



REQUEST FOR PROPOSAL (RFP)

Fabrication, Event Branding & Venue Transformation Services

World Physiotherapy Asia Western Pacific Regional Conference (WPAWP 2026)

Conference Dates: 26–27 September 2026

Venue: Yashobhoomi – India International Convention & Expo Centre (IICC), Sector 25, Dwarka, New Delhi

Expected Attendance: 9,000+ Delegates

Exhibition: Approximately 70 Sponsor & Exhibitor Booths

Venue Handover: 24 September 2026, 11:59 Midnight, for commencement of setup and installation works.

Yashobhoomi features large convention spaces, a 6,000-seat plenary hall, ballroom facilities, meeting rooms, and extensive exhibition halls with integrated utility trenches, high ceilings, and large column-free spaces suitable for custom-built event environments.

1. Objective

The Organizing Committee invites proposals from qualified fabrication and event branding agencies for the design, fabrication, installation, maintenance, and dismantling of event infrastructure, branding elements, registration areas, exhibition features, sponsor zones, and experiential installations.

The selected agency shall provide a turnkey solution including:

- Design development
- 3D visualizations
- Structural drawings
- Fabrication
- Graphics production
- Installation
- On-site maintenance
- Dismantling and waste removal

2. Scope of Work

A. Registration Zone

Fabrication partner shall design and build:

Registration Counters

Minimum requirements:

- Modular counters
- Backlit branding
- Lockable storage
- Cable management
- Power integration

Welcome Experience

- Entrance arch
- Feature wall
- Selfie wall
- Delegate information desk
- VIP registration desk



B. Main Conference Branding

Stage Fabrication

Agency shall design and fabricate:

- Main stage fascia
- Stage backdrop structure
- Speaker wings
- Decorative stage elements
- Branding integration

Requirements:

- Premium finish
- Hidden cabling
- Fire-retardant materials
- Structural stability certification

Speaker Ready Room Branding

Include:

- Room branding
- Wayfinding
- Information panels
- Sponsor integration

C. Foyer Branding

Provide fabrication and installation for:

Branding Assets

- Backlit panels
- Fabric tension graphics
- Free-standing totems
- Hanging banners
- Digital screen surrounds

Networking Areas

Design and build:

- Lounge zones
- Coffee stations
- Charging stations
- Sponsor activation areas

D. Exhibition / Sponsor Pavilion Fabrication

Where applicable:

Standard Booth Package

Each booth to include:

- Wall panels
- Fascia branding
- Lighting
- Electrical socket
- Furniture package



Premium Booths

Provide capability for:

- Custom-built booths
- Island stands
- Double-decker structures (subject to venue approval)
- Product display zones
- Meeting rooms

The venue's exhibition halls provide large pillar-free spaces with utility access through floor trenches, allowing customized exhibition layouts.

3. Wayfinding & Signage

Agency shall design, produce, and install:

Directional Signage

- Hall identifiers
- Room identifiers
- Session signage
- Registration signage
- Emergency directional signage

Branding Signage

- Sponsor recognition walls
- Event branding panels
- Information kiosks
- Delegate navigation points

4. VIP & Protocol Areas

Fabrication scope shall include:

VIP Lounge

- Reception area
- Custom furniture elements
- Branding
- Decorative installations

Speaker Lounge

- Branded environment
- Meeting area
- Storage facilities

5. Sustainable Fabrication Requirements

Preference will be given to agencies demonstrating:

Sustainability Measures

- Reusable structures
- Modular systems
- Recyclable materials
- Reduced waste generation
- Environmentally responsible disposal



Materials may include:

- Modular aluminum systems
- Reusable MDF structures
- Fabric graphics
- Sustainable flooring options

6. Design Requirements

Selected agency shall provide:

Concept Design

- Mood boards
- Theme concepts
- Material palette

3D Visualization

- Registration area renders
- Stage renders
- Foyer renders
- Exhibition renders

Technical Drawings

- Floor plans
- Elevations
- Structural drawings
- Production drawings

7. Materials Specifications

Acceptable materials include:

Structural

- Aluminum systems
- Steel structures
- Engineered wood

Finishes

- ACP
- Acrylic
- Vinyl graphics
- Fabric graphics
- Laminates
- LED integration

All materials must comply with:

- Fire safety requirements
- Venue regulations
- Structural load standards

8. Safety & Compliance

Vendor shall provide:

Mandatory Documentation

- Structural stability certificates
- Electrical safety certificates
- Fire-retardant certificates
- Risk assessment



Venue Compliance

Agency must coordinate all approvals related to:

- Rigging
- Suspended structures
- Floor loading
- Electrical requirements
- Installation schedules

Yashobhoomi's exhibition halls feature large spans, integrated utilities, and event infrastructure that require coordination with venue management and compliance with venue operating guidelines.

9. Project Management Requirements

Vendor shall deploy:

Position	Quantity
Project Director	1
Project Manager	1
Creative Director	1
Production Manager	1
Site Supervisor	2
Fabrication Team	As Required
Electricians	As Required
Graphic Installers	As Required
Safety Officer	1

10. Timeline Requirements

Pre-Event

- Site survey
- Design approval
- Material approval
- Fabrication schedule
- Production drawings

Build-Up Period

- Installation
- Electrical integration
- Branding placement
- Quality inspection

Event Period

- Maintenance crew on-site
- Damage repair support
- Graphic replacement support

Post Event

- Dismantling
- Waste removal
- Venue handover



11. Deliverables

Vendor shall provide:

Before Event

- Layout plans
- Material specifications
- 3D renders
- Compliance documents

During Event

- Site management
- Maintenance support
- Standby technicians

After Event

- Dismantling report
- Asset inventory
- Sustainability report

12. Vendor Qualification Criteria

Agencies must demonstrate:

Experience

- Minimum 3 years in event fabrication
- Experience with conferences above 1,000 delegates
- Experience at convention centres and exhibition venues

Portfolio

Provide:

- Project photographs
- Layout drawings
- 3D designs
- Client references

Infrastructure

- In-house fabrication facility
- Graphic production capability
- Installation team
- Safety processes

13. Submission Format attached

- Please quote your best rates in the attached element sheet
- Suggest as optional additional items if required

14. General Terms & Conditions

- Organizers reserve the right to accept or reject any proposal
- Organizers may negotiate with shortlisted bidders
- Lowest quote may not necessarily be accepted
- Partial awards may be issued



15. Evaluation Criteria

Criteria	Weightage
Design Creativity	25%
Technical Capability	20%
Similar Event Experience	20%
Sustainability Approach	10%
Project Team	10%
Commercial Proposal	15%

Annexures

Include the following in your submission:

1. Financial Bid (element sheet) in a separate envelope
2. Venue Layout Drawings
3. Fabrication Material Specifications
4. Safety & Compliance Checklist

Kindly submit your quote in sealed envelope at the following address by 5pm on 26th June 2026. The Financial bid must be submitted in a separate sealed envelope which can be placed inside the main envelope.

The selected bidder will be notified on 30 June 2026.

Bid Submission Address:

Dr Ruchi Varshney PT

Organizing Secretary - WPAWP 2026

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