



**Symposium on International
Automotive Technology 2019**

SIAT & SIAT EXPO 2019
16-18 January 2019

Venue
Oxford Golf Resort - Hill Top
Pune, India

Organised by
ARAI
Progress through Research

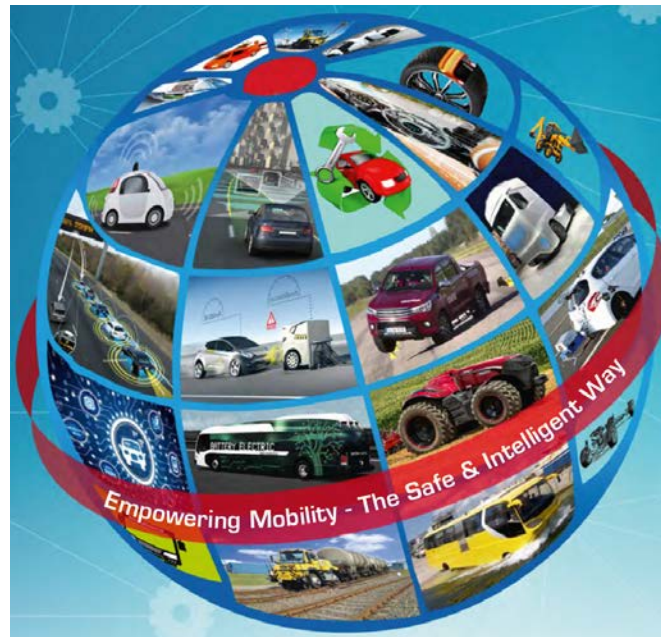
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SYMPOSIUM OF INTERNATIONAL AUTOMOTIVE TECHNOLOGY (SIAT)

16th – 18th January, 2019



EXHIBITOR BOOTH GUIDE

Venue

Oxford Golf Resort – Hilltop, Pune, India

Organized By

The Automotive Research Association of India (ARAI)

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automotive
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**AUTO
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The language of technology



Dear Exhibitor,

Thank you for participating in SIAT EXPO 2019 which will take place from 16th – 18th January, 2019 at the Oxford Golf Resort Hilltop in Pune, India. To prepare your booth and to profit as much as possible from your participation, we herewith provide you with an Exhibitor Guide. We advise you to read this very carefully.

This Guide is divided as follows –

- Part A – Schedule of on-site working and deadlines as applicable
- Part B – General Information and 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

Please make sure that you return all mandatory and other relevant order forms as mentioned before the deadlines.

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 +91-20-30231491 or email at siatexpo2019@araiindia.com.

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

Kind regards,

R. S. Mahajan

Coordinator

SIAT EXPO 2019

A. A. Badusha

Convener

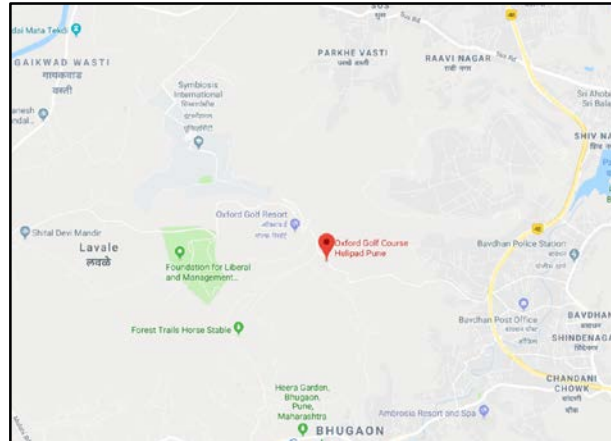
SIAT 2019

Ms. R. H. Urdhwareshe

Director – ARAI



Location of Exhibition Venue



Oxford Golf Resort – Hilltop

Mumbai-Bangalore Highway, Next to Crystal Honda Showroom

Baudhan, Pune, Maharashtra 411045



Scan QR Code for Driving Directions to Venue from Your Location

Distance from Pune Airport

The venue is approximately 23 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 60 – 90 minutes to reach the venue from the airport, depending on traffic.

Distance from Pune Railway Station

The venue is approximately 17 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 – 60 minutes to reach the venue from the railway station, depending on traffic.



SIAT EXPO 2019 Floor Plan



The venue is divided into two halls (as indicated) –

- Hall A (Helipad Area)
 - This hall contains 152 booths, out of which 111 booths are of 4m x 4m size and remaining 41 booths are of 3m x 4m size.
 - Booths in this hall have a weight limit of 400 kg/booth (irrespective of booth size). Interested exhibitors will have to fill Form SE00 and submit it back to the organizers before the deadline.
- Hall B (Ground Area)
 - This hall contains 89 booths, out of which 77 booths are of 4m x 4m size and remaining 12 booths are of 3m x 4m size.
 - There is no weight limit for booths in this hall

Based on exhibitor choice, booths in both halls can be of Shell Scheme (Octanorm 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 is different than the one to the SIAT 2019 Conference. However, delegates attending the conference would have a separate entrance from the conference side.



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Annexure – List of Order Forms (SE00 to SE07)



A1. Contractor Move-In & Work Period

| Dates | Timings | Activity |
|----------------------------------|---------------------|--|
| Sunday 13 th January | 10:00 hours onwards | Move in of certified heavy / large exhibits (official freight forwarder only) |
| Monday 14 th January | 08:00 – 20:00 hours | Bare Scheme Exhibitors & Contractors |
| Tuesday 15 th January | 08:00 – 20:00 hours | |
| Tuesday 15 th January | 08:00 – 20:00 hours | Shell Scheme Exhibitors & Contractors |

All construction work must be finished by 20:00 hours on 15th January 2019. Contractors / exhibitors are required to work within these move-in and work completion deadline periods. If contractors / exhibitors wish to work beyond these hours, they should contact the onsite organizer office before 18:00 hours. The penalty charges are INR 10,000 / hour / booth. This extension is only from 20:00 – 23:59 hours on 14th & 15th January 2019.

A2. Exhibitor Move-In Period

| Dates | Timings | Activity |
|----------------------------------|---------------------|--|
| Monday 14 th January | 10:00 – 18:00 hours | Exhibitor Registration (Issuing of exhibitor kits & badges) |
| Tuesday 15 th January | 10:00 – 18:00 hours | |

A3. Exposition Opening Hours

| Dates | Exhibitor Timings | Visitor Timings |
|------------------------------------|---------------------|---------------------|
| Wednesday 16 th January | 09:00 – 19:00 hours | 13:00 – 18:30 hours |
| Thursday 17 th January | 09:00 – 19:00 hours | 09:30 – 18:30 hours |
| Friday 18 th January | 09:00 – 17:00 hours | 09:30 – 16:30 hours |

A4. Move-Out Period

| Dates | Timings | Activity |
|-----------------------------------|---------------------|--|
| Friday 18 th January | 17:00 – 20:00 hours | Move out of hand carry exhibits |
| Friday 18 th January | 17:00 – 20:00 hours | Move out of booth and large / heavy exhibits |
| Saturday 19 th January | 08:00 – 12:00 hours | |

Contractors / exhibitors are required to clear their booth space of all exhibits or debris before 12:00 hours of 19th January 2018, failing which, penalty charges of INR 10,000 / hour / booth would be levied. If contractors wish to work beyond 20:00 hours on 18th January 2019, they should intimate the onsite organizer office before 18:00 hours.



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B1. Presentation of Exhibits

Exhibitors must present their exhibits throughout the period of the exposition from 16-18 January 2019. No exhibitor is allowed to remove his exhibits from the exposition floor prior to the official close of the exposition. Every exhibitor should have an authorized representative present at the exhibition booth throughout the period and during the installation and dismantling of his exhibits.

B2. Admission to SIAT EXPO

Admission for Venue Inspection before the Exhibition Period

Entry to the venue for inspection and survey before the exhibition period may be allowed if prior arrangements are made with the organizers.

Admission Badges

Exhibitor badges will be issued by the organizers on 14th and 15th January 2019 from 10:00 – 18:00 hours in the Expo Registration Area. Exhibitors can collect their badges by presenting their business card on arrival at the venue.

Admission during the Exhibition Period

- Admission will be allowed by 'exhibitor' badges (provided by the organizers) only; these badges are not transferable.
- Admission of all related personnel can be facilitated through obtaining 'visitor' badges. These badges will be issued on the exposition days at the Expo Registration Area.

B3. Bare Scheme Booths

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



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B4. Shell Scheme Booths

Booth Alterations

Any alteration to the shell scheme is not allowed unless the exhibitor obtains prior written permission from the organizers. Detailed requirements of such alterations must be notified to the organizers while the cost of such work shall be either borne by the exhibitor or paid to the Event Manager Agency (Infrastructure). In the event that the exhibitor appoints an outside contractor to modify their booth or the exhibitor undertakes construction work by themselves, the exhibitor and contractor must fully understand 'PART C – Booth Construction and Management'.

Electrical Installation

- For any electrical installation, please refer to 'PART C – Booth Construction and Management (Electrical Installation)' for details.
- The organizers provide a 5A / 220V Single Phase Socket (max. 1kW) per Shell Scheme Booth in addition to the booth lighting. If the exhibitors need more electricity supply for their exhibits, they should apply for the same from the Event Manager Agency (Infrastructure) before the deadline.

B5. Exhibit Demonstration and Operation

- Exhibitors are responsible for the safe demonstration of working exhibits. Exhibits likely to pose a risk to visitors must be appropriately protected.
- Exhibitors must ensure that working exhibits being demonstrated do not emit radiation or gases likely to be harmful to human life e.g. laser, toxic gases, etc.
- All machines for demonstration must be equipped with safety devices and running warning signs, which may be removed only when the machines are disconnected from power without any latent danger.
- Should any working machine present a risk to the public, the exhibitor must erect sufficient visible signs to warn the visitors to maintain a safe distance from the machine and protection device such as glass shields should be set up between the machine and visitors.



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- Any machine or apparatus can only be operated and supervised on the booth by qualified persons. No motors, engines or power driven machines are to be used without adequate fire-protection measures taken by Exhibitor.
- Please note that where mechanical handling within the exposition is required, the services of only the official freight forwarder can be availed and all costs incurred will be borne by the exhibitor. **Forklifts, cranes and pallet trucks from forwarders / transporters other than the official agency will not be allowed to operate inside the exposition.**

B6. Insurance Coverage/Public Liability/Force Majeure

Insurance

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 show and during the show. Each exhibitor should have a valid and adequate insurance cover against public liability. The Organizers will not be held responsible for any loss and or damage to exhibits and personal items. **Please complete Form SE01 and return it to the organizers.** Exhibitors are reminded of their responsibility for their representatives, which also includes their contractors and other associated agencies.

The Exhibitor agrees to observe and comply with the requirements set out in the Exhibitor Guide concerning insurance. **The Exhibitor must have in existence prior to its seeking access to the Exposition and at all times during the term of the Exposition and for so long as the Exhibitor or any of its Representatives or exhibits is in the Exposition, a valid insurance policy satisfactory to the Organizers in respect of its and its Representatives' participation the Exposition, its Exhibition Space and its exhibits covering such risks as mentioned above and in related Form SE01.**

The Organizers (Automotive Research Association of India, Pune) shall be entitled to inspect any such insurance policy and receipts for premium at any time.

Liability

- The organizers are not responsible for loss, theft or damage by fire or injury of any nature to any person or article. Reputable guards will be on duty at the venue, day and night, but will not be a guarantee against loss.



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- Each exhibitor participating in the exhibition needs to indemnify the organizers against all claims of all kind against the organizers, due to or in any way, connected with their participation in the exposition.
- The organizers are not liable to the exhibitors or their agents or employees in respect of any direct or indirect damage, loss or injury, to persons or property arising out of or in any way, connected with the exposition.
- The organizers shall not be liable for loss, damage, delay or cancellation as a result of any unforeseen reasons or resulting from acts of war, civil commotion, strikes, economic blockade, terrorist attacks, military activity or any other circumstances which shall render it impossible or inadvisable for the organizers to hold the exhibition at the time and place provided. The organizers reserve the right to reschedule the exhibition at a later date. Exhibitors have to acknowledge that the organizers will have sustained damages and losses as a result of the foregoing as well and shall and does hereby waive all claims for damages or compensation. The sums paid to the organizers as fees or otherwise in connection with the exhibition shall remain the property of the organizers.
- In case an exhibitor withdraws from the exposition after confirmation of participation up to 1 month of start date of the exposition, 20% of amount will be retained as cancellation charges and rest will be reimbursed to the exhibitor. All payment shall be forfeited if the withdrawal will be within 1 month of start date of the exposition. Notice of such withdrawal must be made in writing to the organizer who shall arrange for reallocation of such space.
- The organizers are not responsible for any loss, damage or delay incurred in freight shipments (transport, handling and clearing) into and out of India. Exhibitors are urged to adequately insure all their shipments.

Force Majeure

The exposition may be cancelled, postponed, shortened or extended in whole or in part by reason of war, fire, national emergency and acts of terrorism or due to reasons beyond the control of organizers. In this event, the organizers shall not be responsible for any losses sustained by the exhibitors. Refund in such a case would be at the sole discretion of the organizers.



B7. Environmental Guidelines

Everyone involved in the exposition has a role to play in reducing the amount of material and energy used. Here are some guidelines to make your participation more environmentally friendly and remember... **REDUCE, REUSE & RECYCLE**

Pre Event

- Plan what you wish to distribute – don't print and ship more than you need. Source environmentally friendly promotional handouts or gifts.
- Plan special design booths / features, etc. in order that these can be prefabricated, then dismantled at the close of the show.

Event Period

- Don't distribute material in plastic bags and be selective when handing out material.
- Eliminate PVC banners and signs, use cotton or paper instead.
- If building a special design booth, limit the height and construct based on reusable system materials and hired furniture, minimize specially constructed items (counters, display platforms, etc.).
- Use non-VOC, water based paints and glues or linseed oil paints.
- Install CFL or LED lighting, using less energy and lasting longer.
- Use recyclable carpeting, a natural alternative such as cork or recycled rubber matting (or none at all).
- Keep packing materials and containers to a minimum.
- For catering, use recyclable materials for crockery, cutlery or use glass, china that can be washed and reused.
- Use recycling bins for garbage disposal.

Post Event

- Dismantle, don't demolish – disposing off into local landfills is not a viable solution.
- Reuse packing materials for transportation.
- Take away unused promotional materials, etc. and use later.



B8. List of Organizers and Contact Persons

| Particulars | Contact Person | Contact No. | Email |
|---|-----------------|-----------------|--|
| SIAT EXPO Coordinator | R. S. Mahajan | +91-8605017906 | siatexpo2019@araiindia.com |
| SIAT EXPO Committee | S. R. Deshpande | +91-8007776861 | siatexpo2019@araiindia.com |
| | Ms. A. R. Dani | +91-20-30231481 | |
| Official Freight Forwarder – M/s. Freight Express International Pvt. Ltd. (FEI) | S. Andhale | +91-9322400316 | sapat.andhale@feicargo.com |
| | K. Shimpi | +91-7738273163 | airimports.bom@feicargo.com |
| | V. Malap | +91-9833535757 | consol.bom@feicargo.com |
| | D. Kutaskar | +91-9920580231 | lahu.mulay@feicargo.com |
| | L. Mulay | +91-9322400317 | abhijeet.nair@feicargo.com |
| | A. Nair | +91-9821228971 | amol.doshi@feicargo.com |
| | A. Doshi | +91-7506448228 | sabnis.pur@araiindia.com |
| Logistics Support | S. S. Sabnis | +91-9890209212 | pawaskar.pur@araiindia.com |
| | V. B. Pawaskar | +91-9850820825 | kulkarni.sto@araiindia.com |
| Material Handling, Storage, Inward & Outward Support | R. S. Kulkarni | +91-9822522079 | natu.sto@araiindia.com |
| | S. S. Natu | +91-9822353992 | sawant.qmd@araiindia.com |
| Emergency, Fire & Medical Help | R. D. Sawant | +91-8600084766 | jaju.decorators@gmail.com |
| Event Manager Agency (Infrastructure) – M/s. Jaju Decorators Pvt. Ltd. (JD) | Sanjay Jaju | +91-9822390465 | jaju.decorators@gmail.com |
| | Akshay Shinde | +91-9011614194 | |
| | Akash Hirgude | +91-8530690518 | |

Note : Details of onsite Event Manager Agency for Material Handling, Storage, Inward & Outward responsibilities will be communicated at a later point in time.



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B9. Material Handling Details / Imported Material

Inward / Outward Process

- Exhibitors are requested to fill detailed information about exhibit material and booth number in the prescribed format as per Form SE02. Copies of blank forms will also be made available at Material Checkpoint for emergencies. However, it is recommended to bring filled form for smooth and quick material movement process.
- Exhibitor shall get an Inward No. / Date and a stamp of 'SIAT EXPO Material Inward' at the Material Checkpoint.
- If the material is brought in multiple times or in parts, exhibitors are required to fill separate form(s) and follow steps as above.
- Duplicate copy of Form SE02 will be retained at Material Checkpoint, while original copy will be provided to the Exhibitor / Representative.
- Exhibitors will have to proceed to the EXPO Material Handling Desk and move the exhibit to their respective Booth. Exhibitor should inform / indicate the probable size / weight / no. of boxes in advance for making necessary availability of material handling equipment.
- On the last day of the exposition, exhibitors are required to obtain clearance from EXPO Material Handling Desk on Form SE03 when they plan to take their material out.
- After obtaining the clearance from EXPO Material Handling Desk, exhibitors will approach Material Checkpoint with exhibitor copies of Form SE02 and Form SE03. Here, the boxes / packages will be verified against the form.
- 'SIAT EXPO Material Outward' will be stamped on Form SE03. Duplicate copy of Form SE03 will be retained at Material Checkpoint, while original copy will be handed over to the Exhibitor for their records.
- Personal belongings / material such as laptop, camera, etc. of the Exhibitor / Representative should not be entered in this form.

Imported Material

- Exhibitors importing their exhibits to India have to follow certain guidelines and come under the purview of Government rules and regulations as below.
- To acquire license, it is mandatory for the exhibitors to follow the ATA Carnet Procedure and provide invoice and packing list, which should be accompanied with the consignment.



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- Official Freight Forwarder Agency (FFA) has been entrusted with the overall organization and smooth movement of freight/exhibits transportation within the exposition.
- FFA will help all those who import and re-export their exhibits, transport exhibits from Mumbai Airport or Seaport to SIAT EXPO Venue and back
- FFA will also assist in compliance with procedural formalities like custom clearance, storage required until exhibition date, completion of Pune Municipal Corporation formalities and other allied services till the exhibit reaches the SIAT EXPO venue.
- FFA will give details of their counterparts in respective countries from wherein the exhibitor would like to import the exhibits.
- It is requested to get the exhibits under ATA Carnet only and ensure for re-export within four months from the date of arrival in India. The consumables and the items meant for distribution at SIAT EXPO will be cleared with the payment of custom duty. Please note that the exhibit without ATA Carnet needs to be cleared with payment of duty.
- Formalities of the Pune Municipal Corporation will have to be completed at the time of arrival of these exhibits in Pune (if required).
- Kindly insure all the goods, its forward and return freight, storage in India and transit in India for the desired period. In case of any additional support, the request can be forwarded to FFA.
- The exhibits should be moved out of Pune immediately after the exhibition for smooth refund process from Pune Municipal Corporation. Generally, the exhibits should be exported back immediately after the exposition is over. In case of import of goods, FFA will ensure LBT formalities and its payments, whereas for domestic exhibits, the responsibilities are with the individual suppliers.
- Imported material brought (under ATA CARNET) for SIAT EXPO will not be allowed to move out of the venue. It will be sent back as per terms of ATA CARNET.
- Foreign exhibitors not following the procedure as per the ATA Carnet for importing the exhibits will have to pay duty at the applicable rate for engineering goods payable at the port of clearance. For other types of goods such as vehicles, electronic items, IT items, please refer customs tariff book.
- Please ensure that all shipments land at Mumbai Airport or Nhava Sheva Seaport on or before 05-JAN-2019 to avoid any delays or last minute hiccups.
- **Kindly note that for the Indian Government authorities, ARAI is the importer and is responsible for the fulfilment of all conditions.**



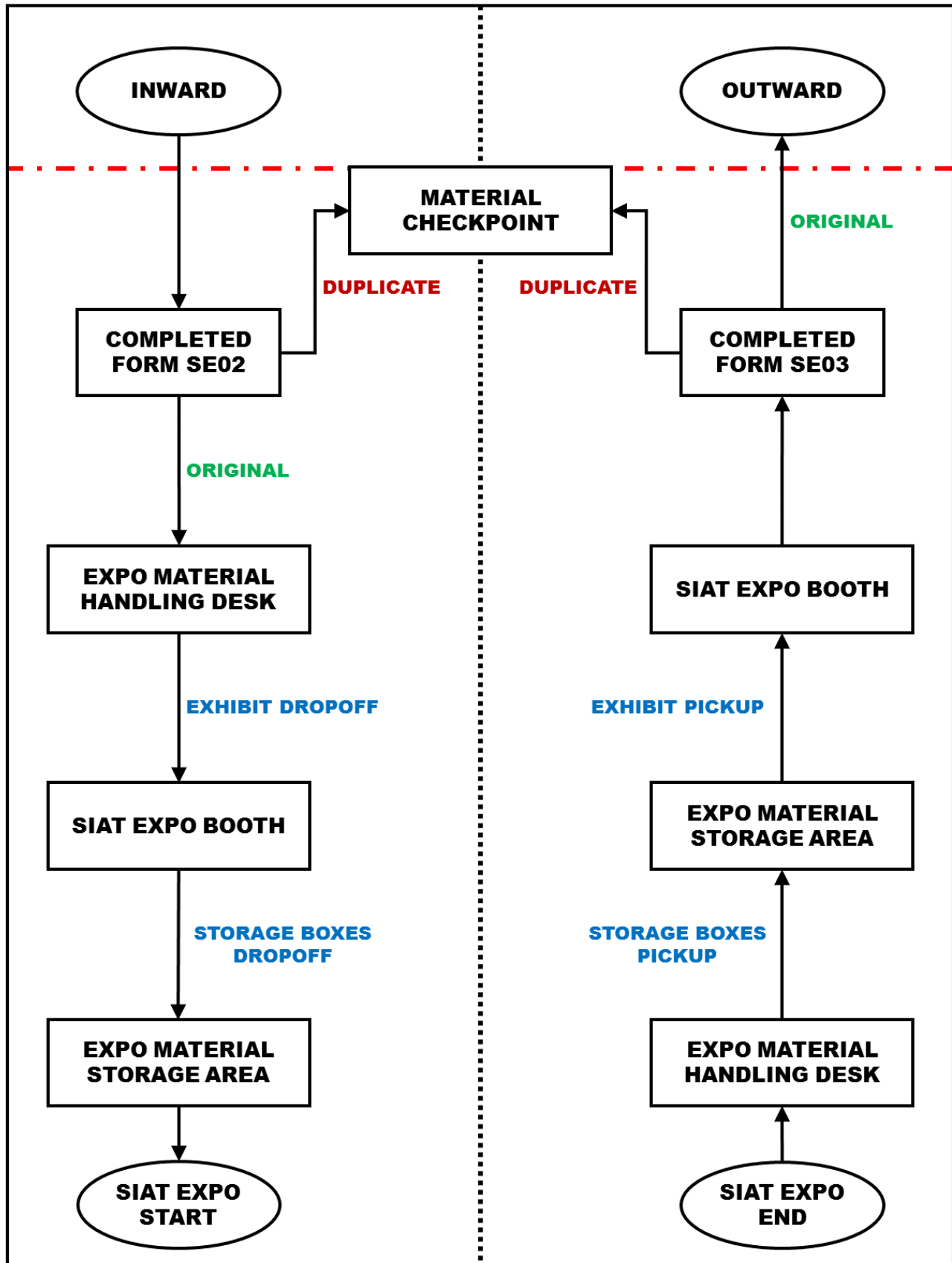
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FLOWCHART FOR MATERIAL MOVEMENT DURING INWARD & OUTWARD PHASES





B10. SIAT EXPO Venue Specifications

Temporary Hall Structures

Exhibitors are strictly not allowed to use the existing temporary hall structures in any manner. The operable walls and ceiling shall not have anything attached to, leaned against nor hung from. Drilling is not permitted on the venue floor for any reason whatsoever.

Floor Covering

Exhibitors who are installing designer booths should arrange the following –

- All carpets and back wall coverings should be installed latest by 20:00 hours on 15th December 2018.
- These coverings must be affixed only with double-sided tape. These tapes are to be removed during the dismantling period. The use of paint or glue on the floor of the exposition hall is strictly forbidden. Failure to comply with these regulations may result in the delay of installation of electrical and equipment move-in due to which any consequential costs incurred will be charged to the exhibitor.
- Please refer layout limitations and safety measures mentioned in Booth Guide to avoid inconvenience to other adjoining exhibitors.
- Back support wall has to be independent and no support should be taken from other adjoining walls of the hall or from walls of exhibitors adjoining the booth.

Observance of Rules & Regulations

Exhibitors are responsible and liable for their contractors' observance of all rules and regulations set by the organizers from time to time.

Dangerous Material

- No temporary gas or welding appliances may be used in the exposition halls.
- Neon lights need prior approval from the organizers before installation.
- No explosives, petrol, dangerous gas or highly inflammable substances are allowed in the halls.
- No radioactive materials are to be used.

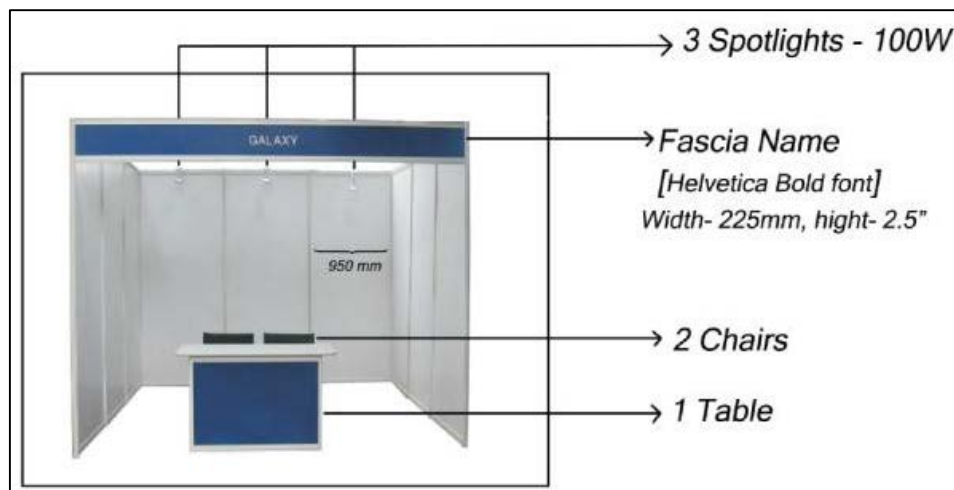


Damage to Booth Structure and Exposition Premises

No person under any circumstances shall cut into or through the floor covering or walls, nor alter any booth service except if authorized in writing by the organizers. Any such damage to the venue premises / booth structure will be invoiced to the exhibitor.

B11. Shell Scheme Specifications

Booths are provided in cubicles of a pre-fabricated system (Octanorm), made of aluminium hardware profiles and laminated ply partitions with standard accessories. A sketch of 3m x 3m standard shell scheme booth is shown below (for reference).



The following details are provided in an octanorm booth –


- Synthetic needle punched carpet (inside the booth area)
- White laminated wooden system partitions of 0.95m width x 2.5m height
- Fascia Board – 225mm width
- Exhibitor Name on Fascia – 100 mm height white sticker

The pamphlets / posters should only be posted on the white laminated partition sheets with double-sided foam tape. Use of nails, screwdrivers, adhesive, rubber solutions is strictly prohibited. **In case of violation of the same, the exhibitor may be charged for any damage caused at the rate of INR 2500 / panel.**

Kindly take care not to protrude exhibition material beyond respective booth areas.



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

| Item Name | Item | 4m x 4m | 4m x 3m | 3m x 4m |
|------------------------|---|---------|---------|---------|
| Spotlight (100W) |  | 4 | 4 | 3 |
| Folding Director Chair |  | 2 | 2 | 2 |
| Plug Point (5A) |  | 1 | 1 | 1 |
| Dustbin |  | 1 | 1 | 1 |
| System Counter Table |  | 1 | 1 | 1 |

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

Exhibitor Material

- Maximum of 3 'exhibitor' and 1 'delegate' badges will be provided to Booth Representative and Members per booth.
- Each Booth Representative will be provided with 1 set of complimentary food coupons for Breakfast / Lunch / Snacks / Dinner for all days. Extra coupons are available on chargeable basis from SIAT EXPO Help Desk
- Each Booth Representative will be provided with one complimentary Delegate Kit containing SIAT conference material. The 'delegate' badge would provide access to the SIAT technical sessions as well as for Breakfast / Lunch / Snacks / Dinner for all days. If the exhibitors require additional 'delegate' badges, they would have to register for the SIAT conference separately.



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B12. Other Information

Booth Space Rules & Regulations

- If in the opinion of the organizers, the exhibitor's booth or display extends beyond their allocated space, the organizers may at its sole discretion charge the exhibitor for the extra space so occupied at the prevailing rate.
- The exhibitor is not allowed to build up their exhibits in a manner which would in the opinion of the organizers, obstruct the light or impede the view along the open spaces or gangways of the exposition or cause inconvenience to or otherwise affect the displays of any other exhibitor.
- No acceptance by the organizers of the exhibitor's contract form or allocation of the exhibitor's name to any particular part of any floor plan or booth number will constitute any agreement, warranty or representation by the organizers that the exhibitor is entitled to exhibit at the exposition in such particular location. The organizers reserve the right without being required to give notice to the exhibitor to alter the layout or exhibition floor plan or position of any booth at any time.
- The organizers and any other person authorized by the organizers, shall without notice be entitled to access at all reasonable times before, during and after the exhibition, the exhibitor's booth and for this purpose the organizers or any such person shall be entitled to use such force as may be necessary without incurring any liability whatsoever to the exhibitor.
- Should any dispute arise as to the booth space allocation, the extent of any extra booth space deemed by the organizer to be occupied by the exhibitor beyond that allocated or as to the exhibitor's right to display any exhibits, the decision of the organizers shall be binding.
- The exhibitor shall keep the booth space occupied by them and the common areas around it neat and clean at all times without any hindrance to any movement.
- Advertising literature should be distributed from the exhibitor's own booth(s) only. No business activity shall be conducted by the exhibitor and / or his staff outside the allocated booth area. No advertising or canvassing for business may take place anywhere else in the exposition halls.
- The organizers reserve the right to remove at the exhibitor's expense any exhibits or publicity material not produced by the exhibitor or its associated companies or which are not as specified by the exhibitor.
- Photographs of booths and the exposition for commercial purpose is strictly prohibited, unless agreed to by the organizers in writing.



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General Information

- All foreigners must obtain an entry visa before proceeding to India.
- The exposition area is not a duty free zone. Exhibits arriving at the venue are therefore subject to normal customs procedure. Please contact the FFA for more details.
- Please bring with you any prescribed medical drugs you may need since these might not be available at the venue.
- Smoking is prohibited within the exposition halls and toilets and will be permitted only in areas marked as 'Smoking Areas'. The exhibitor shall be held responsible for any damage or loss caused by smoking in the exhibition area.
- The January temperature in Pune, India is normally around 28°C maximum and 11°C minimum. It is recommended to carry woollen clothes for your stay in Pune.

General Rules and Regulations

- The control of the exposition is vested, at all times, in the organizers whose decision is final and binding on all exhibitors and contractors.
- Exhibitors shall be bound by the conditions, rules and regulations set forth in the contract and any changes must be made in writing and signed by the organizers, who shall have full power to interpret and to make or amend these rules provided that such amendments and additions do not operate to diminish the rights reserved for the exhibitor under this application, and shall not operate to increase liabilities of its organizers or sponsors.
- The volume of any audio displays in the booth should be controlled properly so as not to disturb the other exhibitors. In the event that use of speakers is required, it must be approved by organizers well in advance and ensured that volume will not be a disturbance to other exhibitors. The volume of the same has to be maintained below 10 dB.
- Access to booths must be provided at all times for officers of the official safety services, venue authorities and other Government authorities concerned for inspection purposes.
- Exhibitors are required to return all the completed forms to the relevant contractors / organizers, before the deadlines, otherwise on-site services may not be guaranteed.



C1. Contractor Obligations

When an exhibitor appoints and outside contractor to build their booth or an exhibitor builds their booth by themselves (if any exhibitor is building their own booth, they are considered as an outside contractor during the move-in / move-out period), both the exhibitor and contractor are expected to comply all rules and regulations as laid down by the government, as well as those by the organizers.

Contractor Insurance

It is important to note that contractors must have their own insurance coverage in place. Please refer to Form SE01 which must be completed and returned by the exhibitor and contractor before the deadline.

Working Hours

All the exhibitors and their respective designer booth contractors are requested to complete the booth fabrication work by 20:00 hours of 15th January 2019, after which no work would be allowed to continue in their booths.

Exhibitors / contractors wishing to continue beyond the above mentioned deadline would be levied a penalty of INR 10000 / hour / booth, up to 23:59 hours of 14th & 15th January 2019. Kindly contact the on-site organizers for further details and procedures.

C2. Use of Personal Protective Equipment (PPE)

Safety Helmets

All booth contractors working in the exhibition centre must wear safety helmets. Safety helmets are essential in the case of working at height, or being in the vicinity of contractors working at height. Please make sure that you wear your safety helmet properly, fitting the chinstrap to avoid the helmet falling off.



Footwear

Correct footwear protecting against nails, debris, etc. are required for exhibitors / contractors working in the exposition halls during build-up and dismantling.

Use of Tools and Equipment

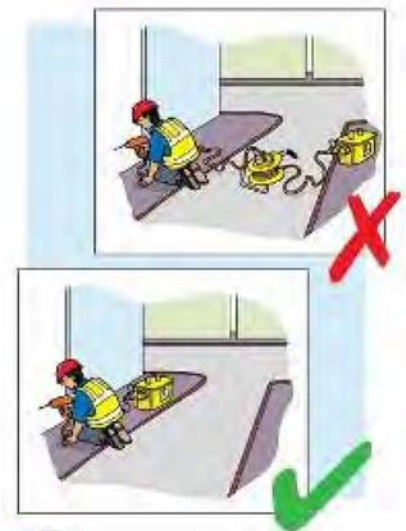
Contractors are required to have any other PPE which are suitable for their work such as gloves, goggles, masks, earplugs, etc.



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.



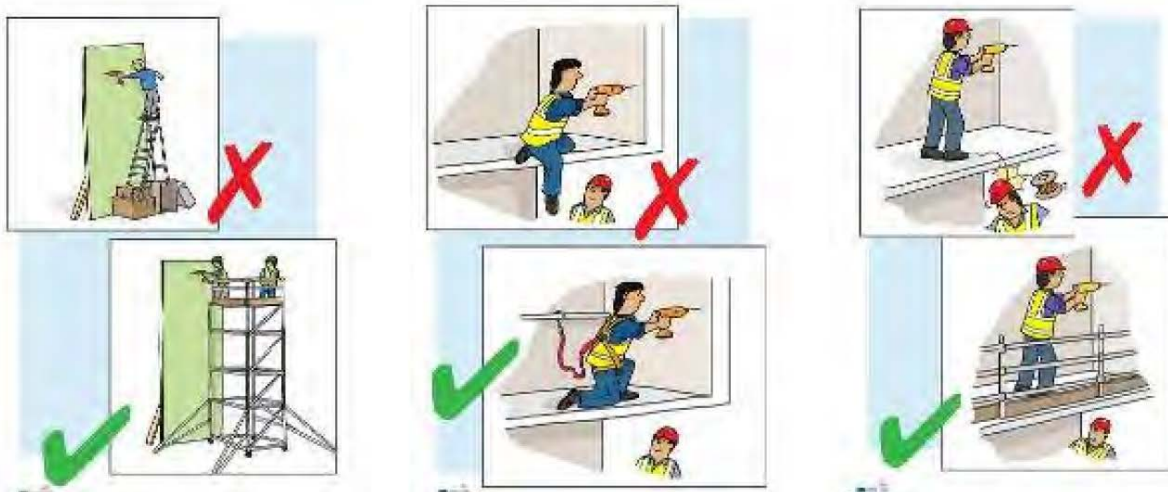
Organised by



In Association with



- 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 lease 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 Limits

The maximum height of construction is 3m for bare scheme (designer) booths, while shell scheme booths have a maximum limit of 2.5m.

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.
- Bare scheme booths will be provided with a plug point (5A) only. In case the exhibitor wishes to acquire other extra items, those will be at a separate cost which will be paid to the Event Manager Agency (Infrastructure) as per the below rates –












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| Item Name | Item | Rate for all 3 Days |
|---|---|---------------------|
| Spotlight (100W) |  | INR 300 / unit |
| Folding Director Chair |  | INR 300 / unit |
| Plug Point (5A) |  | INR 350 / unit |
| System Counter Table (4' x 2') |  | INR 750 / unit |
| Plug Point (15A) |  | INR 400 / unit |
| Glass Topped Round Table (33" Diameter) |  | INR 1200 / unit |
| Glass Shelves |  | INR 400 / unit |
| Jewellery Showcase (0.5m x 0.5m x 2.4m) |  | INR 8000 / unit |
| Jewellery Counter (1m x 0.5m x 0.9m) |  | INR 4000 / unit |



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In Association with



- 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 faces 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.
- 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 19th January 2019 after which the organiser has the right to remove all objects found at the cost of the exhibitor / contractor.



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In Association with



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 take the following measures –

- 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.



E1. Checklist of Order Forms

| Form No. | Form Description | Submission Deadline |
|----------|---|----------------------|
| SE00 | Exhibitor Declaration – Weight Limit in Hall A (Helipad Area) | 01.10.2018 (Email) |
| SE01 | Exhibitor Declaration – Exhibit, Exhibitor & Contractor Insurance | 01.11.2018 (Email) |
| SE02 | Material Movement | 16.01.2019 (At-Site) |
| SE03 | Exhibitor Clearance | 18.01.2019 (At-Site) |
| SE04 | List of Extra Items | 01.11.2018 (Email) |
| SE05 | Designer Booth Risk Assessment | 01.11.2018 (Email) |
| SE06 | Exhibitor Booth Fascia Name | 01.10.2018 (Email) |
| SE07 | Exposition Feedback Form | 18.01.2019 (At-Site) |

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

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

Contact : Mr. Rahul Mahajan, SIAT EXPO 2019 Coordinator

E-mail : siatexpo2019@araiindia.com Tel. No. : +91-8605017906

THIS FORM APPLIES TO HALL A (HELIPAD AREA) BOOTH EXHIBITORS ONLY

Exhibitors understand the following points of importance –

- Hall A (Helipad Area) has weight restrictions of 400 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 (in case of designer booths)

—DECLARATION—

The booth representative declares that the overall weight of company exhibits will not exceed average weight of 400 kg per booth. Any localized damage to the helipad area at the location of booth(s) due to overloading will be reimbursed by exhibiting company to the organizers as specified by them.

(Booth Representative Full Name)

for

(Exhibiting Company Name & Seal)

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



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

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

Contact : Mr. Rahul Mahajan, SIAT EXPO 2019 Coordinator

E-mail : siatexpo2019@araiindia.com Tel. No. : +91-8605017906

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 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.

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



Symposium on International Automotive Technology 2019

MUST BE RETURNED

FORM SE01

INSURANCE

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

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

Contact : Mr. Rahul Mahajan, SIAT EXPO 2019 Coordinator

E-mail : siatexpo2019@araiindia.com Tel. No. : +91-8605017906

- In the event that the Organizers cancel or permanently postpone the Exposition
- (a) The Organizers shall 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 2019**

MUST BE RETURNED

FORM SE02

MATERIAL MOVEMENT

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

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

Contact : Mr. Rahul Mahajan, SIAT EXPO 2019 Coordinator

E-mail : siatexpo2019@araiindia.com Tel. No. : +91-8605017906

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 2019 through Material Checkpoint -

| Sr. No. | Description | Qty. In | Qty. Out* | Remarks |
|---------|--------------|---------|-----------|---------|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |
| 6 | | | | |
| 7 | | | | |
| 8 | | | | |
| 9 | | | | |
| 10 | | | | |
| | TOTAL | | | |

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

(Booth Representative Full Name)

Remarks from ARAI Personnel (if any) :

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



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

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Contact : Mr. Rahul Mahajan, SIAT EXPO 2019 Coordinator

E-mail : siatexpo2019@araiindia.com Tel. No. : +91-8605017906

Booth Number -

Exhibiting Company - _____

Booth Representative - _____

Contact No. - _____

Signature - _____

Date - _____

* We acknowledge to have received all material brought into SIAT EXPO 2019 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 2019 through Material Checkpoint.

(to be filled by EMA & SIAT EXPO 2019 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 2019

MUST BE RETURNED

FORM SE04

EXTRA ITEMS LIST

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

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

Contact : Mr. Rahul Mahajan, SIAT EXPO 2019 Coordinator

E-mail : siatexpo2019@araiindia.com Tel. No. : +91-8605017906

Booth Number -

Exhibiting Company - _____

Booth Representative - _____

Designation - _____

Date - _____

We request you to kindly provide us with exhibitor badges (maximum 4 per booth) for the below personnel, in addition to the booth representative.

| Name of Exhibitor Staff | | Designation |
|-------------------------|--|-------------|
| Name 1 – BR | | |
| Name 2 | | |
| Name 3 | | |
| Name 4 | | |

For additional articles, please refer to the following article list (if required) –

| Item | Cost (INR) / Unit for 3 days | Quantity | Total Cost (INR) |
|--|------------------------------|----------|------------------|
| Spotlight (100 W) | 300 | | |
| Folding Director Chair | 300 | | |
| Plug Point (5A) | 350 | | |
| System Counter Table (4' x 2') | 750 | | |
| Plug Point (15A) | 400 | | |
| Glass Topped Round Table (33" Diameter) | 1200 | | |
| Glass Shelves | 400 | | |
| Jewellery Showcase (0.5m x 0.5m x 2.4m) | 8000 | | |
| Jewellery Counter (1m x 0.5m x 0.9m) | 4000 | | |
| GRAND TOTAL (INR) | | | |

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



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

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For additional equipment, please refer to the following list (if required) -

| Item | Cost (INR) / Unit / day | Quantity | Days | Total Cost (INR) |
|--|----------------------------|----------|------|---------------------|
| Laptop (14", i3, 4GB RAM) | 2500 | | 3 | |
| 55" LCD/LED TV with Stand | 3500 | | 3 | |
| 55" LCD/LED Touchscreen TV with Stand | 9500 | | 3 | |
| 42" LCD/LED TV with Stand | 2000 | | 3 | |
| 42" LCD/LED Touchscreen TV with Stand | 3000 | | 3 | |
| LCD Projector (3000 Lumens) | 4000 | | 3 | |
| DVD Player | 2400 | | 3 | |
| GRAND TOTAL (INR) | | | | |

In case of requirements other than above articles, please mention in the space below, with exact specification and quantity of the concerned requirements -

In case of any queries, please contact Event Manager Agency (Infrastructure), giving reference to SIAT EXPO 2019 -

- Mr. Sanjay Jaju - jaju.decorators@gmail.com (+91-9822390465)
- Mr. Akash Hirgude - jaju.decorators@gmail.com (+91-8530690518)

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

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



RISK ASSESSMENT

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

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

Contact : Mr. Rahul Mahajan, SIAT EXPO 2019 Coordinator

E-mail : siatexpo2019@araiindia.com Tel. No. : +91-8605017906

THIS FORM APPLIES TO BARE SCHEME (DESIGNER BOOTH) EXHIBITORS & BOOTHS WITH WORKING MACHINERY ONLY

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

RISK ASSESSMENT FOR - _____

DATE - _____

(Booth Representative Full Name)

for

(Exhibiting Company Name & Seal)

| | |
|----------------------|-------------|
| 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. Rahul Mahajan, SIAT EXPO 2019 Coordinator

E-mail : siatexpo2019@araiindia.com Tel. No. : +91-8605017906

- 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 | Allotted Booth Area | | | | | | | | | | |
| 4 | Material Handling | | | | | | | | | | |
| 5 | Booth Arrangement (Light, Tables, Chairs) | | | | | | | | | | |
| 6 | Tea / Lunch Arrangements | | | | | | | | | | |
| 7 | EXPO Help Desk, Travel Desk | | | | | | | | | | |
| 8 | Cafeteria | | | | | | | | | | |
| 9 | Announcements | | | | | | | | | | |
| 10 | Access to Internet | | | | | | | | | | |
| 11 | Facilities Available | | | | | | | | | | |
| 12 | Cleanliness | | | | | | | | | | |
| 13 | Service Provided | | | | | | | | | | |

| | |
|----------------------|-------------|
| 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. Rahul Mahajan, SIAT EXPO 2019 Coordinator

E-mail : siatexpo2019@araiindia.com Tel. No. : +91-8605017906

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 : |