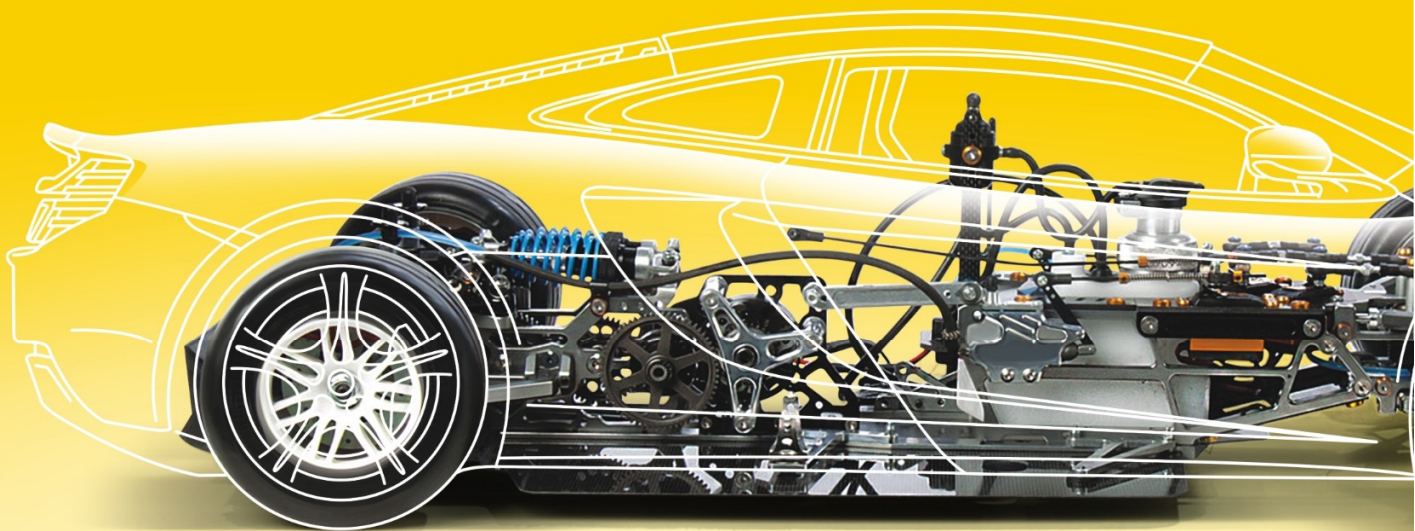


# TECHNOVATION

GLOBAL PLATFORM FOR FUTURE TECHNOLOGIES  
AND INNOVATION



# EXHIBITOR SERVICES MANUAL



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**Confederation of Indian Industry**

Plot No 249-F, Udyog Vihar, Phase IV, Sector 18  
Gurgaon 122017 (Haryana) India  
Tel: 91-124-4014060-67 • Fax: 91-124-4014080  
email: [neelam.bhagat@cii.in](mailto:neelam.bhagat@cii.in)  
Website: [www.cii.in](http://www.cii.in); [www.autoexpo.in](http://www.autoexpo.in)

Dear Exhibitor,

**16<sup>th</sup> Auto Expo 2023 - Components**  
**January 12-15, 2023: Pragati Maidan, New Delhi**

We are delighted to welcome you at Auto Expo 2023 - Components.

This comprehensive Exhibitor Manual provides you with information to facilitate your participation. Some of the highlights are:

- I. The timetable of in-hall operations which enable you to co-ordinate your operations at the show as well as your travel plan
- II. Facilities and services to exhibitors and relevant order forms. Please return these forms to the Auto Expo Secretariat duly filled in before the deadlines mentioned against each form.
- III. The Rules & Regulations governing participation.

It is very important for you to study this manual carefully and revert to us with the requisite information at the earliest to enable us to serve you better.

Should you have any queries please contact Ms Neelam Bhagat, Trade Fairs Division, Confederation of Indian Industry (CII), 249 F Udyog Vihar Phase 4, Sector 18, Gurgaon 122015 Haryana, India. Ph: +91 124 4014060- 65, 4013871

Email: [neelam.bhagat@cii.in](mailto:neelam.bhagat@cii.in); Website: [www.autoexpo.in](http://www.autoexpo.in)

Wishing you a successful participation

Team Auto Expo 2023 – Components

## Other Important Dates

Particulars	Deadline Date
Raw space Design Approval	15.12.2022
Possession for Raw Space Exhibitors	10.01.2023
Possession for Built Up Space Exhibitors	11.01.2023
Dismantling (Overnight Dismantling)	15.01.2023
Inauguration: Auto Expo 2023 - Components	12.01.2023

## **INDIA : FACT FILE**

### ***SECTION - 1***

#### **GENERAL INFORMATION**

**Delhi**

**Services**

**Inland Travel**

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## **India : Fact File**

### **1. GENERAL INFORMATION**

The Auto Expo 2023 - Components Secretariat wish you every success for your participation in the Auto Expo 2023 - Components. To make your stay in Delhi pleasant you may find the following tips useful.

**1.1. Time Difference :** Indian Standard Time (IST) is the same throughout the country and is 5½ hours ahead of GMT.

**1.2. Monetary System :** In India, the unit of currency is the Rupee (INR) divided into 100 paisa (P). Change money with AUTHORISED MONEY CHANGERS (at the airport, most banks, hotels and certain large shops) and insist on a receipt as it will help you to reconvert unused rupees into the original foreign currency at the time of departure. Avoid people on the street who offer to change your money at a temptingly higher rate of exchange.

**1.3. Currency Regulations :** There is no restriction in bringing in any amount of foreign currency, travellers cheques, etc., and taking out as much as you brought in. However, if you are carrying more than US\$ 10,000 in the form of currency notes, bank notes or traveller's cheques, and/or currency notes alone in excess of US\$ 5,000 (or equivalent) This should be declared, on arrival, on the Currency Declaration Form (CDF), to be attested by the Customs Officer. **When remitting money to India, indicate the bank, branch and full address. No Indian currency may be brought into or taken out of the country.**

**1.4. Export Regulations :** The visitor can take back all articles brought in by him. In addition, he can take out the following purchased in India; (a) Souvenirs (including Indian Silk, wool, handicrafts, etc.) without any limit; (b) gold jewellery, silverware and jewellery with precious stones for which if the value is high or the quantity is large an advance RBI permit and export certificate should be obtained from the Customs authorities in advance of travel. In case of jewellery items, the appraisal of a renowned jeweller could be presented on the basis of which an export certificate may be taken and declared to Customs.

There are restrictions on the export of antiques and art objects more than 100 years old. In case of doubt, consult the Director, Antiquities, Archeological Survey of India, Janpath (Tel : 0091 11 2301 7197) or Suptdg. Arch ASI, Safdarjung Tomb (Tel : 0091 11 232 52603). It is advisable to obtain a certificate of proof. Export of most wildlife products is prohibited or strictly regulated.

**1.5. Income-Tax Clearance Certificate :** You will need this at the time of departure if your stay in India exceeds 6 months. The certificate is issued by the Foreign Section of the Income Tax Office (ITO), Indraprastha Estate, New Delhi, Tel: +91 11 23379161. Observe the instructions under Currency Regulations and Changing Money (above) to facilitate its issue.



## **2. DELHI**

Delhi is the capital city of India. It is one of India's fastest growing cities. It has sprawled over the West Bank of the river Yamuna, straddling the river. The city has two distinct parts, Old Delhi & New Delhi. Old Delhi is centered on the Red Fort built by Emperor Shah Jehan between 1636 & 1658.

Delhi covers an area of 1,484 sq. km and is at 216 Mts. above sea level. The population is over 16 million.

**2.1. Climate :** Delhi has an extreme climate. It is very hot in summer (April - July) and cold in winter (December - January). The average temperature can vary from 25 °C to 45 °C during the summer and 22 °C to 5 °C during the winter.

**2.2. Visa :** The visa must be obtained from the Indian Mission in your Country. Tourist visas are generally valid for 120 days stay in India. If planning to visit a neighboring country such as Nepal and then re-entering India, a double/multiple entry visa should be obtained. For extending the visa apply for a letter of permission from the Ministry of Home Affairs, North Block, Central Secretariat, New Delhi, (Telephone: +91 11 24693334).

**2.3. Health Regulations :** A valid yellow fever certificate is mandatory for all persons (including infants) who have been, even in transit, in Africa or South America or Papua New Guinea in the last six days. The Certificate becomes valid 10 days after vaccination. India does not require immunisation against smallpox and cholera. A person arriving in India, who is required to possess a Yellow Fever Vaccination Certificate in accordance with these requirements will, IN THE ABSENCE OF A VALID VACCINATION CERTIFICATE BE QUARANTINED FOR A PERIOD OF UPTO SIX DAYS, WITHOUT EXCEPTION.

**2.4. Customs Clearance :** The Duty-Free Allowance for passengers (above 12 years of age) is INR 25,000 for Indian residents or foreigners residing in India if the stay abroad is more than 3 days (INR 4,000 for tourists of foreign origin; nil for tourists of Nepalese or Bhutanese origin coming from their respective countries) for bonafide baggage (i.e. for personal use or giving as gifts). the Allowance is INR 6,000 if the stay abroad is upto 3 days. These include 200 cigarettes (or 50 cigars or 250 gms tobacco) and liquor and wines upto 32 oz (1 litre). You may also bring in articles for your personal use including cameras with 5 rolls of film, a reasonable quantity of jewellery, one pair of binoculars, one portable musical instrument, one radio set, one tape recorder, one portable typewriter, laptop computer, one perambulator and professional equipment, on the undertaking that you will take them back with you when leaving India. The duty rate beyond the free baggage allowance is 61.4 percent. Drugs and narcotics and the import of firearms is prohibited. There are DUTY-FREE shops at the airport both at the Arrival and Departure lounges.



## **India : Fact File**

**2.5. Transport** : Delhi has significant reliance on its transport infrastructure. The city has developed a highly efficient public transport system with the introduction of the Delhi Metro, which is undergoing a rapid modernization and expansion.

**2.6. Public Taxi** : This is metered. Easy Cab, Ola Cab, Uber Cab & Meru Cab etc. facilities are available on mobile application or on call basis. Ensure that the driver will start meter before he starts.

### **3. SERVICES**

**3.1. Banks** : Most Banks are open from 1000 hrs – 1600 hrs (Monday – Friday) and 1000 hrs – 1400 hrs (on 1<sup>st</sup>, 3<sup>rd</sup> and 5<sup>th</sup> Saturday). Central Bank of India in Ashok Hotel and State Bank of India at the Airport are open round the clock. Banks in residential areas generally observe the weekly holiday of the area.

**3.2. Credit Cards** : American Express, Citibank, Master Card, Visa and Diners Club Credit Cards are generally accepted by large establishments, including hotels, shops and airlines.

**3.3. Sightseeing / Guides** : You can rent a chauffeur-driven car or join a conducted tour which is probably the best way to see the most in the least amount of time. Contact the official travel agency of the show to make your travel arrangements. English speaking guides approved by the Government of India can be hired at all important places of interest.

### **4. INLAND TRAVEL**

**4.1. Air Travel** : India offers many facilities for tourists' travel within the country. However, special permits are required for visiting certain border areas as specified from time to time. These can be obtained from the Ministry of Home Affairs Office at Lok Nayak Bhavan, Khan Market New Delhi. Port Blair does not require a permit for stay upto 15 days. Indian Airlines offers foreigners packages for travel anywhere in India. 'Discover India' : 21 days unlimited travel, at a fixed package rate; India Wonder Fares (limited region wise) 7 days.

**4.2. Foreign tourists and NRI's only** : You can enjoy unlimited travel on Indian Railways from 7 to 90 days with an Indrail 'Pass'. Fares range from US\$ 235 upwards according to the class of accommodation and period of validity. Also check out the Circular Journey Tickets. For more details please visit [http://www.indianrail.gov.in/international\\_Tourist.html](http://www.indianrail.gov.in/international_Tourist.html)

**5. PRACTICAL INFORMATION**

**5.1. Doctor / Chemist :** Your hotel can contact a house physician. Apart from AIIMS, some private hospitals such as Fortis Hospital in Noida (UP), Apollo Hospital in Sarita Vihar, New Delhi and Batra Hospital in Tughlakabad Institutional Area are open 24 Hours. Many Chemist Shops in major Hospitals are open round the clock.

**5.2. Electricity :** Voltage in Delhi is 230 / 400 V AC 50 Hz.

**5.3. Food and Beverage :** India has an amazing variety of non-vegetarian and vegetarian cuisines. Contrary to what you may have heard, all Indian food is not hot and spicy – most dishes are only richly garnished to provide an exciting flavour. You will find excellent restaurants that serve Indian, Chinese, Continental and other cuisines. Liquor is available freely in wine shops. It is also served in bars and restaurants in all major hotels, and in some other restaurants. Theatres, etc. are not licensed to serve liquor.  
National holidays are dry days when all liquor shops remain closed. The CONSUMPTION OF LIQUOR IS PROHIBITED IN PUBLIC PLACES.

**5.4. Shopping :** India is a shopper's paradise. Of particular interest are carpets, handicrafts, jewellery, readymade garments and leather goods. It's best to buy goods only from the more established shops and official Indian government outlets.

**5.5. Postage Rates :** Please see the link for your reference : [https://www.indiapost.gov.in/VAS/Pages/postal\\_rates.aspx](https://www.indiapost.gov.in/VAS/Pages/postal_rates.aspx). These rates are subject to revision by the Government of India.

**5.6. Speed Post :** Ensured delivery of time-bound mail including registered letters and parcels within 24 to 72 hours. The International Speed Post Service offers delivery to many countries within 48 to 72 hours.

**5.7. Telephone :** Direct dial to most cities in India and abroad. Established hotels have a multi-media telecom centre that offers video conferencing, high-speed transfer etc. Internet, fax and telephone facilities are available at kiosks in most parts of the city. Most areas have privately owned cybercafes. Mobile phones are available for rent at hotels and with private cellular outlets.

**5.8. Tourist Information :** Contact the Government of India Tourist Office, 25/8, Old Rajinder Nagar, New Delhi - 110060 Tel : +91 11 41050560, Email Id : [services@india-travel.com](mailto:services@india-travel.com).

## **FAIR FACTS**

### **SECTION - 2**

#### **1. GENERAL INFORMATION**

##### **First Time Exhibitor's Fact Sheet**

- I. Venue and Dates**
- II. Features**
- III. Organiser**
- IV. Exhibitor Relations**
- V. Regulations**

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- II. Time for Set-up**
- III. Stall Erection and Display**
- IV. Stall Completion**
- V. Grouting**
- VI. Storage, Removal of waste and cleaning**
- VII. Conservancy**

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- I. Fair Timings**
- II. Replacement of Exhibits**
- III. Sale of Exhibits**
- IV. Manning of Stands**
- V. Timings for Manning of Stands**

#### **4. POST FAIR PERIOD**

- I. Closure of the Exhibition**
- II. Helpful Move-out Information**
- III. Exit Pass**
- IV. Removal of Exhibits**
- V. Handing over of Halls**

**Fair Facts**  
**1 : GENERAL INFORMATION**

## **FIRST TIME EXHIBITOR'S FACT SHEET**

**Please read your Exhibitor Services Manual carefully :** It contains information that will help you save time, money and needless anxiety.

**Helpful Reminders about Ordering :** Be sure to order your essential services in advance, including the following:

Electrical Service, Advertisement, Additional Entry in Catalogue, etc. to ensure prompt service. Please make sure that order accompanies payment wherever required. Try not to order on-site.

Bring copies of all your advance order forms to the show.

**Helpful reminders on Shipping:** It is suggested that you ship your exhibits and related material via the **Official Freight Forwarders** only, to ensure that they arrive in order.

Be sure to remove all old shipping labels before you send anything to the show and attach clean labels, with your company name clearly marked, on each carton/ case despatched.

While making your shipping plans to the show, also plan for shipping after the show is over. Make sure that someone knowledgeable from your company will be onsite to oversee the return shipment of your display and equipment.

**Common Shipping Mistakes :** Avoid selecting a carrier that does not service trade shows on a regular basis. Unlike other shipments, exhibit material is time sensitive.

- Old labels on cartons cause confusion.
- Be clear and specify what type of air freight is desired e.g., Overnight, a.m., p.m. second day or deferred service.
- Not giving clear instructions on how the goods are to be shipped.
- Not advising your carrier about your target date.
- Not including accurate description or piece count.
- Not filling out forms properly.

Please avoid these common shipping mistakes and save yourself time, money and needless anxiety.

**On-site :** Set up your booth on time. Try not to change or cancel your orders on site. If you experience any problems on-site, please contact your Hall Director or the Exhibitor Relations Department immediately, for assistance.

## **Fair Facts**

### **1 : GENERAL INFORMATION**

#### **1. VENUE AND DATES**

The 16<sup>th</sup> Auto Expo 2023 - Components is being held in Pragati Maidan, New Delhi, India, from Thursday 12<sup>th</sup> to Sunday 15<sup>th</sup> January, 2023. The Exhibition site plan with Halls being used for Auto Expo 2023 - Components is given in this manual.

#### **2. FEATURES :** The Complete Automotive Show; held every alternate year is now located in two venues. While Auto Expo 2023 – Vehicles is held at India Expo Mart, Greater Noida; the Auto Expo 2023 – Components is held at Pragati Maidan - India's Premier Exhibition Ground, New Delhi, INDIA

- 60,000 sqmts of area
- Over 1,500 exhibitors from around 20 countries
- Country Pavilions
- ACMA Innovation Pavilion
- Bearing Pavilion
- Garage Equipment Pavilion
- EV Pavilion
- Over 1,00,000 Visitors from around 70 Countries
- Overseas Buyers
- Interactive Forums – Conferences, Seminars, Workshops and Student Engagement Initiatives

#### **3. ORGANISERS**

##### **Automotive Component Manufacturers Association of India (ACMA)**

The Capital Court

6th Floor, Palme Marg, Munirka

New Delhi - 110 067, INDIA

Phone : (91-11) 26160315, 26175873-74, 26184479

Fax : (91-11) 26160317

Email : [acma@acma.in](mailto:acma@acma.in); [rajat.gaur@acma.in](mailto:rajat.gaur@acma.in)

Internet : [www.acma.in](http://www.acma.in)

##### **Confederation of Indian Industry**

Corporate Headquarters:

The Mantosh Sondhi Centre

23 Institutional Area , Lodi Road

New Delhi – 110 003, INDIA

Phone : (91-11)24629994-7

Email : [info@cii.in](mailto:info@cii.in)

Website : [www.cii.in](http://www.cii.in)

Trade Fair Division:

Plot No. 249 F, Sector 18

Udyog Vihar, Phase IV

Gurgaon - 122 015 Haryana India

Phone : (91-124) 4014060-67

Fax : (91-124) 401 4080/4057

Email : [neelam.bhagat@cii.in](mailto:neelam.bhagat@cii.in)

Website : [www.autoexpo.in](http://www.autoexpo.in)

## **Fair Facts**

### **1 : GENERAL INFORMATION**

#### **Society of Indian Automobile Manufacturers (SIAM)**

Core 4B, Zone 4, 5th Floor  
India Habitat Centre, Lodi Road  
New Delhi - 110 003, INDIA  
Phone : (91-11) 47103010, 24647810-12  
Fax : (91-11) 24648222  
Email : [siam@siam.in](mailto:siam@siam.in)  
Internet : [www.siamindia.com](http://www.siamindia.com)

#### **Site Office (Auto Expo 2023 - Components Secretariat)\* :**

Confederation of Indian Industry  
Pragati Maidan, New Delhi 110 001, INDIA

**\* Site Office subject to change**

#### **4. EXHIBITOR RELATIONS :**

For smooth co-ordination with exhibitors there will be a team of COORDINATORS for the Auto Expo 2023 - Components. Please contact any of the following executives in Auto Expo Secretariat for any clarification / information required by you:

- (1) Lokesh Raina – Deputy Executive Director, ACMA ([lokesh.raina@acma.in](mailto:lokesh.raina@acma.in))
- (2) Neelam Bhagat – Senior Manager, CII ([neelam.bhagat@cii.in](mailto:neelam.bhagat@cii.in))

In addition to this, for any technical assistance or information not given in this manual, exhibitors are advised to contact Mr. Roy Jacob, Consultant in CII - Trade Fair Division at the above address or at, Pragati Maidan, New Delhi or email : [roy.jacob@cii.in](mailto:roy.jacob@cii.in) / [neelam.bhagat@cii.in](mailto:neelam.bhagat@cii.in)

#### **5. REGULATIONS**

The formulation and execution of the rules and regulations for Auto Expo 2023 - Components and all other matters regarding the Exhibition will be carried out by Auto Expo 2023 - Components Secretariat. (Hereinafter referred to as Organiser(s) or its authorised representatives. The Organiser is vested with the full authority to enforce all the rules and regulations pertaining to the Exhibition. It's decision will be final and binding in all respects and for all concerned.

## Fair Facts

### 1 : GENERAL INFORMATION

- 5.1. Local and site regulations:** Exhibitors must agree to abide by the local and site regulations with respect to law and order, safety etc. The Organiser will take necessary action against those who do not comply with the regulations.
- 5.2. Violation of rules:** The Organisers have the authority to demand removal/change of any structure which in their view does not conform to the Auto Expo 2023 - Components rules or cancel participation. The decision of the Organiser in this regard will be final and binding.
- 5.3. Exemption from Payment of Central Excise Duty:** Please refer GST Guidelines.
- 5.4. Exemption from Payment of Customs Duty:** Overseas Exhibitors & Indian Exhibitors displaying foreign manufactured products which are to be imported specifically for the Exhibition, are required to pay space rent in foreign exchange at the rates fixed for foreign participation. This cannot be waived as this is one of the conditions of Government of India for organising the fair in India.

**\* Domestic exhibitors participating along with their Foreign Principals, looking for Duty Free temporary Importation of goods are advised to share space with their overseas counterparts and arrange remittance of foreign exchange at the rates fixed for foreign participation from an overseas bank.**

Exhibitors will not be allowed to display products which are not included in the application forms submitted to the Organiser. Permission of the Organiser must be obtained to alter or make additions in the Exhibits.

***Please Note : The Organiser, in its sole discretion may deny participation to any applicant without disclosing the reasons thereof.***



**1 : GENERAL INFORMATION**

**5.5. Cancellation:** If a Company withdraws from this contract (**Form No.1**) after having concluded the said contract, the company hereby agrees to indemnify the Organiser, for the losses at the following rates :

*\* From 25<sup>th</sup> April to 31st May 2022: at 50% of total rentals*

*\* From 1<sup>st</sup> June to 31st July 2022: at 75% of total rentals*

*\* From 1<sup>st</sup> August 2022 onwards: with the full stand rentals.*

*In case of cancellation after 1<sup>st</sup> August 2022 the exhibitor is liable to pay the full space rentals to the Organiser. The Organiser reserves the right to allocate the same space to other prospective exhibitors. The above rule shall be applicable for reduction of space also.*

**5.6. Administration of Exhibition Halls :** The administration of the Exhibition will be controlled by the Organiser from the Fair Facilities office at Pragati Maidan. Participants may contact the Fair Secretariat at the Site Office for information on various Exhibition services. Representatives of the Official Clearing and Forwarding Agencies, shell scheme contractors etc will be available at the Exhibition site for support and assistance to participants.

During the construction and Fair days, **Hall Directors** will be stationed at their respective control points in all the Halls. They may be contacted for taking possession of stands and any assistance required by the participants

**5.7. Entry to Exhibition Site:** Entry / Exit of material (Cargo Entry) to the Exhibition site will be permitted only from **Gate No.5 on Bhairon Marg. For bringing the material during construction / dismantling period, please note only heavy commercial vehicles are allowed inside the venue; hence exhibitors bringing material in passenger vehicles or LCV need to contact Organisers for procedures.** During the show days, entry for products for replacement is allowed only during non-exhibition hours, with prior permission from the Auto Expo Secretariat. During the show, Visitors will be allowed to enter from **Gate 4** only.

No vehicles will be allowed into Pragati Maidan during exhibition time. Official trolleys will ply in the Fair Ground during the Exhibition period. Any Vehicle parked within the fairgrounds during the exhibition timings, will be towed away by the Traffic Police Authorities, Pragati Maidan and all related expenses thereof will be charged to the account of the vehicle owner(s).

## Fair Facts

### 1 : GENERAL INFORMATION

**5.8. Stand Possession:** Possession of space / stand will be given as per schedule given in Point No 1 of Sub-Section Pre-Fair period (Fair Facts), subject to clearance of all dues by the Exhibitor.

Exhibitors who have booked raw / built-up space can carry their Exhibits inside the Exhibition Halls from these dates.

*a) Raw Space – 10<sup>th</sup> January 2023, 1000 hrs.*

*b) Built Up Space – 11<sup>th</sup> January 2023, 1000 hrs.*

In order to avoid last minute rush and strain on the material handling facilities, Exhibitors are requested to co-operate with the programme prepared by the approved agencies for movement of Exhibits inside the Halls. There is no restriction on the timings for arrival of exhibit cases at Pragati Maidan during the pre-exhibition period.

**5.9. Force Majeure:** Under the conditions of force majeure which also include strike, lockout, closure, riot, natural calamities, the Organiser reserves the right to alter the opening and duration, or even cancel the entire exhibition. In case of change in dates and duration of the Exhibition, the rules and regulations and the agreement between the Exhibitors and the Organiser will remain unaffected. In case of cancellation of the Exhibition, the space / Stall Rental paid by the Exhibitors or any amount thereof is refundable at the sole discretion of the Organiser.

**5.10. Authority on the Premises:** The Organiser shall be responsible for and be entitled to act as the owner of the premises throughout the tenancy period. The decision of the Organiser with regard to any problem or dispute will be final.

**5.11. Limit of Liability:** Organiser is not liable in any form for any loss or damage to Exhibitors property at the exhibition site or injury to their personnel and visitors. By submitting their application Form No 1 for participation, the Exhibitors also agree to refrain from making any claim on the Organiser and to indemnify it against any claim by their party arising out of other Exhibitor's conduct. All disputes will be subject to New Delhi jurisdiction.

## Fair Facts

### 1 : GENERAL INFORMATION

**5.12. Safety and Behaviour:** To make the exhibition smooth and in order, please keep your personal belonging safely. **Exhibitors are advised to keep their bags and expensive under lock & key / safe location and not to leave even mobile phone / laptops / iPods etc on the table.**

No person present inside any Exhibition Hall is to behave or act in a manner that may cause any harm, injury or damage to other persons or exhibits, nor to the exhibition hall property or fixtures.

**PRAGATI MAIDAN IS NO SMOKING ZONE AND SMOKING IS STRICTLY PROHIBITED INSIDE THE VENUE DURING THE ENTIRE DURATION OF THE SHOW.**

## Fair Facts

### 2 : PRE FAIR PERIOD

#### 1. CONSTRUCTION PERIOD

Schedule for giving space possession in Halls for Auto Expo 2023 - Components will be as under:

Raw Space	10/01/2023	1000 Hrs
Built-up Space	11/01/2023	1000 Hrs

#### 2. TIME FOR SET-UP

All exhibits must be unpacked and placed by 1700 hrs on 11<sup>TH</sup> January 2023.

**Laying of aisle carpets** will start on 11<sup>th</sup> January 2023. Exhibitors may remain in the hall to work but all activity must be confined to their exhibit space. Please have all crates and cartons unpacked so that they may be removed to keep aisles clear.

#### 3. STALL DESIGN / CONSTRUCTION AND DISPLAY

Exhibitors are advised to follow the guidelines stipulated by the Organiser in the Rules and Regulations for **Auto Expo 2023 - Components**. The Organiser would particularly like to emphasise on the following points:

- There is no restriction on the size of product on display except those imposed by the load bearing capacity for indoor areas and the height of entry doors which must be checked with the Organiser in advance, before finalising large/ heavy exhibits for display.
- Woodworking and Spray Painting inside Hall is prohibited. Platforms / panels and other decorations for the interior must be brought in a prefabricated condition for assembly and finishing inside the Halls. Use of modular systems will be encouraged for timely completion of stands. Passage area to be kept clear of packing cases, construction material etc.
- The Exhibitors should leave a minimum 30% of the stall area free for movement of visitors.
- Stalls and displays should be completed in every respect by **1700 Hrs on 11<sup>th</sup> January 2023**.
- Exhibitors are requested to co-operate with us while SECURITY CHECK ON 11<sup>th</sup> JANUARY 2023.

The Organiser will have the right to decide on the fulfilment of the above rules, and the authority to demand removal/change of anything that is not according to the rules. The decision of the Organiser in this regard will be final. Exhibitors should advise their Agents about the rules and guidelines for stall decoration such as permissible, size of display materials, panels, office cabin etc. The Auto Expo Fair Secretariat will not correspond with agents engaged by the company/ Exhibitor.

## **Fair Facts**

### **2 : PRE FAIR PERIOD**

#### **4. STALL COMPLETION**

Interior and Display of Booths to be completed by **1700 Hrs** on **11<sup>th</sup> January 2023**.

#### **5. GROUTING**

Grouting is not permissible in any Halls. Exhibitors are advised to submit relevant drawings for clearance. Any damage to floor or structure, fittings etc will be charged @ INR 15000 per hole.

#### **6. STORAGE, REMOVAL OF WASTE AND CLEANING**

The Organiser is unable to provide storage facilities for packing cases, surplus materials, or other property of the Exhibitor. Arrangement for safekeeping of such items must be made with the Freight Forwarder or should be shifted to your local godown.

During the construction and dismantling periods, aisles in the exhibition halls must not be obstructed with packing materials, construction materials or debris.

Exhibitor's contractors will be responsible for removing their own off-cuts and waste each day of build-up and break down. Failing this, the Organiser reserves the right to invoice the Exhibitors for the removal of excessive packing materials discarded crates or cartons & stand building materials and waste.

#### **7. CONSERVANCY**

While the Organiser will make arrangements for cleaning the passages and common area during the show, it is the responsibility of the Exhibitors to get their Stands cleaned and their equipment dusted in the evening. No sweeping will be allowed after 0900 Hrs every day. Contact details of conservancy agencies to be used for passage cleaning are given in Directory of Official Agencies (**Directory**). Exhibitors may use their services on payment and deal with them on financial matters. Unauthorised agencies will not be allowed to work in the halls.

## Fair Facts

### **3 : FAIR PERIOD**

#### **1. FAIR TIMINGS**

Auto Expo 2023 - Components will be open from 1000 - 1800 hrs.

The schedule of timings\* are:

• <i>Inauguration</i>	<i>12 January 2023</i>	-----
• <i>Special Invitees &amp; Media</i>	<i>12 January 2023</i>	-----
• <i>Visiting Hours</i>	<i>12-15 January 2023</i>	<i>1000 - 1800 Hrs*</i>

\* Timings are subject to change

#### **2. REPLACEMENT OF EXHIBITS**

No removal or delivery of exhibits in or out of the exhibition hall during the Exhibition hours is permitted. Such removal, delivery or replenishment of stock may only be carried out before opening hours (by 0830 hrs) in the morning or after closing time in the evening with prior permission from the organisers. For security reasons, to remove any item of your display from the hall during the show days, an "EXIT PASS" must be obtained from the Organiser.

#### **3. SALE OF EXHIBITS**

Direct sale or discount sale of exhibits is strictly prohibited during the exhibition. The exhibitors, however, can conduct technical, commercial and sales discussions as well as booking of orders during the exhibition.

The Organiser appreciates that in many cases the Exhibitors prefer to sell exhibits instead of carrying back to their destination. Such sale of exhibits can be affected, if so desired by the Exhibitors. This is subject to the condition that Organiser shall not be responsible for collection or remission of duty, taxes such as Customs and GST etc. Fulfilment of this obligation would be the responsibility of the Exhibitor. The sold-out exhibits can be removed from the stands only after the conclusion of exhibition, along with other exhibits.

#### **4. MANNING OF STANDS**

Your stand must be fully manned and operational throughout the exhibition hours of the exhibition. All activities of the Exhibitor and staff must be confined to the stand or site allocated. No advertising or canvassing for business may take place elsewhere in the Exhibition Hall or inside the exhibition ground.

## **Fair Facts**

### **3 : FAIR PERIOD**

#### **5. TIMINGS FOR MANNING OF STANDS**

Personnel competent and responsible on behalf of the Exhibitor manning the stand must report at the stand latest by 0915 hrs every fair day.

The fair will close at 1800 hrs. Considering the security of Exhibition, the stand, must be vacated by all people manning the stand by 1810 hrs every evening. For this purpose, the Hall Director and Exhibition Security personnel will be authorised to ensure this is complied with. To avoid embarrassment, all Exhibitors are requested to cooperate.

**Please note, power to all stands will be shut down at 1815 hrs.**



## Fair Facts

### **4 : POST FAIR PERIOD**

#### **1. CLOSURE OF THE EXHIBITION**

Auto Expo 2023 - Components will close on 15<sup>th</sup> January 2023 at 1800 Hrs. Exhibitors are advised to dismantle their stands only **after 1800 Hrs on 15<sup>th</sup> January 2023.**

#### **2. HELPFUL MOVE-OUT INFORMATION**

Make sure you order your labour for dismantling well ahead of time.

- If using an Exhibitor Appointed Contractor for the dismantling of your exhibit, please make sure that the contractor has read the move-out schedule and planned labour according to the published hours.
- Please notify your van line or transportation specialist of the move-out schedule.
- Please be aware that the Pragati Maidan Exhibition Ground is a bonded area for customs purposes. Therefore, no display items imported temporarily for the show may be removed from the site without the Customs Gate Pass.

#### **3. EXIT PASS**

For taking out the Exhibition Material and Exhibits after the closure of the Exhibition, participants would need to obtain a standard final exit pass from the Organiser. The following procedure would be adhered too.

The Exhibitors should contact their respective Hall Directors for Clearance of Dues, if any, and obtaining Exit Pass by using the format given in this Manual.

***Please Note : Exit Pass will be given to Exhibitors only on the condition that all dues towards participation in the exhibition are cleared.***

***The copies of Exit Pass will be retained by the Fair Secretariat, Hall Security, ITPO Security Personnel at exit Gate 5 and the Exhibitor.***

#### **4. REMOVAL OF EXHIBITS**

Exhibitors are allowed to remove the exhibits from the stalls **after 1800 hrs on 15<sup>th</sup> January 2023** on the basis of valid "Exit Passes".

All hall utilities will be disconnected at 1800 hrs and Exhibitors are requested to keep the aisles clear of cartons and crates to enable removal of aisle carpeting. **The removal of exhibits must be completed by 16 January 2023 by 0700 Hrs.** After this, the Organiser will be at liberty to remove and store / dispose off the goods at other places at the cost and risk of Exhibitors.

## **Fair Facts**

### **4 : POST FAIR PERIOD**

#### **5. HANDING OVER OF HALLS**

As per the arrangements with India Trade Promotion Organisation (ITPO) The Organiser is to handover all exhibition halls by 0700 hours on 16<sup>th</sup> January 2023.

## **FAIR FACTS**

### **SECTION – 2**

#### **1. GENERAL INFORMATION**

- I. Submission of Layout for approval**
- II. Encroachment**
- III. Electrical Fittings on hire**
- IV. Care of building and equipment**
- V. Demonstration of working exhibits**
- VI. Damages**
- VII. Fascia Text - Deadline**
- VIII. Heavy/Exhibits Bigger in Size**

#### **2. GUIDELINES: RAW SPACE**

- I. Rules & Guidelines for Design & Construction**
- II. Mezzanine Construction and Guidelines**
- III. Audio, Visual Films, Video Walls, Stage Shows**
- IV. Electrical Installation Regulations**
- V. Stand Approval**

#### **3. GUIDELINES: BUILT-UP SPACE**

- I. General Information**
- II. Rules and Guidelines for decoration**
  - a. Audio, Visual Films, Video Walls, Stage Shows**
- III. Electrical Installation Regulations**
- IV. Stand Approval**

#### **Fair Architect Contact Details**

## **Design Guidelines**

### **1 : GENERAL INFORMATION**

This document contains several regulations, compliance to which is essential for the setting up of the show professionally. Every Exhibitor must study and follow these guidelines carefully. Should you need clarifications or require advice, please contact the Auto Expo Co-ordinator who will be happy to offer assistance. Exhibitors are advised to inform their advertising / design construction agencies regarding these rules and regulations for stand decoration. Please note the Organiser will not correspond or deal with agents engaged by the Exhibitor. The Exhibitor while planning stand design must follow the Stand Construction Regulations described in this document.

#### **1. SUBMISSION OF STAND LAYOUT DESIGN FOR APPROVAL**

Exhibitors must submit 3D views from all sides, detailing of design along with the floor plan for approval, latest by **15<sup>th</sup> December 2022**. The exhibitor shall be bound by the changes / modifications advised by the fair architect. In case of non-receipt of stand drawings by **15<sup>th</sup> December 2022**, the Organiser reserves the right to refuse construction of the stand at site.

#### **2. ENCROACHMENT**

The Exhibitor must confine their exhibits within the area allocated. No encroachment on corridors, free space or other facilities provided by the Organiser will be permitted. Each Exhibitor shall follow the center of the markings on the floor for common sides and outside edge for open sides.

#### **3. ELECTRICAL FITTINGS / FURNITURE ON HIRE**

Exhibitors who book space especially for the Shell Scheme are advised to contact the Fair Secretariat for requirements of additional furniture & electrical fittings. All such requirements must be registered by 30<sup>th</sup> November 2022. The Organiser will make arrangements with official stand contractors to deliver additional furniture directly in the Exhibitor's stand area. All payments must be made directly to the official stand contractor for additional items.

## **Design Guidelines**

### **1 : GENERAL INFORMATION**

#### **4. CARE OF BUILDING AND EQUIPMENT**

Exhibitors or their contractors must not damage or deface the exhibition facility or the exhibits and equipment of other exhibitors. Should such damage occur, the respective Exhibitor will be liable to compensate the owner of the property so damaged.

Exhibitors are responsible for the cost of making good or replacing any damages to the exhibition premises, whether caused by themselves, their agents, contractors or by any person or persons employed or engaged on their behalf by such agents or contractors.

#### **5. DEMONSTRATION OF WORKING EXHIBITS**

An Exhibitor intending to demonstrate any product/equipment at his stand are advised to take prior written permission of organisers and must :

- Provide the Organiser with full details in writing of working exhibits involving moving parts, naked flames, and lasers or of other hazards which could be potentially dangerous.
- Give proper consideration to safety conditions under which exhibits will be demonstrated, including safety guards and screens to prevent accident or injury to visitors and staff.
- Cause no annoyance to visitors or other Exhibitors. If a high level of noise or other objectionable factors are involved, the Organiser reserves the right to stipulate demonstration timings or to terminate a demonstration at any time.
- No naked flames are allowed in any demonstration in the exhibition premises.
- Isolate controls and switches so that machinery cannot be accidentally activated.
- In case of dispute, the Organisers ruling will be final.

## **Design Guidelines**

### **1 : GENERAL INFORMATION**

#### **6. DAMAGES**

Exhibitors occupying Shell Scheme Stands will be held responsible for the cost of making good, restoring, or renewing any damages to the shell stand structures, floor coverings, light fittings, or any part thereof, whether caused by themselves, their agents, contractors or by any person or persons employed or engaged on their behalf by such agents or contractors. The cost of making good any damage will be assessed by the Official Shell Scheme Contractor and charged to the Exhibitor.

Exhibitors are responsible for the cost of making good or replacing any damages to the exhibition premises, whether caused by themselves, their agents, contractors or by any person or persons employed or engaged on their behalf by such agents or contractors.

The Organiser, in conjunction with the ground authorities, will inspect the Halls before build-up and after break-down of the Exhibition.

#### **7. FASCIA TEXT for Built Up Space – Deadline**

Exhibitors who have booked Shell Scheme (Built-up) space are requested to send Form No 5 giving the Fascia text for their Stand Fascia latest by 15<sup>th</sup> December 2022. In the event of non-receipt of this form, organisers are free to take name as mentioned in application form for fascia.

#### **8. HEAVY/ EXHIBITS BIGGER IN SIZE**

**Please share the details of heavy exhibits / exhibits bigger in size, by 31<sup>st</sup> December 2022.**

## **Design Guidelines**

### **2 : GUIDELINES : RAW SPACE**

#### **1. GENERAL RULES & GUIDELINES FOR DESIGN AND CONSTRUCTION**

**1.1.** All height details, mentioned in these guidelines, are from the ground level and not from any raised flooring created by the exhibitors.

**1.2.** Exhibitors are responsible for their own stand design and construction. The Organiser would be pleased to offer advice and guidance if required.

**1.3.** The following are strictly prohibited:

- Use of electrical flashes, flashguns etc. However, the Fair Architect may allow Neon signs above 2.5 Mtrs height subject to approval.
- Cloth Banners
- Stage shows or presentations without prior permission in writing from the Organiser & without a concept note on the proposed show.
- Suspending of display items from the Hall ceiling or parts of it.
- Storage of any kind, behind the display walls.

**1.4.** The maximum height of the artificial floor should not exceed 10 cm / 4" and any other area raised artificially or for display purpose shall be such that it does not obstruct the adjoining stand.

**1.5.** The maximum height of any stand should not exceed 2.5mtrs unless approved by the Fair Architect. The following table would give a clear guideline on the permissible heights for branding.

#### **Area Booked / Branding Heights in meters**

Area	Maximum Height
12 – 30	3.0
31 – 60	3.5
61 – 100	4.0
101 - 150	4.5
151 & above	5.0

Branding should be done, as per above chart, in centre of the stand / pavilion and are subject to approval from the Fair Architect. All heights are from the natural floor only and should not obstruct the view /orientation of any other stand. Height of panel against natural back wall along the periphery of the Halls will be allowed up to 5.0 mtrs if the height is available at the place where the stall is located.

**1.6.** Any partition wall between two stands beyond 2.5-meter height is Not Allowed. However, if an exhibitor intend to leave one meter gap from the partition wall to erect another solid wall and then place a unit beyond 2.5 meters



## **Design Guidelines**

### **2 : GUIDELINES : RAW SPACE**

height on the wall, then the size of the wall should not be more than 50% of the length of the wall. However, the final decision on allowing / approving such design is of the Fair Architect.

- 1.7. Height of side partitions will be restricted to 2.5 Mtrs from the ground.** If there is any difference in the level of partitions of any two adjacent stands, (not more a 10 cm.) the exhibitor with a bigger height shall finish properly the portion extending above the neighbouring stand.
- 1.8. Fascia of the stall which is more than 2.5m in height inside the back/side walls should be supported by steel / metal pipe on back wall or side wall towards the other stall, instead of any solid structure blocking the view of neighbouring stall beyond 2.5m.**
- 1.9. The width of the design element / translit from neighbouring booth should not be more than 10 inches if the height is more than 2.5m and the side visible from the neighbouring stand should be properly finished. No marking / branding is allowed on the back side of the translit. The exhibitor should be ready to paint it with the color requested by Fair Architect.**
- 1.10. Height of panel against natural back wall along the periphery of the Hall will be allowed upto 5.0 mtrs subject to availability of Height. In Halls where air conditioning vents are installed along on actual walls, exhibitors are advised to keep the back wall below the air conditioning vents or keep the air conditioning vents open through the back wall into the respective stalls.**
- 1.11. Access must be given to any Emergency Exit, Fire Exit, Electrical box, Service room etc. falling within the exhibitor's stand area. It is mandatory to leave minimum one opening in the partitions against the natural wall to provide access for electrical fittings etc.**
- 1.12. Building of turn- tables/ramps would be permitted after clearance from the Fair Architect. If approved the Height of such a turntable/ ramp must not exceed 1.0 mtrs. Exhibitors wishing to use turn table/ ramps must clearly show the location in their drawings and obtain positive clearance from the Fair Architect failing which they would not be permitted to erect such turn tables / ramps.**
- 1.13. Exhibitors may be permitted to erect a Conference/ Meeting Room within their area alongside the natural wall upto 2.5 Mtrs height. The area of the meeting room may be upto 20% of the total area booked by the exhibitor. The location of the Conference / Meeting room would require specific clearance by the Fair Architect. However, for stands with all sides open, the conference room shall have clear transparent glass/ acrylic without any blinds/ curtains above 1.2 Mt. Height.**

## Design Guidelines

### 2 : GUIDELINES : RAW SPACE

#### 1.14. Mezzanine Construction

**1.14.a)** Mezzanine floor maybe permitted to be constructed inside the stands having an area of above 100 Sq. Mts. subject to payment of additional space rent and on the following conditions: -

- Please note that 40% of the periphery can be used for mezzanine length; for example: - if back wall / common wall length is 30m then length of mezzanine against the wall should be 12m only and more than that is not allowed. This rule is relaxed if the particular stall is the last stall and has no stall behind.
- Area of mezzanine floor shall not exceed 20% of the total stand area subject to a maximum of 200 Sqms.
- The railing on the sides of the mezzanine shall be of transparent material in the portion extending beyond 2.5 Mtrs. height from the ground level.
- ***Any stall which is not along the natural wall; mezzanine covering through solid wall is not allowed and only open mezzanine with railing of maximum one meter height is permissible.***
- **Exhibitor to get a structural engineer to duly certify the stability of the structure of the mezzanine.** Copy of the certificate must be enclosed along with the stand layouts for drawing approval submission. The organizers shall not be held responsible for any mishap due to the sub-standard design/workmanship/material used while the construction of the mezzanine. Any sub-standard construction leading to collapse of mezzanine / accidents will be penalised and the exhibitor will be blacklisted for future editions.
- The construction of mezzanine shall be permitted only if, in the opinion of the Fair Architect, it is not obstructing the display/ visibility of any adjoining stands.
- The mezzanine floors can be used only as a visitor hospitality lounge. Exhibits/display will not be permitted on the mezzanine floor.
- Offices/cabins with closed walls & ceilings are strictly prohibited on the mezzanine floor. The mezzanine must be an open area only with safety railings on open sides, not exceeding a maximum height of 1m.
- Rear and side walls of the stand adjacent to / facing neighbouring stands must not be transparent and must be clean and covered in a uniform neutral color above the height of 2.5 meters.
- Construction of mezzanine floor must be at least 3m away from the boundary of all open sides of the stand, and one meter away from the backwall and common side wall of neighbouring stands.
- No branding is allowed on and above the mezzanine floor.
- The approval and use of mezzanine floor area shall be subject to payment @ 50% of the basic space rentals per sqm of Auto Expo 2023 – Components for the area used for mezzanine floor.

## **Design Guidelines**

### **2 : GUIDELINES : RAW SPACE**

#### **1.14b) MAXIMUM HEIGHT**

- No roofing is allowed on mezzanine floor
- The maximum permissible height below the mezzanine floor is 2.5 meter.

#### **1.14c) RAILINGS**

- Safety railings must be at least 1m high and consist of a top, middle and bottom rails.
- Only railing of maximum height of one meter without any branding is allowed in the front and open sides of the stand.
- A strip of at least 0.10m must be mounted along the edge of the mezzanine floor beneath to prevent falling object.
- Walls adjoining neighbouring stands on the mezzanine floor must be sufficiently stable so as to prevent accidental falling of person or objects.

#### **Fire Prevention**

- Any load bearing elements and fixtures of the mezzanine floor must be of fireproof material.
- The mezzanine floor should be equipped with at least one fire extinguisher.

[Mezzanine floor Structural Stability Certificate with technical specifications approved by Structural Engineer must be submitted to the Auto Expo 2023 - Components Secretariat for approval before commencing the construction.](#)

**1.15.** Covering of Outdoor stalls beyond the conference / meeting area (10% of stand area subject to a maximum of 50 sqms) is not allowed. Exhibitors may cover beyond their conference area only after paying an additional amount of 25% of the space rental for the covered outdoor area.

**1.16.** It is necessary that panels erected against outer glass walls in the Halls be properly finished on both sides. Exhibitors failing to do so would be penalised INR 1000 per running meter. Covering would be done upto 2.5 mts height.

**1.17.** All open or unfinished sides of the exhibit space which may appear unsightly must be covered or the Organiser will have them covered at the Exhibitor's sole expenses @ INR 1000 per sqm. Any portion of the Exhibit bordering another Exhibitor's space must have the backside of the portions finished and not carry any identification signs or other marks that could detract from the adjoining exhibit

## **Design Guidelines**

### **2 : GUIDELINES : RAW SPACE**

- 1.18.** All exhibit floor space must be fully carpeted or covered.
- 1.19.** Woodwork is prohibited in the Halls. Platforms/ Panels and other decorations for the interior must be brought in prefabricated condition. Only assembly and finishing will be allowed in the Hall. Spray painting inside the Exhibition halls is strictly prohibited and any exhibitor doing so shall bear the risk of dis-connection of power supply to the stand.
- 1.20.** For Island / 3 side open stalls it is mandatory for exhibitors to design their stands in such a way that there is no obstruction on any of the open sides. This will ensure free movement and give exhibitors a feel of openness and transparency. Exhibitors are not allowed to obstruct the view or adversely affect the displays of other exhibitors. For the meeting room, solid Partitions upto 1.2 mtrs and see-through glass / clear acrylic partitions for the balance 1.3 mtr on top may be used.

***Fair Architect reserves the right to turn down approval for stands with any of the open sides blocked.***

- 1.21.** No solid partitions will be allowed within 3.0 mtrs from the aisle in stands covering an area of 500 sqm and above.
- 1.22.** A maximum of 70% of Stand area may be used for exhibits and the balance 30% must be left free for circulation. The Exhibitors shall not arrange the display of material in a way that would obstruct the passage area.
- 1.23.** Natural Pillars falling within stand area may be covered to a height of 5.0 mtrs only, subject to approval by fair architect and availability of height.
- 1.24.** Hall columns, Roof Trusses, Air Conditioning Vents, and all other structures of the Hall must not be used as support or be subject to load or stress by the stand structure.

## **Design Guidelines**

### **2 : GUIDELINES : RAW SPACE**

- 1.25.** Exhibits over 2.5mt Height must not be placed on any raised platform.
- 1.26.** There is no restriction on height and weight of exhibits on display except imposed by the load bearing capacity of the floor and height of entry doors. The same should be checked with the Fair Architect before finalising large/heavy exhibits for display.
- 1.27.** Any presentation/ demonstration/ exhibit likely to attract groups of 10 or more persons must be located towards the centre of the stand and clearly shown on stand drawings. If the location of such an exhibit result in blocking of the Aisles, the aisle space thus blocked shall be billed to the exhibitor.
- 1.28.** It is mandatory for the exhibitors to inform the Organiser if any of their exhibits comply with the following: -
- Exhibit configuration is 10 sqms or more.
  - Exhibit exceeds 2.5 mtrs in height or 3 mtrs in length.
  - Exhibit material exceeds 3 tons.
  - Exhibit contains liquid fuel / natural gas / propane.
  - Exhibits requiring water for demonstration purposes.
- 1.29.** The Organiser reserves the right to change/alter/remove any exhibit interfering with the aesthetics of the exhibition or hinders the general public in any way.
- 1.30.** Grouting is not permissible in any Halls. Exhibitors are advised to submit relevant drawings for clearance. Any damage to floor or structure, fittings etc will be charged @ INR 15,000 per hole.
- 1.31.** To avoid inconvenience to other exhibitors and to enable the Organiser to complete repair work of passages, cable ducts etc., before the exhibition starts, exhibitors are requested to move in their exhibits within stipulated time given.
- 1.32 AUDIO VISUAL FILMS, VIDEO WALLS, STAGE SHOWS**
- [Stage events / shows – It is not permitted by Venue Authorities to organise any stage events.](#)
  - The organiser reserves the right to disconnect the supply of electricity to any exhibitor violating the above guidelines.

## **Design Guidelines**

### **2 : GUIDELINES : RAW SPACE**

- The Organiser reserves the right to regulate or restrict exhibits within a reasonable sound level or the sound level of 60 DB peak on sound level meters (ANSI Type 2) on the SLOW meter position at 3 mtrs distance. The sound speakers must not be placed higher than 1.5 mtrs. They must be positioned downward and inward towards the centre of the exhibit booth or display area and may not be pointed towards the aisle. The Organiser reserves the right to restrict exhibitors the use of sound and other devices which are not permitted by the venue authorities and may interfere with the best interest of the fair environment.

#### **2. ELECTRICAL INSTALLATION REGULATIONS**

- 2.1** Raw Space exhibitors must apply separately for the power connection as per their requirement. No electricity will be provided if exhibitor does not apply in advance. For details, please refer Form 4.
- 2.2** Electrical wiring and installation must be done by Exhibitors through registered professional technicians using proper wiring switches etc. to ensure safety. The Organiser shall not be responsible or liable in case of any mishap due to use of sub - standard material or unskilled labour.
- 2.3** All wiring must be carried out in PVC, Elastomeric or other plastic sheathed cables. No exposed means of cable joints will be permitted.
- 2.4** Lamps and appliances with high temperature surfaces should be guarded and used well away from combustible materials.
- 2.5** No light fitting or other appliance may be suspended from the roof of the exhibition hall.
- 2.6** The Organiser reserves the right to disconnect any installation, which in their opinion is dangerous or likely to cause annoyance to visitors or other Exhibitors.
- 2.7** In order to take care of voltage fluctuations, the Exhibitors are advised to fix up constant voltage transformers or insulation Transformer or stabilizers for CNC and other sensitive machines. Exhibitors are encouraged to use MCB wherever necessary. The main supply points and electrical installations in the stand should be kept open for easy access and should not be concealed.

## **Design Guidelines**

### **2 : GUIDELINES : RAW SPACE**

#### **3. STAND APPROVAL**

- 3.1** The decision of the Fair Architect as regards the approval of the plan shall be final and binding upon exhibitors and the work must be carried out as per the approved drawings only.
- 3.2** Exhibitors must submit 3D views from all sides, detailing of design along with the floor plan for approval, latest by 15<sup>th</sup> December 2022. A penalty of INR 50,000 will be levied on drawings received after this date. The drawings must also clearly show layout of exhibits, logo details, supporting stand electrical points etc. and clearly indicate wall / panel height, exhibits, meeting rooms etc.
- 3.3** In case any pre-fabrication is done by any Exhibitor before the approval of the design by the fair secretariat, the Exhibitor shall be bound by the changes / modifications advised at the time of approval of the design and to change the said prefabricated structure or any other feature so as to adhere to the basic design guidelines.
- 3.4** An exhibitor whose design has been approved by the Fair Architect may only commence construction on or after the due date. No exhibitor shall be allowed to start work on their stands without the prior approval of the plan. The decision of the Fair Architect as regards to the approval of the plan shall be final and binding upon exhibitors and the work must be carried out as per the approved drawing only.
- 3.5** The exhibitors must keep one copy of the approved drawing at the work site.
- 3.6** All displays will be inspected during the set-up days and any exhibitor deviating from the regulations must make modifications as suggested by the Fair Architect on his own expense prior to the show opening.
- 3.7** All exhibitors stand must be completed in all respects by 1700 Hrs on 11<sup>th</sup> January 2023.



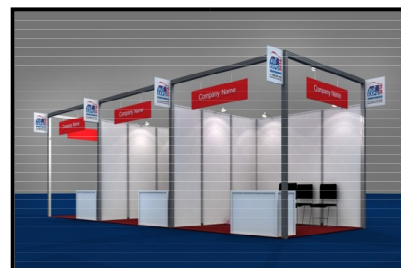
## Design Guidelines

### 3 : GUIDELINES : BUILT-UP SPACE

#### 1. General Information

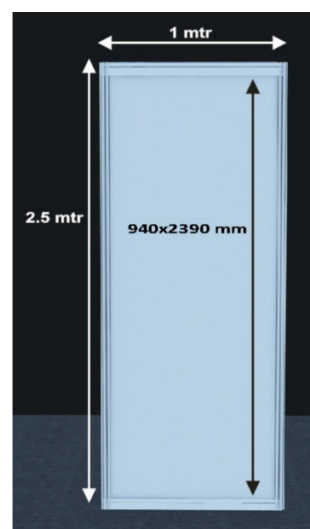
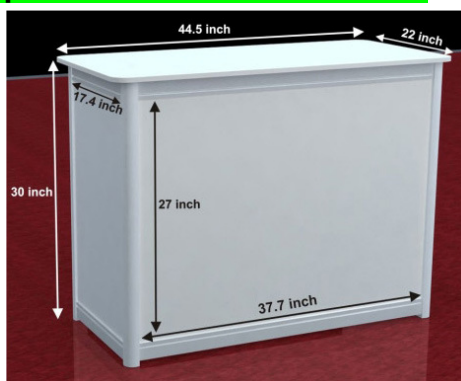
**1.1 Features :** The Shell Scheme stands would be provided with the following :

- Rear and dividing walls of 2.5 mts. ht.
- Fascia with company's name on open stand frontage(s).
- Floor covering with synthetic carpet.
- Every 12 sqms Built Up booth includes the following items of basic furniture:- Two Table, Three Chairs, Four Light fixtures, 5 Amp Power Socket and waste
- paper basket.



Picture only for reference,  
actual design may differ

#### 1.1 a) Technical Specification of Panel & Table



#### 1.1 b ) Maximum Permissible Height for Built up Stand

The maximum height of any stand should not exceed 2.5 mtrs unless approved by the Fair Architect. The following table would give a clear guideline on the permissible heights for branding.

#### **Area Booked / Branding Heights in meters**

Area	Maximum Height
12 – 30	3.0
31 – 60	3.5
61 – 100	4.0
101 & above	4.5
151 & above	5.0

Branding should be done, as per above chart, in centre of the stand / pavilion and are subject to approval from the Fair Architect. All heights are from the natural floor only and should not obstruct the view /orientation of any other stand.

## **Design Guidelines**

### **3 : GUIDELINES : BUILT-UP SPACE**

**1.2 Power for Demonstration :** Apart from light fixtures, one 5 Amp Power socket (for TV, Fridge, computers etc.) will be provided in each booth of 12 Sqm. **In case additional power is required for demonstration or running of machinery / exhibits, the exhibitors must inform the Organiser vide Form No 4 before 30<sup>th</sup> November 2022.**

**1.3 Additional Furniture on Hire:** A comprehensive range of standard items, including wall panels to form office enclosures, shelving, display panels, etc. may be hired from the Official Shell Stand Contractor. The Price List for additional furniture etc. will be available nearer to the show dates.

**1.4 Discussion Room :** Additional fitments for a discussion room (maximum 20% of space) will be provided free of charge to Exhibitors who have booked an area of 48 Sqm and above. Exhibitors are requested to plan the location for this as per their display arrangements and submit the detailed drawing showing the location of conference room at the earliest but not later than **31<sup>st</sup> December 2022.**

**1.5 Ceiling :** Ceilings shall be open but will be braced for stability where necessary.

### **2. RULES AND GUIDELINES FOR DECORATION**

**1.1** Shell Scheme stands will be provided in accordance with the specifications mentioned. Please note that the internal dimensions of the Shell Scheme area are approximately 5 cm smaller than the contracted area as the walls are contained within circular upright aluminium members within the booth area.

**1.2** Alterations are not allowed in the Standard Shell Scheme structure.

- No Alterations may be made in the standard Shell Scheme Fascia.
- No alterations / removal of panels etc will be allowed.
- Private furniture / carpets etc. are not permissible
- Raising the floor artificially or construction of wooden flooring is not permissible
- Major woodwork, if any, must be approved in advance by the Fair Architect before starting such work.

## **Design Guidelines**

### **3 : GUIDELINES : BUILT-UP SPACE**

**2.3** The following are **strictly prohibited**.

- Use of electrical flashes, flash guns and neon signs.
- Cloth Banners, Velvet Banners or Velvet Covers on the panels / table.
- Stage shows or presentations without prior permission in writing of the Organiser.
- Painting, Colouring, Wallpapering, Sticking of Thermocole cut letters, Nailing or drilling of panels. If you require assistance in hanging or displaying your exhibits, please consult the Official Shell Stand Contractor of your Hall. Exhibitors would be charged @ INR 1500 per panel for any damages to panels.
- Suspending of items from the Hall ceiling or parts of it.
- Storage of any kind behind the display walls.
- Digging, grouting or cutting of the floor.
- Raising the height of the back wall/ fascia for promoting the company name / logo.

**2.4** No additional, out-sourced stand fitting or display may be attached to the shell stand structure.

**2.5** All interior stand fittings must be contained within the shell stand structure and must not exceed 2.5m height. No free-standing equipment may exceed a height of 2.5m or extend beyond the boundaries of the site allocated.

**2.6** It is mandatory for Exhibitors with 2 or 3 or 4 side open stands, to arrange display in such a way that there is no obstruction on any of the open sides. This will ensure free movement and give exhibitors a feel of openness and transparency. Exhibitors are not allowed to obstruct the view or adversely affect the displays of other Exhibitors.

**2.7** A minimum of 30% of Stand area must be left for circulation. Exhibitors shall not arrange the display of material in a way that will obstruct passage areas.

**2.8** Natural pillars falling within stand area may be covered to a height of 3.0 mtrs.

**2.9** Exhibits of over 2.5 mtrs height must not be placed on any raised platform.

**2.10** There is no restriction on height and weight of exhibits on display except imposed by the load bearing capacity of the floor and height of entry doors. Please refer technical specification of exhibition halls. The same should be cleared by the Organiser before finalising large / heavy exhibits for display.

## **Design Guidelines**

### **3 : GUIDELINES : BUILT-UP SPACE**

**2.11** Any presentation / demonstration / exhibit likely to attract groups of 10 or more people must be located towards the centre / rear portion of the stand and clearly shown on stand drawings.

**2.12** It is mandatory for the exhibitors to inform the Organiser if : -

- Exhibit configuration is 10 sqms or more.
- Exhibit exceeds 2.5 mtrs in height or 4 mtrs in length.
- Exhibit material exceeds 3 tons.
- Exhibit contain liquid fuel / natural gas / propane.
- Exhibits require water for demonstration purposes.

**2.13** To avoid inconvenience to other exhibitors and to enable the Organiser to complete repair work of passages, cable ducts etc., before the exhibition starts Exhibitors are requested to move in their exhibits within the stipulated time.

#### **2.14 AUDIO VISUAL FILMS, VIDEO WALLS, STAGE SHOWS**

- Stage events / shows – It is not permitted by Venue Authorities to organise any stage events.
- The Organiser reserves the right to regulate or restrict exhibits within a reasonable sound level or the sound level of 60 dB peak on sound level meters (ANSI Type 2) on the SLOW meter position at 3 mtrs distance. The sound speakers must not be placed higher than 1.5 mtrs. They must be positioned downward and inward towards the centre of the exhibit booth or display area and may not be pointed towards the aisle. The Organiser reserves the right to restrict exhibitors use of sound and other devices which may interfere with the best interest of the fair environment or not permitted by the venue authorities.
- The organiser reserves the right to disconnect the supply of electricity to any exhibitor violating these guidelines.

**2.15** The Organiser reserves the right to change/alter/remove any exhibit interfering with the aesthetics of the exhibition or that which hinders the public in any way.

## **Design Guidelines**

### **3 : GUIDELINES : BUILT-UP SPACE**

#### **3. ELECTRICAL INSTALLATION REGULATIONS**

- 3.1** Electrical wiring and installation required for connecting machine(s) for demonstrations purpose must be undertaken by Exhibitors employing registered professional technicians using proper wiring switches etc. to ensure safety. The Organiser shall not be responsible or liable in case of any mishap due to use of sub - standard material or unskilled labour.
- 3.2** All wiring must be carried out in PVC, Elastomeric or other plastic sheathed cables. No exposed means of cable joints will be permitted.
- 3.3** The Organiser reserves the right to disconnect any installation, which in their opinion is dangerous or likely to cause annoyance to visitors or other Exhibitors.
- 3.4** In order to take care of voltage fluctuations, the Exhibitors are advised to install suitable constant voltage transformers or insulation transformer or stabilizers for CNC and other sensitive machines. Exhibitors are encouraged to use MCB wherever necessary.

#### **4. STAND APPROVAL**

- 4.1** Exhibitors must move in as per schedule given in section 2 (Pre Fair Period) of the Exhibitor Services Manual, provided space rent, deposits and other dues have been paid in full to the Organiser.
- 4.2** Exhibitors booking over 36 sqms of space must submit 4 copies of the design of stand showing elevations and plan for approval, by **15<sup>th</sup> December 2022**.
- 4.3** All stands will be inspected during the set-up days and any Exhibitor deviating from the regulations must make modifications as suggested by the Fair Architect at their own expense, prior to the show opening.
- 4.4** All exhibition stands must be completed in all respects by 1700 Hrs on 11<sup>th</sup> January 2023.

**For more details, please mail Fair Architect at  
Email: [iftikhar.ali@cii.in](mailto:iftikhar.ali@cii.in)**

## **ELECTRICITY**

### ***SECTION – 4***

- 1. ELECTRICITY SUPPLY**
- 2. ELECTRICITY CHARGES**
- 3. TEMPORARY ELECTRICITY SUPPLY**

## Electricity

### ELECTRICAL SERVICES

#### 1. ELECTRICAL SUPPLIES & INSTALLATIONS

The electric power supply available in India is as under:

- ◆ Single / 3 Phase : 230 / 400 volts  $\pm 10\%$
- ◆ Frequency : 50 cps  $\pm 3\%$

Auto Expo Fair Electrical Department responsible for supply of power will be entrusted with the authority of regulating and controlling the power supply to the Exhibition Halls and individual stalls. Each stall will be provided with electric power at one or more main points depending on the total load requirement. Exhibitors should use Distribution Boards for feeding power to their machines. Individual isolation switches should be provided for each machine. Exhibitors should use either armoured cables or metal conduits for connecting power supply to machines.

the work for drawing power from main points to machines/exhibits is to be carried out by the exhibitors, at their own cost. Exhibitors may engage the services of their own personnel or authorised electrical contractors for wiring work inside their stall subject to the condition that they are duly licensed to undertake electrical work. Exhibitors are advised to exercise the highest level of safety precautions for electrical wiring and installations. The service charges of electrical contractor are to be borne by the Exhibitors and are payable directly to the contractors.

The Exhibitors should connect power to machines and exhibits as per the requirement given in their application. Connecting power to the Exhibits other than those mentioned in the Electricity Requisition **Form No. 4** or more than the specified load or the load allotted by the Auto Expo Fair Electrical Department will not be permitted.

Exhibitors must install separate and independent switch connections for their machines/exhibits. Alternate connections or throw-over switches are not allowed. In case power is supplied to the stall from two or more main points, Exhibitors must distribute the load as per the capacity of the respective switch boards in consultation with the Auto Expo Fair Electrical Department. Exhibitors requiring single phase power for lighting purpose should carry out necessary wiring from 3 phase outlet through two pole single phase switches if necessary for future distribution. After the electric wiring work is completed, the Exhibitor must obtain a completion report from their Electricians or Contractors engaged by them and file the same with the Auto Expo Fair Electrical Department. Actual connected load for the individual machines/exhibits is to be mentioned in the report. Power will be released only after the wiring work is carried out and on receipt of the completion report.

## **Electricity**

### **ELECTRICAL SERVICES**

**All the main electric supply points must be kept easily accessible for operation and repairs in the event of emergency. Main electrical supply points should not be concealed or covered.**

Exhibitors are advised to install equipment like voltage stabiliser/UPS equipment for their sophisticated machines/exhibits. If the machines are sensitive to the floor, placement of steel plates underneath is recommended. Exhibitors are requested to always co-operate with AUTO EXPO ELECTRICAL DEPTT during construction / exhibition / dismantling period.

#### **2. ELECTRICITY CHARGES**

Organiser has formulated a flat rate of **USD 120 / INR 5000/KW** for overseas and domestic exhibition respectively of connected load (*single and three phase*) which will be the basis for charging for power and lighting load during the Auto Expo 2023 - Components. These rates are subject to revision. It is essential for all exhibitors to give complete details of power requirement and submit to the Organiser in the prescribed Reply Sheet for Power Requisition Form No. 4 enclosed in this booklet and return the same to Organiser by **30<sup>th</sup> November 2022 or immediately on confirmation of space.**

**Under no circumstances will Exhibitors be permitted to reduce their electricity requirement. Request for additional electricity load may be considered, subject to availability.**

#### **3. TEMPORARY ELECTRIC SUPPLY**

- **During construction period:** Temporary power supply for erection and testing of machines can be made available from the first day of construction on extra charges @ **INR 1000 or USD 30 / KW / day**. Permanent power will be supplied from 11<sup>th</sup> January 2023 evening hours.
- **During dismantling period:** Exhibitors are requested to submit their requirement for temporary power connection during breakdown period i.e., on 15<sup>th</sup> January 2023 after 1800 hrs. by **15<sup>th</sup> December 2022** if it is required for disconnecting the equipment.



## **ELECTRICITY**

### ***SECTION – 5***

- 1. EXHIBITOR SERVICE CENTRE**
- 2. EXHIBITOR'S PARKING**
- 3. INFORMATION BOOTH**
- 4. INSURANCE**
- 5. SECURITY**
- 6. STAND CONTRACTOR**

## On-site Services

### **1. EXHIBITOR SERVICE CENTRE (ORGANSIER OFFICE)**

To facilitate Exhibitors and provide hands-on service, Organiser will operate an Exhibitor Service Centre (Camp Office) operating from the Fair Facilities Centre at Pragati Maidan during construction days. Exhibitors having any query or requiring any assistance may contact their Hall Director before, during or after closure of the Fair, up to 16<sup>h</sup> January 2023.

### **2. EXHIBITORS PARKING**

The Organiser is planning for **PARKING FOR EXHIBITORS**. Parking labels as per the eligibility criterion will be issued by the Organiser during the construction time at the venue.

### **3. INFORMATION BOOTHS**

In select Halls, there will be an Auto Expo 2023 - Components Information booth, equipped with computerized information on Exhibition/ Participants / Fair Facilities / Products on display / Future Exhibitions etc.

### **4. INSURANCE**

It will be advisable for Exhibitors to take Insurance coverage for the buildup, during and dismantling periods of the fair for the following:

- a) Machinery b) Transit and Loading & Un-loading of machines
- c) Electrical accidents, d) Exhibition personnel, e) Third Parties (visitors)

The Organiser will not accept liability for any loss or damage to any exhibit, or for injury to Exhibitor personal at any time. Exhibitors are strongly advised to insure their exhibits against theft, loss or damage, including the risk of fire and to cover themselves against third party liability for visitors to their stands.

## **On-site Services**

### **5. SECURITY**

- Badges supplied by the Fair Secretariat must be worn at all times to gain entry to the exhibition halls.
- During exhibition days, Exhibitors are allowed to enter one hour prior to the opening of the show each day and will be allowed to remain half an hour after the close of the show. Please check with the Hall Director / camp office if additional time is required.
- Hand carried items or any equipment going out of the exhibition hall will require an Exit Pass.

### **6. STAND SECURITY**

- Exhibitors should inform the Organiser in case they require security personnel for their booths during set-up and dismantling. Security personnel from the official security agency may be employed.
- While the Organiser will always maintain general security surveillance throughout the Exhibition, Exhibitors are reminded that all the goods in their respective halls will be at their risk after the show closes on the final day. Please be sure to see that your stand is not left unattended at this time. Care should be taken of small portable items, tools and instruments.
- The exhibitors are advised to hire the security personnel for their stall only from the official security agencies appointed for the Auto Expo 2023 - Components as outside Agencies are not permitted. Details of Official Agencies are given in the Manual.

## **FREIGHT HANDLING**

### ***SECTION – 6***

- 1. IN-HALL FRIEGHT HANDLING**
- 2. MATERIAL HANDLING AT THE SITE**
- 3. CUSTOMS CLEARENCE AT THE FAIR GROUND**
- 4. TERMS AND CONDITIONS FOR TEMPORARY IMPORT**
- 5. SALE OF EXHIBITS BY OVERSEAS EXHIBITORS**
- 6. EXHIBITION GOODS**
- 7. APPROVED ON-SITE HANDLING CHARGES**
- 8. ONSITE HANDLING CHARGES**

## **Freight Handling**

### **1. IN-HALL FREIGHT HANDLING**

To provide adequate security, safety, and protection against damage to the Exhibition Hall and in the interest of an efficient, co-ordinated move-in and move-out of goods, no private trucks, cars, fork-lifts, or handling equipment (trolleys, lift jacks, etc.) will be allowed inside any of the Exhibition Halls (subject to availability of Entry Height & way to the stall). All such equipment will be provided and controlled by the Official Freight Forwarders who will take over from other forwarders, at the entrance to the Halls.

### **2. MATERIAL HANDLING AT THE SITE**

The Exhibition material can be handled only by the Auto Expo approved official agencies, as per the rules.

The details of official Clearing and Forwarding agents will be shared.

## **ADDITIONAL INFORMATION**

### ***SECTION – 7***

- 1. FIRE AND SAFETY REGULATIONS**
- 2. ENVIRONMENTAL REGULATIONS**
- 3. LIST OF INVITEES FOR INAUGURAL CEREMONY**
- 4. PROTOCOL LOUNGE**
- 5. EXHIBITION CATALOGUE AND ADVERTISEMENT**
- 6. VISITOR REGISTRATION AT GATE**
- 7. PHOTOGRAPHS / VIDEOS**
- 8. LITERATURE / FILM / AUDIO VISUAL DEMONSTRATION**
- 9. CENTRAL CONTROL ROOM**

## **Additional Information**

### **1. FIRE & SAFETY REGULATIONS**

Firefighting equipment will be provided at various points in the exhibition halls. Exhibitors are, however, advised to take due precautions and provide necessary equipment in their own stalls. Exhibitors should also install Guards or Protectors on Machine/Exhibits during demonstrations to avoid injury to visitors. Fire Tenders with firemen will be on duty round the clock near the exhibition hall.

- a) All exit / entry areas and exit aisles must be kept clear and unobstructed.
- b) Compressed gas cylinders are prohibited in the exhibition area.
- c) All temporary wiring must be accessible and free from debris and storage material.
- d) No storage of any kind is allowed behind booths or near electrical services.
- e) All empty cartons and crates must be labelled and removed for storage.
- f) Helium balloons are not allowed inside the halls.

**Note : Smoking is strictly prohibited inside the exhibition halls during set-up, exhibition and dismantling periods.**

### **2. ENVIRONMENTAL REGULATIONS**

Pragati Maidan is a NO PLASTIC ZONE. Hence no plastic bags for distributing literature or any other purpose is permitted.

### **3. LIST OF INVITEES FOR INAUGURAL CEREMONY**

Exhibitors are requested to share the number of Inauguration Invites required along with list of their Chief Executives, Directors, and other important officials they would like Organiser to invite for the Inaugural Ceremonies. Since there is limited seating capacity, would appreciate if only senior persons are included in the list.

### **4. PROTOCOL LOUNGE**

The Protocol Lounge will be functional at the venue for receiving VIPs, Diplomats, and senior guests. Exhibitors are advised to send details of their most important guests with programme of their visits well in advance to facilitate their visit to the Fair. The exact location of Protocol will be indicated nearing the exhibition.

## Additional Information

### 5. EXHIBITION CATALOGUE AND ADVERTISEMENT

The Organiser will bring out an official **Catalogue** of the Exhibition. All confirmed Exhibitors are entitled to a free entry in the Fair catalogue. An Exhibitor representing a 'Group' of Companies will be entitled to one free entry in the Catalogue and additional entries for each participating company in the Group @ INR10,000/- (*for Indian Companies*) or USD 300 (*for Overseas companies*). Details of each company must be submitted individually on **Form No 3**.

The catalogue will be compiled on the basis of the information given by the Exhibitors in Form No 3 to be returned to Organiser before 30<sup>th</sup> November 2022. In case Organiser does not receive this within the stipulated date, the company's information will either not be included in the Fair Catalogue or Organiser reserves the right to use any information available with them. All Exhibitors will be entitled to a free copy of the catalogue.

**Advertisement In Catalogue:** Advertisement opportunities are available in the Fair catalogue to promote products during and after the fair period. **Form No 2** giving details is attached with this booklet. Last date for receiving advertisement is 15<sup>th</sup> December 2022. Advertisers are entitled to a free copy of the catalogue.

### 6. VISITOR REGISTRATION

**Please note that Auto Expo 2023 - Components will have visitor registration at Gate 4. Visitor registration at Auto Expo 2023 – Components will entitle entry to Auto Expo 2023 – Components located at Pragati Maidan only. INVITATIONS ISSUED BY EXHIBITORS CAN BE/ EXCHANGED FOR an entry badge to Auto Expo 2023 - Components at Visitor Registration Counters. For entry to Auto Expo 2023 – Motor Show; Entry will strictly be on invitations issued by Organisers or tickets sold.**

### 7. PHOTOGRAPHS / VIDEOS

The Organiser has exclusive rights to take photographs and films of all Exhibition stalls. Prior permission of the Organiser will be essential for taking photographs and films by the Exhibitors. The Exhibitors can, however, take photographs of their own stall and visitors to their stands.



## **ADDITIONAL INFORMATION**

### **8. LITERATURE / FILM / AUDIO VISUAL DEMONSTRATION**

Exhibitors are requested to refrain from displaying Videos /films / Literature that may be considered politically or culturally objectionable or incorrect. The Organiser is empowered to remove any such display material to facilitate a smooth conduct of the event.

### **9. CENTRAL CONTROL ROOM**

During the fair there will be a control room operating near the camp office, in addition to control points operating from each hall. For any assistance / emergencies, Exhibitors may contact the officer-incharge of the control room. The exact location of Protocol will be indicated closer to the exhibition dates.

## **EXHIBITOR PUBLICITY**

### ***SECTION – 8***

- 1. OPPORTUNITIES GALORE**
- 2. PRESS LOUNGE**
- 3. EXHIBITORS CATALOGUE**
- 4. FAIR DAILY**

## **Exhibitor Publicity**

The Organiser will undertake general publicity of the Exhibition. Exhibitors are not allowed to use the Fair Ground and inside the Exhibition halls for publicity purpose. Distribution of printed pamphlets / literature is limited within the stalls of the respective Exhibitors.

### **1. OPPORTUNITIES GALORE**

A wide range of opportunities are available for Exhibitors at Auto Expo 2023 - Components. List of opportunities available includes Admit Card, Fair Guide, Exhibitor Catalogue & Digital Catalogue, Carry Bag, Entry Gate Fascia, Website, Lanyard, Venue Layout, Registration Response Emails, Direct Mailer, Direction Signages, Registration Counter. Exhibitors are advised to get in touch with the Fair Secretariat for various options or email at [neelam.bhagat@cii.in](mailto:neelam.bhagat@cii.in) for more details.

### **2. PRESS LOUNGE**

A fully furnished and operational “Media Centre” will be provided to the press for exclusive coverage of the show. The centre will house computers with modems, fax machines, telephones etc. for the media to be operational on site. This is open to all Exhibitors for Press briefing during Media hour with prior intimation and subject to availability.

### **3. EXHIBITORS CATALOGUE**

The Exhibitor Catalogue offers good exposure to the company both during and after the show. Advertising in the Catalogue provides the benefit of calling more attention to your products / services and company.

### **4. FAIR DAILY**

Organiser will publish a Daily News Bulletin each morning during the Exhibition period covering important events of the previous day. This fair news will be distributed to all exhibitors, visitors, media, VIP lounge, registration counters. Exhibitors interested to support or advertise in same are requested to contact Auto Expo Fair Secretariat for more details.

