area as required. Also, advance deposit of Rs 10000 is standard for any stall size under Shell or Bare Category.

### How much money I have to pay for completing the stall booking process

For completing the stall booking process you have to pay the first instalment amount, which is 20% of the total stall value inclusive of the advance deposit of Rs 10000.

| Payment Schedule                              |                |                    |                   |
|-----------------------------------------------|----------------|--------------------|-------------------|
| Booking Date                                  | Booking Amount | Second Installment | Final Installment |
| Booking before 30.11.2025                     | 20%            | 30% by 30-12-2025  | 50% by 24-01-2026 |
| Booking From 1-12-2025 to 30-12-2025          | 50%            |                    | 50% by 24-01-2026 |
| Booking From 31-12-2025 onwards               | 100%           |                    |                   |
| GST (at 18%) is payable with each installment |                |                    |                   |

- Inclusive of advance deposit Rs 10000

**Is there a limit on the number of estimates that I can generate?**

No there is no limit on the number of estimates that you can generate.

Note: While you can generate any number of estimates, you have to make advance deposit Rs 10000 for a stall of any size under shell and bare category.

**FREQUENTLY ASKED QUESTIONS (FAQs)**

**Phase II: Payment of Advance Deposit Amount from 17th November & 18th November 2025**

**Is there any prescribed date for making the advance deposit?**

You may make the advance deposit of Rs 10000/- from 17th November & 18th November 2025.

**Can I pay in cash, DD, Cheque towards my space booking instead of RTGS / NEFT/SWIFT/TT?**

Sorry, payment by Cash, DD, and Pay Order is not accepted. You have to pay only via RTGS/NEFT/SWIFT/TT.

**Is it OK, if I pay the entire payment of a stall in one go?**

You may if you so wish.

**Do I need to deduct TDS while making the Advance Deposit payment?**

TDS is a tax compliance matter and you may deduct it. However, do remember to update TDS amount when you are doing your payment updation.

**Updation of payment details and Priority Number Generation (19<sup>th</sup> November 2025 & 20<sup>th</sup> December 2025)**

**How will my priority number be generated?**

**Very Important:** Priority number will be generated basis the Updation of payment details and payment proof by you on the booking portal.

On the specified date i.e 19<sup>th</sup> November 2025 or 20<sup>th</sup> November 2024 and at the designated time (to be informed) the faster you upload correct payment details and click the update button, the better the chances of you getting a higher priority.

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Important: You will get your stall selection date and time slot earlier or later based on the priority number.

### **How do I make sure that I get a good priority number?**

You need to be quick to update your payment details – The UTR number and Updation of payment proof. The faster you update your payment details the higher priority number will be generation.

### **On the day of priority number generation, many exhibitors will be waiting to do so. How am I assured of fair play?**

The entire process happens on software without human intervention. Our software can take in thousands of payment updations and generate priority number with data and time stamp in nano seconds.

### **By oversight, if my UTR No.is wrongly submitted by me, what happens to my booking?**

The payment verification will be done by our backend team. In case any discrepancy is found in the UTR number, a caution mail will be sent to you and a time limit of 2 working days, from 9 am to 5 pm, would be given to make the required corrections or make alternate payment, failing which you will not be able to complete the stall selection until the details are corrected and payment validated from the backend. **During this period some other exhibitor may take the stall selected by you.**

## **FREQUENTLY ASKED QUESTIONS (FAQs)**

### **Phase III: Stall Selection and Allotment from 24<sup>th</sup> November 2024 onwards**

#### **How do I select and book my stall?**

Please refer to the booking guidelines document on the booking portal

#### **What will be the options available to me for stall selection?**

Stall options available will be visible to you in Green colour for selection.

#### **How would I know if any stall is available or not?**

Stalls available will appear in green; those blocked by others in orange and those booked by other exhibitors in red

#### **In case the stall of my liking has been blocked what option do I have?**



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In this you can select and block any other stall of any category (bare or shell) or any available size

### **Do I have to make a payment post selection of the stall?**

Yes, you have to pay the amount as per proforma invoice within two working days after stall selection. E.g If you select on Friday at 3 pm you have to pay the booking amount by 3pm on Tuesday (due to weekend)

### **How will the advance deposit be adjusted in such a case?**

Once you select your desired stall from the available options, the balance amount due (20% of the stall amount minus the advance deposit Rs 10000/- amount already paid) needs to be transferred to our bank account within 48 hours of selecting the stall.

### **What happens if an exhibitor doesn't proceed further after paying advance deposit?**

Payment of advance deposit makes exhibitor eligible for stall selection and booking. In case an exhibitor doesn't proceed further the money will remain with IEEMA until refund is requested or booking made.

If no stall is selected and blocked the money will be refunded if asked for but if the stall is selected and blocked but the balance amount is not paid then the advance deposit will be forfeited and the stall blocked will be released after 48 hours

### **How do I confirm the payment transfer details?**

After completing the payment, you may upload the payment transaction details on the booking portal for our accounts team to verify.

Pls note- Failure in making the payment and updating the details on the portal within 48 hours may result in your stall being released and you may have to restart the whole process again running the risk of losing your preferred stall location.

### **Can I club two stalls?**

To provide flexibility to exhibitors, we are allowing merging of stalls but with following conditions:

- Merging of stalls is allowed only in limited area of the floor plan
- Merging of stalls of adjoining stalls only is possible and allowed
- If shell stalls are merged and due to merging the total area exceeds 24 sqm, then it will be treated as bare space (only space will be provided) but space rental charged will be of shell stall

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- If single side stall is merged with two/three side open stall, the side open surcharge will be applicable on the total space of merged stall e.g one 9 sqm single side open stall is merged with two side open 9 sqm stall then entire 18 sqm will be treated as two side open and charged accordingly
- Companies who wish to convert their shell scheme stalls into bare space by merging adjoining stalls must contact the stall booking helpline during or before their stall selection time. Helpline Numbers - 9833949468/ 8828139169

**Suppose I don't get good location of stall size and location, can I select a stall of a different category or size?**

Yes, you are allowed to select any stall of any category (bare or shell) that is available and of your choice. In this case basis your blocking a proforma invoice for this stall will be created and you have to pay the booking amount accordingly