



# Symposium on International Automotive Technology, 2026



## SIAT & SIAT EXPO 2026

28<sup>th</sup> to 30<sup>th</sup> January 2026

### EXHIBITOR GUIDENCE MANUAL

**VENUE: Pune International Exhibition & Convention Centre  
(PIECC), Pune, India - 412105**

## Organized By



**The Automotive Research Association of India**

**Strategic Partner**



**in Association with**



**with the support from**

MHI	MoRTH	MoEF	MoPNG	
SIAM	ACMA	TMA	CIRT	VRDE

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## Symposium on International Automotive Technology, 2026

Dear Exhibitor,

Thank you for participating in Symposium on International Automotive Technology 2026 (SIAT 2026) scheduled from 28<sup>th</sup> to 30<sup>th</sup> January 2026 at Pune International Exhibition & Convention Centre (PIECC), Moshi, Pimpri-Chinchwad, Maharashtra.

We are delighted to welcome you at Symposium on International Automotive Technology 2026 (SIAT 2026)

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

- Part A – Schedule of on-site working and Timelines as applicable
- Part B – General Information and Primary Regulations on the venue, admission, booths, exhibit management, insurance, liabilities, etc.
- Part C – Booth Construction and Management information and Regulations for booth construction and move-in / move-out. This is specifically for Bare Space (Designer Booth) exhibitors
- Part D – Emergency Procedures
- Part E – Checklist of different order forms

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 need any assistance in your preparations for the event, please feel free to contact the SIAT EXPO Committee. You can reach the team by calling +91-20-6762-1722 or email at [siatexpo2026@araiindia.com](mailto:siatexpo2026@araiindia.com)

We thank you for your valuable support and co-operation and look forward to seeing you at the event.

### Convenor, SIAT 2026



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## Symposium on International Automotive Technology, 2026

### Location of Exhibition Venue



<https://maps.app.goo.gl/BzJdVbPCe8SeB9XKA>

Pune International Exhibition and Convention Centre, Sector No. 5, Moshi,  
Pimpri-Chinchwad, Maharashtra 412105



Scan QR Code for Driving Directions to Venue from Your Location

### Distance from Pune Airport

The venue is approximately 19 km from the airport. Exhibitors and visitors attending the exposition will have to hire a prepaid cab (Ola, Uber, etc.) from the airport. It will take approximately 40 – 50 minutes to reach the venue from the airport, depending on traffic.

### Distance from Pune Railway Station

The venue is approximately 22 km from the railway station. Exhibitors and visitors attending the exposition will have to hire a prepaid cab (Ola, Uber, etc.) from the railway station. It will take approximately 45 – 50 minutes to reach the venue from the railway station, depending on traffic. Distance from Bhosari Metro station (Nashik Phata) to Venue is Approximately 8.3 Km and it will take approximately 20- 25 minutes.

## SIAT EXPO 2026 Floor Plan



The Above Floor Plan is for reference only for detail information kindly refer below Link:  
<https://siat.araiindia.com/2026/exhibition/siat-expo-details>

The exhibition venue is organized into five zones: Zone A, Zone B, Zone C, Zone D, and Zone E.

- The hall accommodates a total of 383 booths:
  - 310 booths are located in Zones A to D, with sizes ranging from 6m × 4m to 3m × 3m.
  - The remaining 73 booths are in Zone E, with sizes ranging from 5m × 3m to 2m × 2m.
- **Weight Limit:**
  - All booths in Zone E have a maximum weight limit of 300 kg per booth, regardless of booth size.

### Booth Options & Entry Details

- **Booth Schemes:**  
 Exhibitors can choose between:
  - Shell Scheme (Octonorm Booth) – Standard modular booth setup.
  - Bare Scheme (Designer Booth) – Space-only option for custom designs.

Working deadlines for each scheme are provided in Part A of this manual.



- **Entry Information:** The entrance to SIAT EXPO 2026 is separate from the entrance to the SIAT 2026 Conference. Delegates attending the conference will have a dedicated entry point from the conference side for convenience.

Based on exhibitor choice, booths in both halls can be of Shell Scheme (Octonorm Booth) or of Bare Scheme (Designer Booth). Working deadlines for each of the schemes is given in Part A below.

The entry to SIAT EXPO 2026 is different than the one to the SIAT 2026 Conference. However, delegates attending the conference would have a separate entrance from the conference side.



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**Attachment with the Manual – List of Order Forms (SE00 to SE10)**

**Annexure I - List of Extra Items and their rates.**

### **A1. Contractor Move-In & Work Period**

Dates	Timings	Activity
Friday 23 <sup>rd</sup> January	10:00 hours onwards	Move in of certified heavy / large exhibits
Friday 23 <sup>rd</sup> January to Monday 26 <sup>th</sup> January *	08:00 – 18:00 hours 08:00 – 20:00 hours	Bare Scheme Exhibitors & Contractors
Monday 26 <sup>th</sup> January *	08:00 – 20:00 hours	Shell Scheme Exhibitors & Contractors

All construction / painting / finishing work must be finished/stopped at 20:00 hours on 26<sup>th</sup> January 2026. No further Work will be allowed due to Security Checks for Both Bare & Shell Exhibitors Any Default to this will attract strict disciplinary action and penalty of Rs 10000/- per hour/booth/higher

**\* Kindly follow Govt Protocol on account of Republic day (Monday 26<sup>th</sup> January 2025)**

### **A2. Exhibitor Move-In Period**

Dates	Timings	Activity
Sunday 25 <sup>th</sup> January to Tuesday 27 <sup>th</sup> January	10:00 – 17:00 hours	Exhibitor Registration (Issuing of exhibitor kits & badges)

### **A3. Exposition Opening Hours**

Dates	Exhibitor Timings	Tentative Visitor Timings*
Wednesday 28 <sup>rd</sup> January	09:00 – 19:00 hours	09:30 – 19:00 hours
Thursday 29 <sup>th</sup> January	09:00 – 19:00 hours	09:30 – 19:00 hours
Friday 30 <sup>th</sup> January	09:00 – 17:00 hours	09:30 – 17:00 hours

\*Visitor timings mentioned above are tentative. For details please check latest announcement on website or Venue.

### **A4. Move-Out Period**

Dates	Timings	Activity
Friday 30 <sup>th</sup> January	17:00 – 20:00 hours	Move out of hand carry exhibits
Friday 30 <sup>th</sup> January	17:00 – 20:00 hours	Move out of booth and large / heavy exhibits
Saturday 31 <sup>st</sup> January	08:00 – 17:00 hours	

## **B1. Presentation on of Exhibits**

### **Exhibitor Guidelines – Display & Presence**

- Exhibitors must present their exhibits for the entire duration of the exposition, from 28<sup>th</sup> to 30<sup>th</sup> January 2026.
- Early removal of exhibits is strictly prohibited; no exhibitor may remove items from the exposition floor before the official close of the event.
- Each exhibitor must ensure that an authorized representative is present at the booth throughout the exposition period, as well as during installation and dismantling of exhibits

## **B2. Admission to SIAT EXPO**

### **Venue Access for Pre-Exhibition Inspection**

Entry to the venue for inspection and survey prior to the exhibition period may be permitted only with prior arrangements made with the organizers. Exhibitors are advised to schedule such visits in advance to ensure smooth coordination

### **Exhibitor Badges Collection**

- **Issue date & Time:** Exhibitor badges will be issued by the organizers during 25<sup>th</sup> to 27<sup>th</sup> January 2026, between 10:00 hrs and 17:00 hrs, at the Expo Registration Area.
- **Collection Process:** Exhibitors can collect their badges by presenting a government-approved identity card.
- **Important:** All exhibitors must carry valid Government ID proof to the venue for verification.

### **Admission during the Exhibition Period**

- **Exhibitor Entry:**  
Admission to the exposition will be allowed only upon verification of Exhibitor Badges issued by the organizers.  
Note: These badges are non-transferable.
- **Visitor Entry:**  
Admission for related personnel can be facilitated by obtaining Visitor Badges, which will be issued at the Expo Registration Area during exposition days.



### **B3. Bare Scheme Booths**

- Please refer to 'Part C – Booth Construction and Management' for further details

### **B4. Shell Scheme Booths**

#### **Alterations to Shell Scheme Booths:**

##### **Policy:**

- No alterations to the standard Shell Scheme (Octonorm Booth) are permitted unless the exhibitor obtains prior written approval from the organizers.
- Shell-type booths cannot be converted to bare space, as this will compromise the structural integrity of the overall setup and affect adjacent stalls.

##### **Requirements:**

- Detailed specifications of the proposed alterations must be submitted to the organizers in advance.
- All costs for such modifications will be borne by the exhibitor or paid directly to the Event Manager Agency (Infrastructure).

##### **External Contractors:**

If an exhibitor appoints an outside contractor or undertakes booth construction independently, both the exhibitor and the contractor must fully comply with Part C – Booth Construction and Management guidelines

##### **Electrical Installation Guidelines:**

For any electrical installation, please refer to Part C – Booth Construction and Management (Electrical Installation) for detailed specifications and compliance requirements.

##### **Power Supply Provided:**

Each Shell Scheme Booth will be equipped with:

- One 5A / 220V Single Phase Socket (maximum 1kW)
- Standard booth lighting

**Additional Power Requirements:** Exhibitors requiring extra electricity supply for their exhibits must apply in advance to the Event Manager Agency (Infrastructure) before the specified deadline. (Form No SE - 05)

## **B05. Exhibit Demonstration, Operation & Mechanical Handling**

### **Demonstration Safety:**

- Exhibitors are responsible for the safe demonstration of all working exhibits. Any exhibit that may pose a risk to visitors must be adequately protected.
- Demonstrated exhibits must not emit harmful radiation or gases (e.g., lasers, toxic fumes).
- All machines intended for demonstration must be equipped with safety devices and warning signs, removable only when the machine is disconnected from power and poses no latent danger.
- If a machine presents any risk to the public, exhibitors must install visible warning signs and protective barriers (such as glass shields) to maintain a safe distance.
- Operation and supervision of machines must be carried out only by qualified personnel.
- No motors, engines, or power-driven machines may be used without implementing adequate fire-protection measures.

### **Mechanical Handling:**

- For any mechanical handling within the exposition, exhibitors must use the services of the official freight forwarder only. All associated costs will be borne by the exhibitor.
- Forklifts, cranes, and pallet trucks from any other forwarder or transporter will not be permitted inside the exposition.
- Free Equipment Availability: Forklift and Hydra Crane services will be available at no extra cost during below mentioned duration:
  - 24<sup>th</sup> January 2026 to 26<sup>th</sup> January 2026 till 18:00 hours only.
  - 30<sup>th</sup> January 2026 to 31<sup>st</sup> January 2026 (after 19:00 hours on 30th January 2026)

## **B6. Insurance Coverage/Public Liability/Force Majeure**

### **Insurance Requirements for Exhibitors:**

To ensure safety and compliance during the exposition, all exhibitors must adhere to the following insurance guidelines:

**1. Mandatory Coverage:** Exhibitors must obtain valid and adequate public liability insurance covering:

- Injury to persons.
- Damage to property of others.
- Exhibits and merchandise during transit and throughout the event.

### **2. Responsibility:**

- Exhibitors are fully responsible for their Representatives & Contractors and associated agencies.
- The Organizers will not be liable for any loss, theft, or damage to exhibits or personal items.

### **3. Documentation:**

- Complete Form SE01 and submit it to the Organizers as proof of insurance.
- Maintain insurance coverage from the time access is sought until all exhibits and representatives have vacated the venue.

### **4. Organizer's Rights:**

The Organizers (Automotive Research Association of India, Pune) reserve the right to inspect:

- Insurance policies.
- Premium payment receipts at any time

### **Insurance & Liability guidelines for Exhibitors:**

To ensure smooth participation and risk management during the exposition, all exhibitors must comply with the following:



### **1. Insurance Requirements:**

- Exhibitors must obtain valid public liability insurance covering:
  - a) Injury to persons.
  - b) Damage to property of others.
  - c) Exhibits and merchandise during transit and throughout the event.
- Complete Form SE01 and submit it to the Organizers as proof of insurance.
- Insurance must remain active from initial access until all exhibits and representatives have vacated the venue.
- The Organizers (Automotive Research Association of India, Pune) Safety team will verify and ensure insurance policies and premium receipts at any time.

### **2. Organizer's Disclaimer:**

- The Organizers are not responsible for:
  - a) Loss, theft, damage by fire, or injury of any nature to any person or article.
  - b) Freight shipment delays or damages (transport, handling, clearing).
- Reputable guards will be on duty day and night, but this does not guarantee against loss.

### **3. Indemnity:**

- Each exhibitor must indemnify the Organizers against all claims arising from or connected with their participation in the exposition.

### **4. Limitation of Liability:**

- The Organizers are not liable for any direct or indirect damage, loss, or injury to persons or property related to the exposition.
- The Organizers shall not be liable for delays, cancellations, or losses caused by unforeseen circumstances such as:
  - a) Acts of war, civil commotion, strikes, economic blockade, terrorist attacks, military activity, or other force majeure events.
- In such cases, the Organizers reserve the right to reschedule the exhibition. Exhibitors waive all claims for damages or compensation. Fees paid remain the property of the Organizers.



### **5. Freight & Shipments:**

- The Organizers are not responsible for any loss, damage, or delay in freight shipments into or out of India.
- Exhibitors are urged to adequately insure all shipments.

### **6. Force Majeure:**

In circumstances beyond the control of the Organizers, the exposition may be:

- Cancelled
  - Postponed
  - Shortened
  - Extended
- (in whole or in part)**

### **7. Possible Causes:**

- War or military activity
- Fire or natural disasters
- National emergency
- Acts of terrorism
- Any other unforeseen reasons beyond the Organizers' control

### **8. Organizer's Liability:**

- The Organizers shall not be responsible for any losses sustained by exhibitors due to such changes.
- Refunds, if any, will be at the sole discretion of the Organizers





### **B7. Environmental Guidelines**

Everyone involved in the exposition has a role to play in reducing material and energy usage. Follow these steps to make your participation more sustainable.

**Remember: REDUCE, REUSE & RECYCLE**

#### **Pre-Event:**

- Plan distribution carefully—avoid overprinting and shipping excess materials.
- Choose eco-friendly promotional items.
- Design booths/features for prefabrication and easy dismantling

#### **Event Period:**

- Avoid plastic bags or use only Govt. type & grade recommended plastic bags if required.
- Replace PVC banners/signs with cotton or paper alternatives.
- Use reusable system materials and rented furniture for booth construction.
- Apply non-VOC, water-based paints and glues.
- Install CFL or LED lighting for energy efficiency.
- opt for recyclable or natural flooring (cork, recycled rubber).
- Minimize packing materials.
- Use recyclable or reusable crockery and cutlery for catering.
- Provide recycling bins for waste disposal

#### **Post Event:**

- Dismantle, don't demolish—avoid landfill disposal.
- Reuse packing materials for transport.
- Take back unused promotional materials for future use

## **B8. Material Handling / Imported Material Guidelines**

Efficient material movement is essential for a smooth exposition experience. Please follow the steps below:

### **Inward Process:**

- Refer to the Material Inward-Outward Plan attached with this manual.
- Fill Form SE02 with details of exhibit material and booth number.
  - Blank forms will be available at the Material Checkpoint, but bringing a filled form is recommended for quick processing.
- At the Material Checkpoint, you will receive:
  - Inward No. / Date
  - Stamp: “SIAT EXPO Material Inward”
- For multiple or partial deliveries:
  - Submit separate forms for each entry.
- Duplicate copy of Form SE02 will be retained at the checkpoint; original will be returned to the exhibitor.
- Proceed to EXPO Material Handling Desk to move exhibits to your booth.
  - Inform probable size, weight, and number of boxes in advance for equipment arrangements.
- After Receiving a ‘No Dues’ Confirmation for all outstanding payments, the inward process gets initiated.

### **Outward Process:**

- On the last day of the event, exhibitors must obtain clearance from the Expo Material Handling Desk by submitting Form SE03. After receiving a ‘No Dues’ confirmation for all outstanding payments, the outward movement process will commence
- Present exhibitor copies of Form SE02 and Form SE03 at the Material Checkpoint.
  - Boxes/packages will be verified against the forms.

- Stamp: “SIAT EXPO Material Outward” will be applied on Form SE03.
- Duplicate copy retained at checkpoint; original returned to exhibitor.

**Important Notes:**

- Personal belongings (laptops, cameras, etc.) should not be entered in these forms.
- Advance planning ensures smooth material handling and avoids delays

**Imported Material Guidelines:**

Exhibitors importing exhibits into India must comply with Indian Customs regulations and follow these procedures:

**1. ATA Carnet & Documentation:**

- Exhibitors must adhere to ATA Carnet Procedure.
- Submit invoice and packing list with the shipment for import clearance.
- Exhibits without ATA Carnet will require customs duty and IGST payment at the port of clearance.

**2. Official Freight Forwarder Agency (FFA)**

- FFA is responsible for:
  - Transporting freight and displays within the exposition.
  - Handling imports/exports from Mumbai Airport or Nhava Sheva Seaport to SIAT EXPO venue and return.
  - Customs clearance, storage, and government formalities.
- FFA will provide details of international partners for exhibitors

**3. Re-Export & Customs:**

- Exhibits imported under ATA Carnet should be re-exported within 4 months of arrival.
- Items for distribution at SIAT EXPO will be cleared after customs duty payment.



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- Imported items under ATA Carnet cannot leave the venue and must return as per ATA Carnet rules.

#### **4. Local Formalities:**

- Upon arrival in Pune, FFA will complete necessary formalities with PMC, PMRDA, and PCMC with exhibitor support.

#### **5. Insurance:**

- Ensure all items are insured for transit duration, including forward and return shipments.

#### **6. Deadlines:**

- All shipments must arrive at Mumbai Airport or Nhava Sheva Seaport by January 5, 2026 to avoid delays.

### **List of Official Freight Forwarder**

<b>Name</b>	<b>Contact for</b>	<b>Email id</b>	<b>Mobile Number</b>
Mr. Shivraj Chavan	Customer Service Head	shivraj.chavan@feicargo.com	9322400316 / 02242369977
Mr. Kumar Naidu	Branch Manager & Project Head	kumar.naidu@feicargo.com	7506448221

**Kindly note that for the Indian Government authorities, ARAI is the importer and is responsible for the fulfilment of all conditions**



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### List of Organizers and Contact Persons

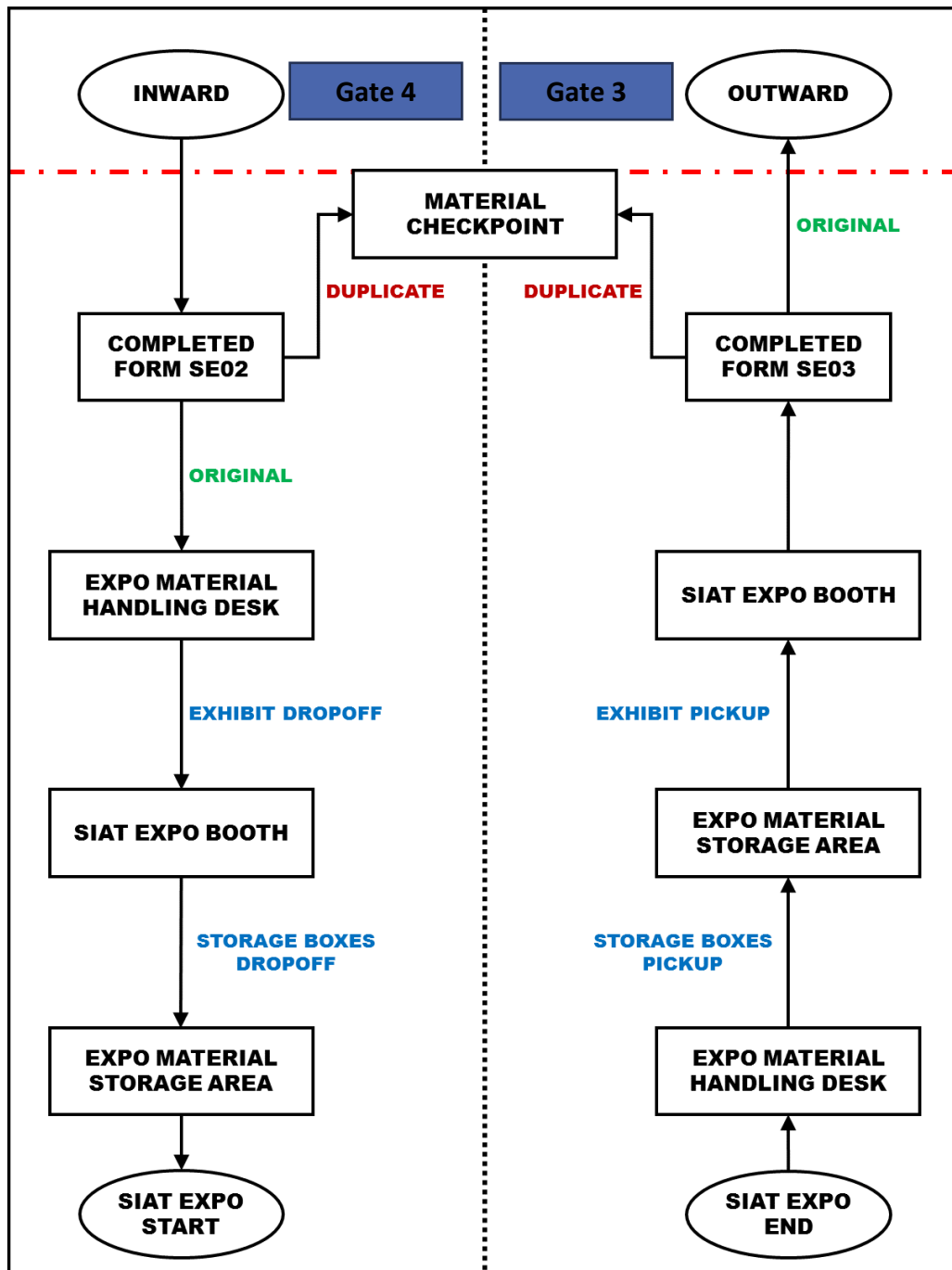
Particulars	Contact Person	Contact No.	Email
<b>SIAT EXPO Coordinator</b>	Mr. M. R. Pathak	9822438425	siatexpo2026@araiindia.com
<b>SIAT EXPO Committee</b>	Mr. V. S. Khairatkar	9881473749	
	Mr. K. S. Patel	9822558331	
	Mr. N. S. Mahagaonkar	9422347550	
	Mr. M. S. Rajguru	9730032685	
	Mr. Amit Pawar	9657510510	
	Mr. Navdip Deshmukh	9922333835	
	Mr. Santosh Gawade	9860103721	
	Mr. Tejas Jagdale	8669878791	
<b>Support for Freight Forwarding</b>	Mr. S. S. Sabnis	9890209212	sabnis.pur@araiindia.com
	Mr. V. B. Pawaskar	9850820825	pawaskar.pur@araiindia.com
<b>Onsite internal Material Handling, Storage, Inward &amp; Outward Support</b>	Mr. R. S. Kulkarni	9822522079	kulkarni.sto@araiindia.com
	Mr. Amol Bhosle	8600527822	bhosle.sto@araiindia.com
<b>Emergency, Fire &amp; Medical Help</b>	Mr. R. D. Sawant	8600084766	sawant.qmd@araiindia.com
	Mr. R D Chaudhary	9822076899	chaudhari.pas@araiindia.com
<b>Event Manager Agency (Infrastructure) Will be active from 1<sup>st</sup> Dec 2025</b>	Mr. Dayanand Rathod	9021105052	infrateam@wdeindia.com





## Material Movement

FLOWCHART FOR MATERIAL MOVEMENT DURING INWARD & OUTWARD PHASES





## Material Movement

Dates & Gates	Directions
<b>Pre-Event</b> <b>20<sup>th</sup> Jan to 26<sup>th</sup> Jan 2026</b> <ul style="list-style-type: none"> <li>○ IN Gate No. 4</li> <li>○ OUT Gate No. 3</li> </ul>	
<b>During Event</b> <b>28<sup>th</sup> Jan to 30<sup>th</sup> Jan 2026</b> <b>(For Essential Services)</b> <ul style="list-style-type: none"> <li>○ IN Gate No. 3</li> <li>○ OUT Gate No. 3</li> </ul>	
<b>Post Event</b> <b>30<sup>th</sup> Jan to 31<sup>st</sup> Jan 2026</b> <ul style="list-style-type: none"> <li>○ IN Gate No. 4</li> <li>○ OUT Gate No. 3</li> </ul>	

## **B 09. SIAT EXPO Venue Specifications**

### **Temporary Hall Structures:**

- Exhibitors are strictly prohibited from:
  - Using existing temporary hall structures in any manner.
  - Attaching, leaning, or hanging items on operable walls or ceilings.
- Drilling on the venue floor is not permitted under any circumstances

### **Floor Covering:**

- For designer booths:
  - All carpets and back wall coverings must be installed by 20:00 hours on 26<sup>th</sup> January 2026.
  - Coverings must be affixed only with double-sided tape.
  - Remove tapes during dismantling.
- Paint or glue on the floor is strictly forbidden.
  - Non-compliance may delay electrical installation and equipment move-in.
  - Any consequential costs and fines will be charged to the exhibitor

### **Booth Structure Guidelines:**

- Refer to layout limitations and safety measures in the Booth Guide.
- Back support walls must be independent:
  - No support from adjoining hall walls or neighbouring booths.

### **Observance of Rules & Regulations:**

Exhibitors are responsible for ensuring that their contractors comply with all rules and regulations set by the Organizers.

### **Dangerous Material:**

- Prohibited Items & Activities:
  - No temporary gas or welding appliances in exposition halls.
  - No explosives, petrol, dangerous gases, or highly inflammable substances.
  - No radioactive materials.



- Neon Lights:
  - Require prior approval from the Organizers before installation.

### **Damage to Booth Structure and Venue:**

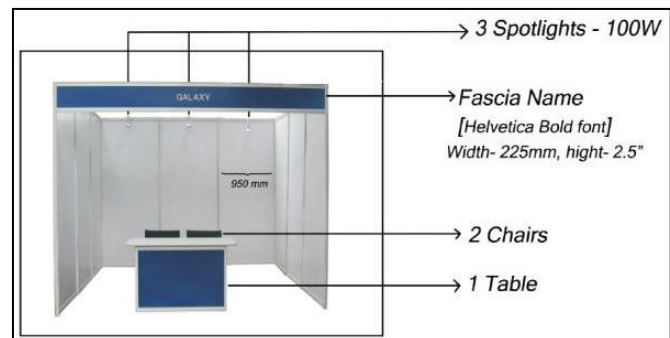
- Cutting into or through floor coverings or walls is strictly prohibited.
- Alteration of booth services is not allowed unless authorized in writing by the Organizers.
- Any damage to venue premises or booth structure will be invoiced to the exhibitor.

### **B10. Shell Scheme Specifications**

Booths are provided in cubicles of a pre-fabricated system (Octonorm), with standard accessories. A sketch of 3m x 3m standard shell scheme booth is shown below (for reference only).

To maintain booth integrity and avoid penalties, please follow these guidelines:

**FOR REFERENCE ONLY**



### **Poster & Pamphlet Display:**

- Posters/pamphlets must be affixed only on white laminated partition sheets using double-sided foam tape.
- Prohibited:
  - Nails, screwdrivers, adhesives, rubber solutions.
- Penalty:
  - Damage caused will be charged at INR 2,500 per panel.

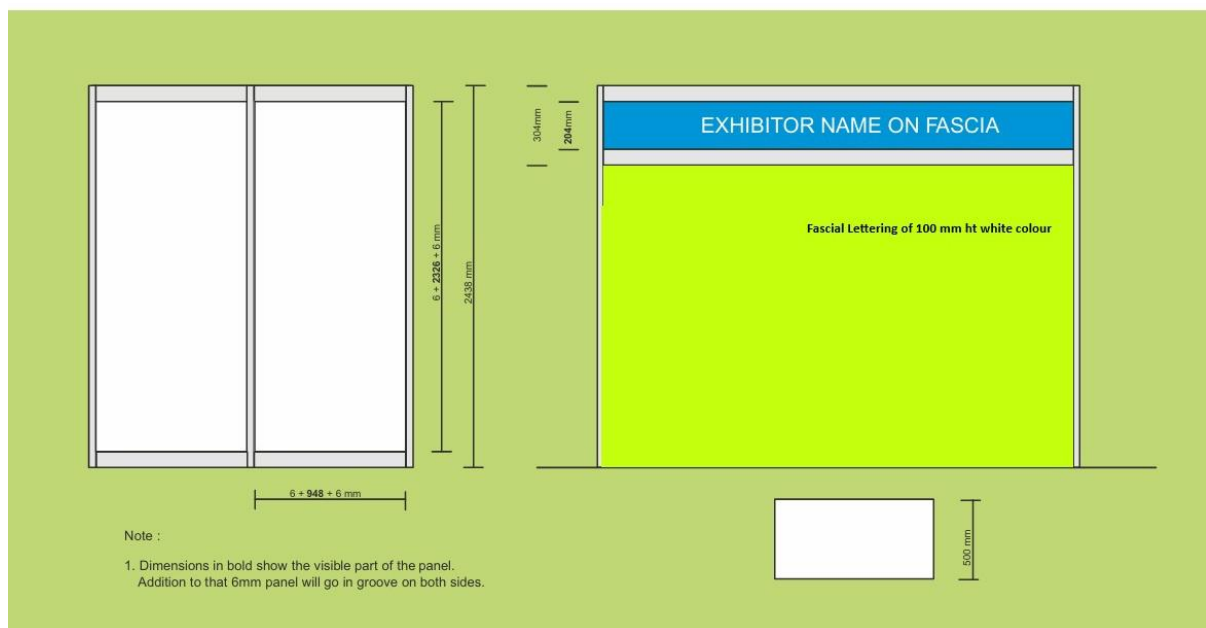
### **Booth Boundaries:**

- Exhibition material must not protrude beyond respective booth areas.

### **Octonorm Booth Details:**

- Modular pre-fabricated powder-coated white Octonorm system with laminated side panels.
- Partition Sheet Width: 1000 mm (center-to-center between two aluminium verticals).
- Full Height: 2500 mm.
- Flooring: Synthetic carpet.
- Facia Board: Colour with vinyl letters.

### **Panel Dimensions:**










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Below table indicates different accessories as applicable to 6m x 4m, 4m x 4m ,4m x 3m, 3m x 3m and 2m x 2m shell scheme booths –

Item Name	Reference Photo of Item (it may Vary)	Stall Size	Stall Size	Stall Size	Stall Size	Stall Size
		4m x 6m	4m x 4m	4m x 3m	3m x 3m	2m x 2m
Spotlight (100W)		8	6	4	3	2
Chair (White/Black Leather Chair)		4	3	2	2	1
Plug Point (5A)		3	2	1	1	1
Dustbin		2	1	1	1	1
Octonorm Table		3	2	1	1	1

For any additional items required, exhibitor has to fill Form SE04 before the given deadline in annexure.



### **Exhibitor Material:**

Each booth will receive the following complimentary items and access privileges

### **Delegate Kit:**

- One complimentary Delegate Kit per booth.
- Includes:
  - SIAT Conference material.
  - 1 set of food coupons for Breakfast, Lunch, Snacks, and Dinner (as per applicable days).
- Extra food coupons are available on a chargeable basis.

### **Badges:**

- Maximum per booth:
  - 3 Exhibitor Badges.
  - 1 Delegate Badge.
- Delegate Badge Privileges:
  - Access to SIAT Technical Sessions.
  - Meals for all days (Breakfast, Lunch, Snacks, Dinner).
  - Must register separately for the SIAT Conference as a delegate.

## **B11. Other Information**

### **Cancellation & refund –**

**Cancellations made after 1st November 2025 will incur 100% of the stall amount as cancellation charges.**

### **Booth Space Rules & Regulations:**

Exhibitors must comply with the following guidelines to ensure smooth operations and fairness:

#### **Space Allocation:**

- Booths must remain within allocated space.
- If a booth or display exceeds its allotted space, the organizers will impose an additional charge for the extra area occupied. This charge will not be based on the standard rate card but will be determined at the organizers' discretion.

#### **Booth Construction:**

- Exhibits must not:
  - Obstruct light or impede views along open spaces or gangways.
  - Cause inconvenience or affect neighboring displays.
- Back walls and structures must be independent—no support from adjoining walls or booths.

#### **Organizer's Rights:**

- Allocation of booth number or floor plan does not guarantee permanent location.
- Organizers may alter layout or booth positions without prior notice.
- Organizers or authorized personnel may access booths at any time before, during, or after the event, using necessary force without liability.
- Decisions by organizers on disputes regarding space or display rights are final and binding.

#### **Cleanliness & Conduct:**

- Booth space and surrounding common areas must be kept neat and clean.
- Advertising literature must be distributed only from the exhibitor's booth.
- No business activity or canvassing outside allocated booth space.
- Unauthorized exhibits or publicity material may be removed at exhibitor's expense.



## Symposium on International Automotive Technology, 2026

### **Photography:**

- Commercial photography of booths or the exposition is prohibited unless approved in writing by organizers.

### **General Information:**

To ensure a smooth experience at SIAT EXPO, please note the following:

### **Visa Requirements:**

- All foreign participants must obtain an entry visa before traveling to India.

### **Customs & Duty:**

- The exposition area is not a duty-free zone.
- Exhibits arriving at the venue are subject to normal customs procedures.
- Contact the Official Freight Forwarder Agency (FFA) for assistance.

### **Medical Needs:**

- Bring any prescribed medication you may require, as it may not be available at the venue.

### **Smoking Policy:**

- Smoking is prohibited inside exposition halls and toilets.
- Smoking is allowed only in designated 'Smoking Areas'.
- Exhibitors will be held responsible for any damage or loss caused by smoking violations.

### **Weather Advisory:**

- Pune in January:
  - Max Temperature: ~28°C
  - Min Temperature: ~11°C
- Carry woollen clothing for comfort during your stay.

### **General Rules and Regulations:**

The following guidelines ensure smooth operations and adherence to organizer policies



### **Organizer's Authority:**

- Control of the exposition rests entirely with the organizers.
- Their decisions are final and binding on all exhibitors and contractors.

### **Rules & Amendments:**

- Exhibitors are bound by all conditions, rules, and regulations stated in the contract.
- Any changes must be:
  - In writing.
  - Signed by the organizers.
- Organizers have full power to interpret, amend, or add rules without increasing exhibitor liabilities.

### **Audio Displays:**

- Audio volume must be controlled to avoid disturbing other exhibitors.
- Use of speakers requires prior approval from organizers.
- Volume must be maintained below 10 db.

### **Access for Authorities:**

- Booths must allow access at all times for:
  - Official safety services.
  - Venue authorities.
  - Government inspection teams.

### **Form Submission:**

- Exhibitors must return all completed forms to relevant contractors/organizers before deadlines.
- Failure to comply may result in denial of on-site services.

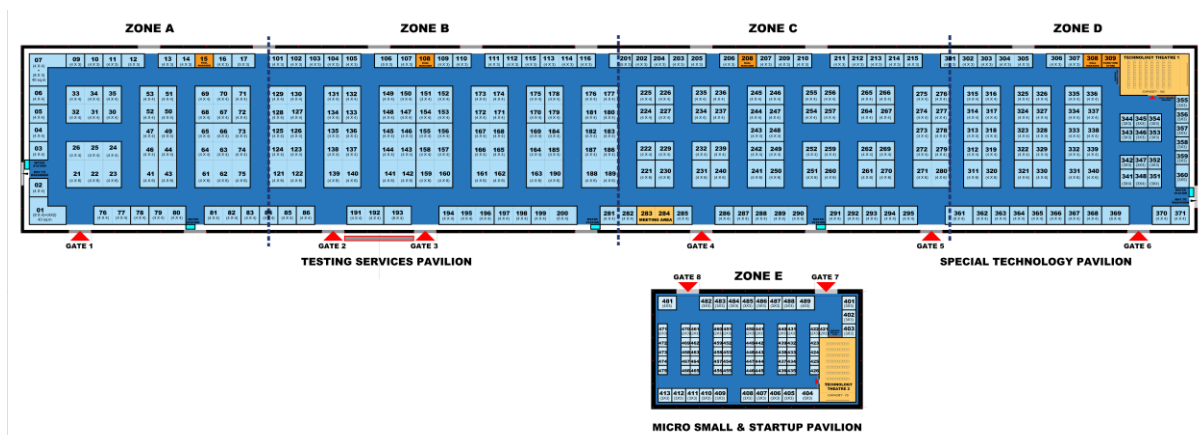




## B12. Technology Theatre

The Technology Theatre is a rented mini-theatre located inside the exhibition hall, designed for **product launches, seminars, panel discussions, and promotional activities.**

- **Location:**
  - Main Hall – 1 Theater
  - MSE Hall – 2 Theater



- **Inclusions:**
  - Stage setup appropriate for the hall
  - LED wall / projector
  - 50–60 seating capacity
  - Podium with mic
  - 2 handheld microphones
  - Basic sound system with mixer and amplifier
  - 2 volunteers to assist with Q&A

- **Booking Details:**
  - **Limited slots:** 6 sessions only
  - **Available on** Hourly rental basis
  - **Contact:** Mr. Kaustubh S. Patel  
(Cell: 9822558331 & Email: [patel.dts@araiindia.com](mailto:patel.dts@araiindia.com))
  - **Booking open** until 1st January 2026

## **C1. Contractor Obligations**

When exhibitors appoint outside contractors or build their own booths (considered as outside contractors during move-in/move-out), the following rules apply

### **Compliance:**

- Both exhibitors and contractors must comply with:
  - Government regulations.
  - Organizer's rules and guidelines.
  - Booth construction authorization letter from exhibitor
  - Valid Government ID cards for contractual labour is mandatory

### **Contractor Insurance:**

- Contractors must have valid insurance coverage.
- Complete Form SE01 and submit before the deadline.

### **Working Hours:**

- Booth fabrication must be completed by 20:00 hours on 26<sup>th</sup> January 2026.
- After this deadline:
  - No work will be allowed due to security reasons.
  - Penalty: INR 10,000 per hour per booth for delays.
- Exhibitors should plan considering neighboring activities like technology theatre.

## **C2. Use of Personal Protective Equipment (PPE)**

Safety is a top priority during booth construction and dismantling. All contractors and exhibitors must comply with the following PPE requirement

### **Safety Helmets:**

- Mandatory for all booth contractors working in the exhibition center.
- Essential when:
  - Working at height.
  - In the vicinity of contractors working at height.
- Helmets must be worn properly with chinstrap secured to prevent falling.



### **Footwear:**

- Correct protective footwear is required during build-up and dismantling.
- Must protect against:
  - Nails.
  - Debris.
  - Other hazards in the exposition halls.



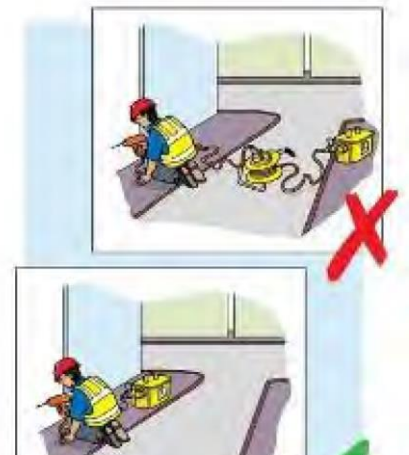
### **Additional PPE:**

- Contractors must use PPE suitable for their tasks, including:
  - Gloves.
  - Goggles.
  - Masks.
  - Earplugs.

## **C3. Booth Construction Guidelines**

### **No Obstruction to Gangways:**

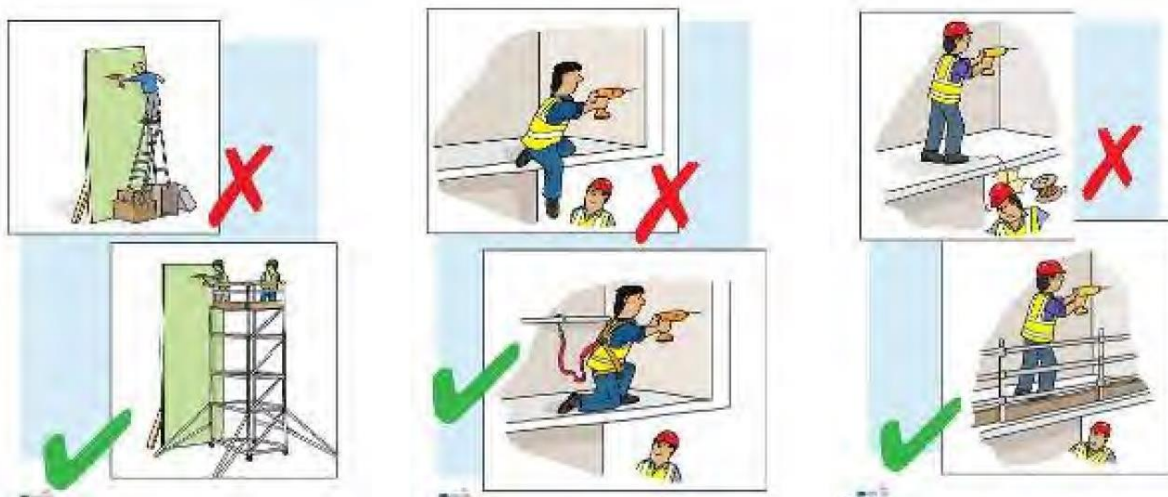
During the process of installation, construction and removal of booths, the gangways must not be used at any time for the storage of plants, materials or debris of any kind. The organizers may at their discretion, order the removal of such objects and the exhibitors / contractors will be liable for the cost of removal.



### **Working at Heights:**

- Operators who are engaged in working at heights (2m or above) must carry out necessary safety measures against injuries that might be caused by falling or objects being dropped.
- When passing tools or objects, throwing is forbidden. Methods such as hand-to-hand passing or conveyance of tools or objects by bags or lifting up and / or down with ropes shall be adopted.
- Unqualified operators are forbidden to do overhead work and it is also strictly forbidden to overhead work after consuming alcohol.

- For doing work above 2m, ladders are not allowed, and a suitable metal scaffold or working platform is necessary. The scaffold / platform should be properly fitted with a guard rail, mid rail, toe board, outriggers and wheel locks. High stability is required, with a maximum height to base dimension ratio of 3. Workers must wear safety belt / harness and clip on to a secure anchorage point. Scaffolds / platforms may not be moved while in use or occupied.
- Access to areas in the vicinity must be controlled to prevent persons walking or working directly under high work. Workers in the vicinity must wear suitable head protection.



## Booth Height & Shell Scheme Specifications

To maintain uniformity and safety, exhibitors must adhere to the following construction guidelines:

### **Bare Scheme (Designer Booths)**

Maximum Facia Height: 3.6 meter **(Including platform)**

Maximum Back-Wall Height: 3.0 meter

### **For Stalls with Width < 3 meter:**

- Facia Height: 3.0 meter **(Including platform)**
- Back-Wall Height: 2.5 meter

### **Shell Scheme Booths**

- Maximum Height: 2.5 meter **(standard height).**



### Structure includes:

- Three side standard panels.
- Panel width: 1 meter.

### Please note:

- The back wall cannot be used as extended fascia.” Facia means the front side of the stall.
- The Safety Team will carry out inspections during stall construction. If the booth height exceeds the permitted limit, exhibitors will be required to reduce it to the recommended height immediately.

### Bare Scheme Booth Designs:

- The design of these booths must be such that it can be safely erected and dismantled within the move-in / move-out time available.
- A copy of Form SE01 and Form SE05 must also be submitted to the organizers before the deadline.
- Each bare scheme (designer) booth will be provided with one complimentary 5A plug point. Any additional electrical items or services required by exhibitor will be chargeable and payment must be made to the Event Management Agency (Infrastructure) as per the rates **as per Annexure-I (With Manual)**
- All the extra items will be invoiced by M/S Wadhwa Designs & Exhibits Pvt Ltd. Exhibitors need to approach Mr. Dayanand Rathod Mob-+91 9021105052 (**Copy of SE 04 to be send Prior by email to [siatexpo2026@araiindia.com](mailto:siatexpo2026@araiindia.com) & [infrateam@wdeindia.com](mailto:infrateam@wdeindia.com)** ) information for extra material will be only considered till 25<sup>th</sup> of Dec 2025 & will be conveyed to concerned service provider . Exhibitors need to make the payment of extra materials to concerned service providers directly
- For booths with 2 open sides or island booths, there shall be no partitions on the open sides. The inside partitions shall also be such that they do not obstruct the view or aesthetics of adjoining booth(s). In case these are found to be obstructive, such partitions shall have to be changed with clear glass / acrylic above a height of 1.2m.
- Individual booth(s) number(s) as allocated by the organizers should be displayed on the booth in such a manner that it is clearly visible to all visitors.



- No partitions / structures / features shall be placed in such a way / location that it obstructs the aisles or aesthetics of the overall exposition or view of the other booths surrounding it.
- It is advisable to keep at least 30% of the floor area free for smooth movement of visitors ensuring equal access and information to all.
- Workmen employed for assembling / dismantling booths should compulsorily be above 18 years of age and skilled / suitably trained in their respective job functions.
- In the interests of the exhibition and safety aspects, the organizer reserves the right to close down / discontinue fabrication works of such exhibitors who fail to comply with the rules and regulations of the event as advised by the organizers.
- Structures of should remain within the boundaries of the space allotted and should not protrude into adjacent booths or aisle spaces.
- Exhibitors / contractors are not allowed to put advertising, logos, signs, etc. on any rear surface of their booth when this face or is adjacent to other exhibitor's booth.
- Cleaning of exhibitors' designed booths shall be the responsibility of the exhibitors appointed contractors even during the show days.
- Cleaning of exhibitor's designed (bare scheme) booths during build-up period, show days and dismantling period shall be responsibility of exhibitor's appointed contractors
- Exhibitors / contractors must handover the venue and shell scheme booths in the same condition as they had taken possession of. Any damage caused by the exhibitors / contractor's installation shall be assessed by the organisers and the cost of reinstatement and restoration shall be charged to the exhibitor / contractor.
- Exhibitors / contractors are responsible for the removal of all items belonging to them, such as booth building materials, structures, fittings and waste from the exposition centre (including the exposition hall, unloading platforms, the parking lot, surrounding roads) not later than 12:00 hrs on 31<sup>st</sup> January 2026 after which the organiser has the right to remove all objects found at the cost of the exhibitor / contractor.
- **Exhibitors has to submit booth design layout in soft format to event manager /organiser for necessary approval on or before 5<sup>th</sup> January 2026**
- **Exhibitors must include the booth number In the fascia. In case of multiple stalls or a cluster, only the first booth number needs to be mentioned on the fascia and in the published layout at the venue and other locations.**



### **Bromide & catalogue printing:**

For Bromide & catalogue printing exhibitors may contact the vendors listed below. Please note that there is no obligation to use the services of these suggested vendors.

**Exhibitors are free to choose any vendor of their preference.**

If you opt to use the services of any of the vendors listed below, kindly coordinate with them directly. **All payments should be made directly to the concerned vendor. Please note that the Expo organisers will not be held responsible for any shortcomings or delivery-related aspects pertaining to these vendors, including commercial transactions.**

1. One Stroke Communications

Contact Person: Vaibhav Tambe

Contact No: 9890646177 / 9881130441

Email: onestrok30@gmail.com

2. Ved Communications

Contact Person: Rohan Purkar

Contact No: 9823023217

Email: rohan@wedha.co.in

3. VGA Digital Printers Pvt. Ltd.

Contact Person: Yashodhan

Contact No: 9372480947

Email: yashodhan@vgadigital.com





### **C4. Electrical & EV Battery Safety Guidelines.**

If Exhibitors are carrying EV Vehicle /Li ion Battery for any Display or any purpose in the exposition need to Declare the in the Form No SE 05 and same has to be submitted to SIAT EXPO team as per timeline mentioned in E1. All Exhibitors need to follow below mentioned guideline and in case of any query or any help please contact SIAT Safety Officer Mr. Rahul Sawant Mob-+91 8600084766 immediately. For any specific EV items insurance to be taken care by exhibitors.

<b>Dos</b>	<b>Don'ts</b>
<b>Get familiarize</b> <ul style="list-style-type: none"><li>• Fire extinguishers.</li><li>• Ensure that First aid, Fire extinguishers shall be always accessible.</li><li>• With nearest emergency exit route &amp; safe assembly points.</li><li>• First aid location.</li><li>• Ambulance &amp; doctor</li><li>• Contacts of emergency team members.</li></ul>	<ul style="list-style-type: none"><li>• Do not change/ damage arrow denoting routes.</li><li>• Do not occupy emergency exit route.</li><li>• Do not damage/ change location of First aid equipment/ boxes.</li><li>• Do not Smoke / Drink Alcohol / consume drugs.</li><li>• Do not tamper any safety and fire-fighting devices.</li></ul>
<b>Make sure that</b> <ul style="list-style-type: none"><li>• Carpenters, masons and other such workers should be medically fit. ARAI should not be held responsible for any illness/ injury or medical treatment of workers deployed by exhibitors</li><li>• Provide valid ESIC or Workman Compensation policy for all workers.</li><li>• Provide appropriate electrical fixtures, guards to machinery.</li><li>• Provide appropriate PPEs.</li><li>• All waste materials (mainly flammable) to be moved at designated place.</li><li>• Electrical connections are safe with no joints and insulated.</li><li>• The capacity of socket is sufficient/appropriate to the requirement of equipment.</li><li>• Stability of your equipment.</li></ul>	<ul style="list-style-type: none"><li>• Do not employ unfit workers.</li><li>• Unguarded machines, damaged tools etc. not allowed.</li><li>• Exhibitors encouraged to provide their own fire extinguishers and first aid box.</li><li>• Keep equipment/machines in "ON" mode when unattended.</li><li>• Do not use non-tested/non-certified lifting devices.</li></ul>



<p><b>Batteries and EVs</b></p> <ul style="list-style-type: none"> <li>• Make sure that batteries are not leaked/ damaged or subject to any impact</li> <li>• Provide appropriate &amp; recommended connections for battery charging</li> <li>• Provide electrical insulation rubber mats, high voltage gloves, Isolation rod (J Hook) / ARCH etc. wherever required</li> <li>• Ensure safe storage of battery.</li> <li>• Keep hot surfaces, naked flames, gas cutting/ welding equipment etc. away from batteries.</li> <li>• Switch off/ electrically isolate vehicle/ battery in case of fire.</li> </ul>	<ul style="list-style-type: none"> <li>• Damaged, leaked, or suspicious batteries/ vehicles not allowed.</li> </ul>
<p><b>In-case of emergency</b></p> <ul style="list-style-type: none"> <li>• Inform the helpdesk, ARAI officials if you notice any incidence/emergency.</li> <li>• Follow instructions.</li> <li>• Follow emergency route and assemble at nearest safe assembly point</li> <li>• Contact help desk for any help</li> <li>• Wait for all clear signal.</li> </ul>	<ul style="list-style-type: none"> <li>• Do not panic</li> <li>• Do not give any false alarm.</li> <li>• Do not operate any Fire extinguisher or hydrant point unless you are well trained.</li> </ul>
<ul style="list-style-type: none"> <li>• Do not litter.</li> <li>• ARAI has right to stop any unsafe work/ work practices and remove any unsafe equipment/ machine/ vehicle or material from the area.</li> <li>• Drunkard or person under influence of contraband drugs will be removed from exhibition.</li> </ul>	

## Guidelines for EV vehicles/ Battery and EV ecosystem demonstrations.

- Need to maintain the charging of the electric vehicle below 25%.
- Charging at SIAT venue is prohibited.
- Exhibitors recommended to bring AVD Fire extinguishers of appropriate capacity in a view of addressing Fire risk.

## **Safety Precautions for Temporary Electrical Work**

- All temporary electrical installation work shall be carried out by competent licensed electrical contractor only. Electrician should be ITI/PWD wireman licensee and supervisor should be PWD licensee/Diploma.
- All Wire/Cables used for Electrical work should be FR/FRLS
- Termination of wires should be with lugs and glands and with connectors only, Twisted and tapped joints are not allowed.
- All MCB breakers should be of C class. ELCB/RCCB shall be 30 mA for all lighting circuits.
- All Single-phase circuits should carry one earth lead.
- All Three-phase circuits should carry double earth lead.
- No part of the electrical circuits in the structure of pandal shall be within 15 cm of any decorative or other combustible material.
- No Halogen lamps shall be used anywhere inside the pandal/temporary structure.
- All distribution boards shall not be mounted more than 2 metre height from floor level.
- In all Hazards Locations, fittings/cables of flameproof type shall be used.
- Rubber Mats should be provided in front of all panels/Genets etc.
- Suitable numbers of Fire Buckets, Fire Extinguishers (CO<sub>2</sub> type) shall be provided in all temporary structures. The location of these equipment's shall be such that these are easily accessible in the event of fire.
- Electrical safety signage will be provided on all DG Sets and associated panels/Db's.

Approval on entire Electrical scheme of temporary work should be taken.

- Contact Help Desk immediately through SIAT EXPO Committee Representative of the area, giving more details of the detected fire / smoke.
- Leave the exposition hall immediately by the nearest exit via the emergency route to the nearest assembly point.



### **Evacuation:**

If you hear an evacuation announcement or instruction via the public address (PA) system, please follow the below steps –

Leave the exposition hall immediately by the nearest exit via the emergency route to the nearest assembly point.

Follow announcements over the PA system or those provided by organizers' staff.

## **D1. Emergency Procedure**

### **Emergency Exits:**

All emergency exits will be marked with proper signage. Signage indicating assembly point and emergency route will also be marked as well.

### **Medical / First Aid:**

First aid box will be located at the SIAT EXPO Help Desk near the halls to provide treatment for minor injuries and common ailments. An ambulance will also be stationed outside the halls for any emergency situations. In case of an accident / injury, please take the following measures –

- Contact Help Desk immediately through SIAT EXPO Committee Representative of the area, giving the exact location and details of the accident / injury.
- If possible, help treat / comfort the injured party until qualified help arrives.

### **Fires:**

Fire extinguishers will be placed at strategic points inside the halls and other areas. If you detect fire or smoke, please inform Expo helpdesk & Evacuate safely to emergency assembly area –



# Symposium on International Automotive Technology, 2026

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\*Confirmed as of 1<sup>st</sup> September 2025

## E1. Checklist of Order Forms

Filled information and forms should be sent to - [siatexpo2026@araiindia.com](mailto:siatexpo2026@araiindia.com)

Form No.	Form Description	Submission Deadline
SE00	Exhibitor Declaration – Weight Limit	20.12.2025 (Email)
SE01	Exhibitor Declaration – Exhibit, Exhibitor & Contractor Insurance	20.12.2025 (Email)
SE02	Material Movement	20.12.2025 (Email)
SE03	Exhibitor Clearance	30.01.2026 (At-Site)
SE04	List of Extra Items	20.12.2025 (Email)
SE05	Booth Risk Assessment, Declaration of EV Battery, AIR & Power Supply Requirement	20.12.2025 (Email)
SE06	Exhibitor Booth Fascia Name	20.12.2025 (Email)
SE07	Exposition Feedback Form	31.01.2026 (At-Site)
SE08	Delegate & Exhibitor Badges	10.12.2025 (Email)
SE09	Deposit Form	20.12.2026 (Email)
SE10	Possession Form	23.01.2026 (At-Site)



## Forms Check Sheet

Form Description	Main Zone (Zone-A, B, C, D)		MSE Zone Zone E	
Forms No.	Bare Space / Designer Stall	Shell scheme / Octanorm	Bare Space / Designer Stall	Shell scheme / Octanorm
SE00	Not Applicable	Not Applicable	Applicable	Applicable
SE01	Applicable	Applicable	Applicable	Applicable
SE02	*If Required	*If Required	*If Required	*If Required
SE03	Applicable (Post Event)	Applicable (Post Event)	Applicable (Post Event)	Applicable (Post Event)
SE04	*If Required	*If Required	*If Required	*If Required
SE05	Applicable	*If Required	Applicable	*If Required
SE06	Not Applicable	Applicable	Not Applicable	Applicable
SE07	Applicable (Post Event)	Applicable (Post Event)	Applicable (Post Event)	Applicable (Post Event)
SE08	Applicable	Applicable	Applicable	Applicable
SE09	Applicable	Not Applicable	Applicable	Not Applicable
SE10	Applicable	Applicable	Applicable	Applicable

\* The SE02 form is required only if you are carrying heavy material in an LMV (Light Motor Vehicle) or HMV (Heavy Motor Vehicle) to enter through the gate 4.

\* The SE04 form is required only if you need additional items beyond the standard offerings in shell scheme.

\* The SE05 form is required only if you have specific additional requirements for electricity and air and if you are carrying any risk-related items.



# Symposium on International Automotive Technology, 2026

**FORM SE00**

**SIAT EXPO Committee - Automotive Research Association of India (ARAI)**  
Survey No. 102, Vetal Hill, Off Paud Road, Pune 411038, India  
**Contact : Mr. M R PATHAK, SIAT EXPO 2026 Coordinator**  
E-mail : [siatexpo2026@araiindia.com](mailto:siatexpo2026@araiindia.com) Tel. No. : +91-020-6762-1722

**WEIGHT LIMIT  
TO BE SUBMITTED**

**THIS FORM APPLIES TO ZONE - E (MSE) BOOTH EXHIBITORS ONLY**

Exhibitors understand the following points of importance –

- For each stall has weight restrictions of 300 kg per booth
- Above weight consideration excludes weight of 2 exhibitor persons per booth
- Above weight consideration includes weight of exhibits displayed, along with weight of booth

**—DECLARATION—**

The booth representative declares that the overall weight of company exhibits will not exceed maximum weight of 300 kg per booth. Any localized damage to the area at the location of booth(s) due to overloading will be compensated by exhibiting company to the organizer.

\_\_\_\_\_  
(Booth Representative Full Name)

for  
\_\_\_\_\_

(Exhibiting Company Name & Seal)

Exhibiting Company:	
Booth No:	
Contact Person:	Mobile No:
E-mail:	
Signature:	Date:





# Symposium on International Automotive Technology, 2026

**FORM SE01****SIAT EXPO Committee - Automotive Research Association of India (ARAI)**

Survey No. 102, Vetal Hill, Off Paud Road, Pune 411038, India

**Contact : Mr. M R PATHAK, SIAT EXPO 2026 Coordinator**E-mail : [siatexpo2026@araiindia.com](mailto:siatexpo2026@araiindia.com) Tel. No. : +91-020-6762-1722**INSURANCE****TO BE SUBMITTED**

Exhibitors are responsible for taking out public liability insurance against injury to persons and property of others on their booth, along with their exhibits and merchandise moving to and from the event and during the event. Each exhibitor should have a valid and adequate insurance cover against public liability. Exhibitors should contact their insurance broker to cover their exhibits and materials. The Organizers will not be held responsible for any loss of or damage to exhibits and personal items.

**LIABILITY AND REFUNDS**

Participation by the Exhibitor in the Exposition is solely at the Exhibitor's own risk.

The Exhibitor agrees to indemnify and hold the Organizers harmless, on demand, against all claims, liabilities, losses, suits, proceedings, damages, judgments, expenses, costs (including legal fees) and charges of any kind howsoever incurred by or on behalf of or made against the Organizers arising out of any breach of any of this Contract or the Booth Guide or any other default or negligence of, or any damage or loss caused by, the Exhibitor and/or any of its Representatives.

**All exhibits are brought to, displayed at and removed from the Exposition at the Exhibitor's own risk and shall be safeguarded by the Exhibitor at all times.**

The Organizer shall not be liable for any losses (including consequential losses), damages, demands, costs, claims, charges or other expenses of any kind suffered or incurred by the Exhibitor or any other person arising in connection with the Exposition including, without limitation (a) any theft, fire (b) defect in the Exposition howsoever caused (c) cancellation or early closure of or delay in the opening or closing of the Exposition for whatever reason outside the control of the Organizer (d) any natural calamity or any act of God, howsoever arising. The exhibitor shall be liable to any third party for inter alia, any claims, injury or damage arising from its booths and its portion of the shell scheme.

Subject as below, the Organizers accept no responsibility and shall not incur any liability to the Exhibitor or any other person for (a) any error or omission in any information relating to it, its equipment, products or services in any promotional material, information or thing provided to the Organizers or any other person by the Exhibitor (b) products displayed or sold by any exhibitor at the Exposition (c) the Organizers carrying out any of their

Exhibiting Company :	
Booth No :	
Contact Person :	Mobile No :
E-mail :	
Signature :	Date :



# Symposium on International Automotive Technology, 2026

**FORM SE01****SIAT EXPO Committee - Automotive Research Association of India (ARAI)**

Survey No. 102, Vetal Hill, Off Paud Road, Pune 411038, India

**Contact : Mr. M R PATHAK, SIAT EXPO 2026 Coordinator**E-mail : [siatexpo2026@araiindia.com](mailto:siatexpo2026@araiindia.com) Tel. No. : +91-020-6762-1722**INSURANCE****TO BE SUBMITTED**

obligations under this Contract or the Booth Guide or (d) any loss or damage or any indirect or consequential loss caused by or arising from any of the equipment and computer systems (inclusive of hardware and software) of and services provided by the Organizers, by any supplier to the Organizers or by the Exposition Operator failing or being defective.

In the event that the Organizers postpone, change the venue of, or otherwise make changes to the Exposition

(a) The Contract shall continue to bind the parties;

(b) The Exhibitor shall have no claim whatsoever for compensation for loss or damage suffered or additional expenses incurred as a result of any postponement, change of venue or other change to (including any alteration in character or reduction in scale of) the Exposition.

In the event that the Organizers cancel or permanently postpone the Exposition

(a) The Organizers may refund the Fees paid to the Organizers by the Exhibitor after deducting an administrative fee to cover all costs reasonably incurred by the Organizers in relation to the Exposition; and

(b) The Exhibitor shall have no claim whatsoever for compensation for loss or damage suffered or additional expenses incurred as a result of any such cancellation of the Exposition.

The Exhibitor acknowledges that, in light of the Fees, the above provisions of this clause are no more than is reasonable to protect the Organizers as organizers of the Exposition.

REMARKS: Please note that return of this form is not an insurance purchase

\_\_\_\_\_  
(Booth Representative Full Name)

**For**

\_\_\_\_\_  
(Exhibiting Company Name & Seal)

Exhibiting Company :	
Booth No :	
Contact Person :	Mobile No :
E-mail :	
Signature :	Date :



# Symposium on International Automotive Technology, 2026

**FORM SE02****SIAT EXPO Committee - Automotive Research Association of India (ARAI)**

Survey No. 102, Vetal Hill, Off Paud Road, Pune 411038, India

**Contact : Mr. M R PATHAK, SIAT EXPO 2026 Coordinator**E-mail : [siatexpo2026@araiindia.com](mailto:siatexpo2026@araiindia.com) Tel. No. : +91-020-6762-1722**MATERIAL MOVEMENT  
TO BE SUBMITTED****Booth Number -****Exhibiting Company -** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**(To be Submitted at Material  
Checkpoint)****SIAT EXPO Inward No.** \_\_\_\_\_**Date** \_\_\_\_\_**Sign & Stamp of Authorized Person****Following material is to be brought into SIAT EXPO 2026 through Material  
Checkpoint –**

Sr. No.	Description	Qty. In	Qty. Out*	Remarks
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
	<b>TOTAL</b>			

\*Out Quantity to be filled while clearing Booth (along with Form SE03)

**(Booth Representative Full Name)**

Exhibiting Company :	
Booth No :	
Contact Person :	Mobile No :
E-mail :	
Signature :	Date :



# Symposium on International Automotive Technology, 2026

**FORM SE02**

**SIAT EXPO Committee - Automotive Research Association of India (ARAI)**

Survey No. 102, Vetal Hill, Off Paud Road, Pune 411038, India

**Contact : Mr. M R PATHAK, SIAT EXPO 2026 Coordinator**

E-mail : [siatexpo2026@araiindia.com](mailto:siatexpo2026@araiindia.com) Tel. No. : +91-020-6762-1722

**MATERIAL MOVEMENT  
TO BE SUBMITTED**

**Additional Material is to be brought into SIAT EXPO 2026 through Material**

Sr. No.	Description	Qty. In	Qty. Out*	Remarks
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
	<b>TOTAL</b>			

\*Out Quantity to be filled while clearing Booth (along with Form SE03)

**Remarks from ARAI Personnel (if any):**

\_\_\_\_\_  
**(Booth Representative Full Name)**

Exhibiting Company :	
Booth No :	
Contact Person :	Mobile No :
E-mail :	
Signature :	Date :



# Symposium on International Automotive Technology, 2026

**FORM SE03****SIAT EXPO Committee - Automotive Research Association of India (ARAI)**

Survey No. 102, Vetal Hill, Off Paud Road, Pune 411038, India

**Contact : Mr. M R PATHAK, SIAT EXPO 2026 Coordinator**E-mail : [siatexpo2026@araiindia.com](mailto:siatexpo2026@araiindia.com) Tel. No. : +91-020-6762-1722**EXHIBITOR CLEARANCE  
TO BE SUBMITTED**

Booth Number -

Exhibiting Company - \_\_\_\_\_

Booth Representative - \_\_\_\_\_

Contact No. - \_\_\_\_\_

Signature - \_\_\_\_\_

Date - \_\_\_\_\_

\* We acknowledge to have received all material brought into SIAT EXPO 2026 through Material Checkpoint as per submitted Form SE02 (attach Duly Signed Form SE02).

\* We kindly request to move-out the exhibit material brought into SIAT EXPO 2026 through Material Checkpoint.

**(To be filled by EMA & SIAT EXPO 2026 Coordinator)**

Checklist Points	Yes / No	Comments
Extra Items used by Exhibitor		
Receipt of Payment of Extra Items used by Exhibitor -from EMA (Infrastructure)		
Recovery of Damages (if any)		

Approved By

\_\_\_\_\_

**(Signature of EMA Representative)**

\_\_\_\_\_

**(Signature of SIAT EXPO Zonal Coordinator)****(To be submitted at Material  
Checkpoint)**

SIAT EXPO Outward No. \_\_\_\_\_

Date \_\_\_\_\_

**Sign & Stamp of Authorized  
Person**

Exhibiting Company :	
Booth No :	
Contact Person :	Mobile No :
E-mail :	
Signature :	Date :



# Symposium on International Automotive Technology, 2026

**FORM SE04****EXTRA ITEMS LIST  
TO BE SUBMITTED****SIAT EXPO Committee - Automotive Research Association of India (ARAI)**

Survey No. 102, Vetal Hill, Off Paud Road, Pune 411038, India

**Contact : Mr. M R PATHAK, SIAT EXPO 2026 Coordinator**E-mail : [siatexpo2026@araiindia.com](mailto:siatexpo2026@araiindia.com) Tel. No. : +91-020-6762-1722**Booth Number -****Exhibiting Company -** \_\_\_\_\_**Booth Representative -** \_\_\_\_\_**Designation -** \_\_\_\_\_**Date -** \_\_\_\_\_

For additional articles, please refer to the following article list &amp; Annexure -I (if required)

Item	Cost (INR) Approximate	Quantity	Total Cost (INR)
Chair leather (black/white)	PER CHAIR (PER DAY): ₹ 250		
Apple chair	PER CHAIR (PER DAY): ₹450		
Single phase socket	PER PLUG POINT (PER DAY): ₹250		
5FT and 6FT round table with frill	PER TABLE (PER DAY): ₹ 800:		
Counter table	PER TABLE (PER DAY): ₹300		
Brochure stand still	PER STAND (PER DAY): ₹450		
Grill barricade /queue manager	PER Q MANAGER (PER DAY): ₹800		
Bar stool	PER CHAIR (PER DAY): ₹800		
High rise table	PER CHAIR (PER DAY): ₹800		
2-seater white sofa	PER SOFA (PER DAY): ₹1200		
1-seater white sofa	PER SOFA (PER DAY): ₹600		
Cushion chair	PER CHAIR (PER DAY): ₹200		
Glass square teapoy	PER TEAPOY (PER DAY): ₹300		
Rectangle table - with frill 6ft x 2ft	PER TABLE (PER DAY): ₹450		

Exhibiting Company :	
Booth No :	
Contact Person :	Mobile No :
E-mail :	
Signature :	Date :



# Symposium on International Automotive Technology, 2026

**FORM SE04****EXTRA ITEMS LIST  
TO BE SUBMITTED****SIAT EXPO Committee - Automotive Research Association of India (ARAI)**

Survey No. 102, Vetal Hill, Off Paud Road, Pune 411038, India

**Contact : Mr. M R PATHAK, SIAT EXPO 2026 Coordinator**E-mail : [siatexpo2026@araiindia.com](mailto:siatexpo2026@araiindia.com) Tel. No. : +91-020-6762-1722

LED TV (43,52,55,65 inch) with Stand	PER STAND (PER DAY - 43): ₹2000 PER STAND (PER DAY - 52): ₹3500 PER STAND (PER DAY - 55): ₹4500 PER STAND (PER DAY - 65): ₹6500		
Spot light	₹400 / Unit For 3 Days		
Lockable table	₹2000 For 3 Days		
Jewellery counter	₹5000 For 3 Days		
Jewellery showcase (1m x 0.5m x 6.5ft)	₹7000 For 3 Days		
Jewellery showcase (0.5m x 0.5m x 6ft)	₹7000 For 3 Days		
Water dispenser	₹4,000 For 3 Days		
Round table glass/wooden	PER CHAIR (PER DAY): ₹800		
<b>GRAND TOTAL (INR)</b>			

In case of requirements other than above articles, please mention in the space below, with exact specification and quantity of the concerned requirements, EMA will check and intimate accordingly the availability of these items –

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In case of any queries, please contact Event Manager Agency (Infrastructure), giving reference to SIAT EXPO 2026 & Booth Number –

Exhibiting Company :	
Booth No :	
Contact Person :	Mobile No :
E-mail :	
Signature :	Date :



# Symposium on International Automotive Technology, 2026

**FORM SE04**

**EXTRA ITEMS LIST  
TO BE SUBMITTED**

**SIAT EXPO Committee - Automotive Research Association of India (ARAI)**

Survey No. 102, Vetal Hill, Off Paud Road, Pune 411038, India

**Contact : Mr. M R PATHAK, SIAT EXPO 2026 Coordinator**

E-mail : [siatexpo2026@araiindia.com](mailto:siatexpo2026@araiindia.com) Tel. No. : +91-020-6762-1722

## Terms & Conditions –

- Transportation, Installation & Dismantling is included in the cost
- Full payment should be made in the form of Demand Draft (DD) at the time of installations.
- Prior information should be given to the EMA (Infrastructure) and ARAI
- The Hiring Party will be responsible for the hired equipment(s)
- Loss or damage caused by any reason will be charged according to the discretion of EMA (Infrastructure)
- Government Taxes are excluded in this cost and will be added (as applicable)

**NOTE : Please note that no exhibitors will be allowed to extend any stall design/modifications/display of exhibits beyond the stall specifications**

**NOTE: Exhibitors may contact our authorized vendor for any additional requirements. Please reach out to Mr. Dayanand Rathod before the event at +91 9021105052 or email them at [infrateam@wdeindia.com](mailto:infrateam@wdeindia.com)**

Exhibiting Company :	
Booth No :	
Contact Person :	Mobile No :
E-mail :	
Signature :	Date :





# Symposium on International Automotive Technology, 2026

**FORM SE05**

**SIAT EXPO Committee - Automotive Research Association of India (ARAI)**  
Survey No. 102, Vetal Hill, Off Paud Road, Pune 411038, India  
**Contact : Mr. M R PATHAK, SIAT EXPO 2026 Coordinator**  
E-mail : [siatexpo2026@araiindia.com](mailto:siatexpo2026@araiindia.com) Tel. No. : +91-020-6762-1722

**RISK & SUPPLY  
TO BE SUBMITTED**

**THIS FORM APPLIES TO OCTONORM & BARE SCHEME (DESIGNER BOOTH)  
EXHIBITORS & BOOTHS WITH WORKING MACHINERY & EV Li-ion BATTERY  
EXHIBITOR TO DECLARE THE SAME IN BELOW TABLE**

Hazard	Who is Affected?	Level of Risk	Precautions / Actions	Further Action

**RISK ASSESSMENT FOR - \_\_\_\_\_**

**PNEUMATIC AIR SUPPLY REQUIREMENT DETAILS**

**PNEUMATIC AIR SUPPLY REQUIRED – YES / NO**

IF YES, DESIRED AIR PRESSURE - \_\_\_\_\_ bar (Max 6 bar will be provided)

IF YES, DESIRED AIR FLOW RATE - \_\_\_\_\_ cu. ft. / min.

Exhibiting Company :	
Booth No :	
Contact Person :	Mobile No :
E-mail :	
Signature :	Date :



# Symposium on International Automotive Technology, 2026

**FORM SE05**

**SIAT EXPO Committee - Automotive Research Association of India (ARAI)**  
Survey No. 102, Vetal Hill, Off Paud Road, Pune 411038, India  
**Contact : Mr. M R PATHAK, SIAT EXPO 2026 Coordinator**  
E-mail : [siatexpo2026@araiindia.com](mailto:siatexpo2026@araiindia.com) Tel. No. : +91-020-6762-1722

**RISK & SUPPLY  
TO BE SUBMITTED**

**ADDITIONAL POWER SUPPLY REQUIREMENT DETAILS**

**POWER SUPPLY REQUIRED – YES / NO**

IF YES, POWER REQ. SINGLE PHASE - \_\_\_\_\_ (kW)

IF YES, POWER REQ. THREE PHASE - \_\_\_\_\_ (kW)

**DECLARATION FOR EV BATTERY**

**ARE YOU CARRYING ANY EV/LI ION BATTERY – YES / NO**

IF YES, PLEASE SPECIFY THE DETAILS & Confirm the Insurance Clearance -

-----

**DATE - \_\_\_\_\_**

\_\_\_\_\_

**(Booth Representative Full Name)**

\_\_\_\_\_

**(Exhibiting Company Name & Seal)**

Exhibiting Company :	
Booth No :	
Contact Person :	Mobile No :
E-mail :	
Signature :	Date :



**FASCIA NAME  
TO BE SUBMITTED**

Survey No. 102, Vetal Hill, Off Paud Road, Pune 411038, India  
**Contact : Mr. M R PATHAK, SIAT EXPO 2026 Coordinator**  
 E-mail : [siatexpo2026@araiindia.com](mailto:siatexpo2026@araiindia.com) Tel. No. : +91-020-6762-1722

Exhibiting Company :	
Booth No :	
Contact Person :	Mobile No :
E-mail :	
Signature :	Date :

**SIAT EXPO Committee - Automotive Research Association of India (ARAI)**

Survey No. 102, Vetal Hill, Off Paud Road, Pune 411038, India

**Contact : Mr. M R PATHAK, SIAT EXPO 2026 Coordinator**

 E-mail : [siatexpo2026@araiindia.com](mailto:siatexpo2026@araiindia.com) Tel. No. : +91-020-6762-1722

**FEEDBACK  
TO BE SUBMITTED**

Please fill up the below information clearly and return it to **SIAT EXPO HELP DESK**

**Exhibiting Company Name:** \_\_\_\_\_

**Booth No.:** \_\_\_\_\_

### Part – A

Please rate each on a scale of 1 – 10

Sr. No.	Particulars	Poor			Fair			Very Good		Excellent	
		1	2	3	4	5	6	7	8	9	10
1	Ease of Booking Process										
2	Location & Ambience										
3	Material Handling										
4	Booth Arrangement (Light, Tables, Chairs)										
5	Cafeteria (Tea / Lunch) Arrangements										
6	EXPO Help Desk										
7	Access to Internet										
8	Facilities Available										
9	Cleanliness										
10	Business Engagements										

Exhibiting Company :	
Booth No :	
Contact Person :	Mobile No :
E-mail :	
Signature :	Date :



# Symposium on International Automotive Technology, 2026

FORM SE07

**SIAT EXPO Committee - Automotive Research Association of India (ARAI)**  
Survey No. 102, Vetal Hill, Off Paud Road, Pune 411038, India  
**Contact : Mr. M R PATHAK, SIAT EXPO 2026 Coordinator**  
E-mail : [siatexpo2026@araiindia.com](mailto:siatexpo2026@araiindia.com) Tel. No. : +91-020-6762-1722

**FEEDBACK  
TO BE SUBMITTED**

**Part – B**

**1. Please provide your feedback (50 – 100) words –**

**2. Positive Points –**

**3. Suggestions for Improvement –**

**(Booth Representative Full Name)**

**for**

**(Exhibiting Company Name & Seal).**

Exhibiting Company :	
Booth No :	
Contact Person :	Mobile No :
E-mail :	
Signature :	Date :



# Symposium on International Automotive Technology, 2026

FORM SE08

**SIAT EXPO Committee - Automotive Research Association of India (ARAI)**

Survey No. 102, Vetal Hill, Off Paud Road, Pune 411038, India

**Contact : Mr. M R PATHAK, SIAT EXPO 2026 Coordinator**

E-mail : [siatexpo2026@araiindia.com](mailto:siatexpo2026@araiindia.com) Tel. No. : +91-020-6762-1722

**DELEGATE & EXHIBITOR  
TO BE SUBMITTED**

Please fill up the below information clearly and return it to SIAT EXPO HELP DESK

Exhibiting Company Name: \_\_\_\_\_

Booth No.: \_\_\_\_\_ (**Note - If you have booked more than one stall, we kindly request you to fill the form again, in multiple of booked Stalls.**)

**Note - Each Stall Entitle to 1 delegate Kit + 3 Exhibitors badges**

**1. Delegate Details:**

a. Delegate Name:

b. Delegate Email ID:

c. Delegate Contact No.

d. Designation:

e. Department:

f. Name to be Displayed on Batch:

g. Company Name to be Displayed on Batch:

h. Address of Delegate:

Exhibiting Company :	
Booth No :	
Contact Person :	Mobile No :
E-mail :	
Signature :	Date :



# Symposium on International Automotive Technology, 2026

FORM SE08

**SIAT EXPO Committee - Automotive Research Association of India (ARAI)**  
Survey No. 102, Vetal Hill, Off Paud Road, Pune 411038, India  
**Contact : Mr. M R PATHAK, SIAT EXPO 2026 Coordinator**  
E-mail : [siatexpo2026@araiindia.com](mailto:siatexpo2026@araiindia.com) Tel. No. : +91-020-6762-1722

DELEGATE & EXHIBITOR  
TO BE SUBMITTED

2. Exhibitor Details:

Sr. No.	Exhibitor Name	Exhibitor Email	Exhibitor Contact No.	Exhibitor Designation
1				
2				
3				

\_\_\_\_\_

(Exhibiting Company Name & Seal.)

Exhibiting Company :	
Booth No :	
Contact Person :	Mobile No :
E-mail :	
Signature :	Date :



# Symposium on International Automotive Technology, 2026

**FORM SE09**

**Deposit form  
TO BE SUBMITTED**

**SIAT EXPO Committee - Automotive Research Association of India (ARAI)**

Survey No. 102, Vetal Hill, Off Paud Road, Pune 411038, India

**Contact : Mr. M R PATHAK, SIAT EXPO 2026 Coordinator**

E-mail : [siatexpo2026@araiindia.com](mailto:siatexpo2026@araiindia.com) Tel. No. : +91-020-6762-1722

## SECURITY DEPOSIT FOR BARE SPACE

Please fill up the below information clearly and mail to [siatexpo2026@araiindia.com](mailto:siatexpo2026@araiindia.com) and also submit the hard copy at the submission of demand draft

Contractors appointed by exhibitors with bare space booths must deposit a security demand draft at the organizer's office before taking possession of the space for construction. Without submitting the demand draft, space will not be handed over for stall/booth construction

The security deposit is refundable after completion of the exhibition and handover of the space in same condition as received.

The deposit will be adjusted against any damage caused during construction or dismantling. If damage exceeds the security deposit amount, the exhibitor / company is liable to pay the applicable balance amount.

Exhibiting Company Name: \_\_\_\_\_

Booth No.: \_\_\_\_\_

The amount of security Demand draft according to size of stall as follows:

1. 00 to 25 SQM. = INR 10,000
2. 25 to 50 SQM. = INR 15,000
3. 50 + SQM. = INR 25,000

Exhibiting Company :	
Booth No :	
Contact Person :	Mobile No :
E-mail :	
Signature :	Date :





# Symposium on International Automotive Technology, 2026

**FORM SE09**

**Deposit form  
TO BE SUBMITTED**

**SIAT EXPO Committee - Automotive Research Association of India (ARAI)**

Survey No. 102, Vetal Hill, Off Paud Road, Pune 411038, India

**Contact : Mr. M R PATHAK, SIAT EXPO 2026 Coordinator**

E-mail : [siatexpo2026@araiindia.com](mailto:siatexpo2026@araiindia.com) Tel. No. : +91-020-6762-1722

DD to be drawn in favor of:

Beneficiary Name: **The Automotive Research Association of INDIA, Pune**

Beneficiary Account Number: **04470200000280**

Beneficiary Account Type: **Current Account**

Beneficiary Bank IFSC/RTGS/NEFT Code: **BARB0KARVER** (The Fifth character is **“ZERO”**)

Beneficiary Bank Name: **Bank of Baroda**

DD will be handover to EXPO Helpdesk

Instructions:

- In case of any property damage, material (garbage) leftover after prescribed time, or stall completion after the prescribed time limit will cause penalty to exhibitor.
- The exhibitors and their respective designer booth contractors are requested to complete the booth fabrication work by **20:00 hours of 26<sup>th</sup> January 2026**, after which no work would be allowed to continue in their booths due to security reason.
- Exhibitors / Contractors will not be entertained to continue the work beyond the above-mentioned deadline & would be levied a penalty of INR 10000 / hour / booth.

**Remarks from ARAI Personnel (if any):**

\_\_\_\_\_

**(Exhibiting Company Name & Seal)**

Exhibiting Company :	
Booth No :	
Contact Person :	Mobile No :
E-mail :	
Signature :	Date :



# Symposium on International Automotive Technology, 2026

**FORM SE10**

**Possession Form  
TO BE SUBMITTED**

**SIAT EXPO Committee - Automotive Research Association of India (ARAI)**

Survey No. 102, Vetal Hill, Off Paud Road, Pune 411038, India

**Contact : Mr. M R PATHAK, SIAT EXPO 2026 Coordinator**

E-mail : [siatexpo2026@araiindia.com](mailto:siatexpo2026@araiindia.com) Tel. No. : +91-020-6762-1722

## **POSSESSION FORM**

“The form must be submitted to the Zone Manager in your respective Zone before taking possession of your stall.”

Exhibiting Company Name: \_\_\_\_\_

Booth No.: \_\_\_\_\_

### **Details of Authorized Representative:**

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Company Name: \_\_\_\_\_

We confirm that all dues have been paid as per the Proforma Invoice/s provided by you, and the design/layout of the stalls has been approved by the organizers.

**(Kindly note: Exhibitors who have opted for designer stall must finalize / Approve their stall design and layout with the Organizers/Event manager on or before 5th January 2026.)**

Stamp of Company

Date & Representative

Organizers/ Hall Manager Remarks

\_\_\_\_\_  
\_\_\_\_\_

Exhibiting Company :	
Booth No :	
Contact Person :	Mobile No :
E-mail :	
Signature :	Date :