



# **AUTOMATION** **EXPO2026** <sup>®</sup>

**19<sup>th</sup> India International Trade Show**  
**22<sup>nd</sup> to 25<sup>th</sup> July, BEC, Mumbai, India**

## **Exhibitor Rules & Regulations**

Hall 2, 3 & 6 – Bombay Exhibition Centre (BEC), Goregaon (E)

Event Dates: 22–25 July 2026

# Event Overview

Automation Expo 2026 is India's premier industrial automation platform, bringing together industry leaders, innovators, and technology providers.

To ensure a safe, smooth, and efficient show experience for all participants, all exhibitors must strictly adhere to the official guidelines covering:

## Stall Possession

Official timelines for booth access and handover

## Set-up Timelines

Strict deadlines for construction completion

## Construction Rules

Height limits, structural requirements, and design standards

## Safety Compliance

Fire safety, electrical standards, and health protocols

## Power Regulations

Electrical connections and consumption guidelines

## Move-out Procedures

Organized dismantling and waste removal protocols

These comprehensive rules help maintain operational discipline, ensure fairness for all exhibitors, and create a professional environment that benefits everyone.



# Stall Possession & Set-Up Schedule

## Bare Space Exhibitors

- Possession starts on **19 July 2026 at 10:00 AM**
- All construction must be completed by **21 July 2026, 12:00 PM**
- No construction work allowed after the official deadline
- Late working charges: **₹10,000 per hour per booth** (21 July, 5:00 PM – 12:00 AM)

## Shell Scheme Exhibitors

- Possession begins on **20 July 2026 at 4:00 PM onwards**
- Ready-to-use booths with standard fittings provided

**Important:** Entry for all exhibits only through Gate No. 2. Plan your logistics accordingly.



# Move-In & Move-Out Guidelines

## Move-In (19 July)

Heavy and large exhibits must be coordinated through official freight forwarders only. Advanced planning is essential for oversized materials.

## Move-Out (25 July)

Heavy/Large Exhibits: 6:30 PM – 12:00 AM  
Hand-Carry Items: 6:30 PM – 8:00 PM only

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## Exhibition Days (22–25 July)

All exhibits must remain in place. No material movement during show hours to ensure visitor safety and experience.

**Security Notice:** Security coverage will be limited during setup days. Exhibitors are responsible for protecting their own materials, equipment, and inventory during the construction period.



# Badges, Passes & Hall Entry

All exhibitors must collect the following credentials before entering the exhibition halls:

## Clearance Certificate

Confirms payment and compliance verification

## Exhibitor Badges

Personal identification for booth staff during event days

## Contractor Set-up/Teardown Wrist Bands

Time-limited access for construction personnel

## Strict Entry Requirements

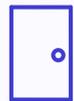
- Entry will **NOT** be allowed without proper badges and wristbands
- Contractor badges are valid only during setup and teardown periods
- Wristbands must be worn visibly at all times during setup days
- Only authorized personnel allowed inside the exhibition halls

# Stall Construction Rules



## Security Deposit

₹20,000–₹60,000 depending on stall size. Payment must be made via Demand Draft only; cheques will not be accepted.



## Open Sides

Open sides cannot be blocked more than **30%** to ensure proper visibility and accessibility for visitors.



## Painting Restriction

No spray painting allowed inside any exhibition hall. Use alternative decoration methods to avoid air quality issues.



## Back Wall Height Limit

Maximum height of **3 metres** for back walls to maintain uniformity and sightlines across the exhibition floor.



## Wiring Requirements

Loose wiring strictly prohibited. All electrical cables must be properly PVC-sheathed and secured to prevent hazards.



## Branding Height

Branding elements allowed up to **4 metres**, but must be placed minimum 1 metre away from the back wall structure.



## Venue Protection

No grouting, nailing, drilling, or any activity that damages the venue structure. Heavy fines apply for violations.

# Mezzanine & Structural Restrictions

## Mezzanine Construction Guidelines

For exhibitors planning multi-level booth structures, strict regulations apply to ensure safety and compliance:

### 01 Minimum Booth Size

Mezzanine structures allowed only for booths **100 sqm and above**

### 02 Coverage Limit

Mezzanine can cover maximum **20% of total stall area**

### 03 Height Restriction

Total structure height must not exceed **4.5 metres**

### 04 Distance Requirements

Must maintain at least **2 metres distance** from adjacent stalls

- ❏ **Mandatory Documentation:** Structural engineer's certificate, Fire safety certificate, and Indemnity bond required before construction begins.

**Critical:** No overhead hanging or suspending items from the hall ceiling under any circumstances.



# Power & Electrical Regulations

## Standard Power Provisions

- Constructed stalls receive **1 free 5A single-phase plug point** as standard
- Additional power requirements must be booked in advance through official forms
- Bare space exhibitors must pre-book all power needs before **30<sup>th</sup> June 2026**
- Socket deposit of **₹1,000** required (fully refundable upon return)

☐ Power supply will be monitored throughout the event. Violations may result in immediate disconnection and penalties.

## Usage & Compliance

- Excess power consumption beyond booked capacity will attract penalty charges
- No usage of temporary or unauthorized sockets during exhibition days
- All electrical wires must be properly secured and not left hanging
- Electrical panels must remain easily accessible at all times for safety inspections



# Safety, Fire & Compliance

Creating a safe environment for all exhibitors and visitors is our top priority. The following safety measures are mandatory:

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## No Flammable Materials

LPG cylinders, kerosene, petrol, and any flammable materials strictly prohibited within exhibition halls.

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## No Aluminum Wiring

Only copper wiring permitted. Aluminum wiring poses fire risks and is not allowed under any circumstances.

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## Fire Safety Equipment

Fire extinguishers strongly recommended in each stall. Organizers will provide common area coverage.

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## Smoke-Free Halls

Exhibition halls are completely smoke-free zones. Smoking strictly prohibited throughout the venue.

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## Health Protocols

Masks, sanitizers, and hygiene protocols may be mandated based on prevailing government guidelines.

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## First-Aid Readiness

Mini first-aid kits recommended in each stall for immediate response to minor injuries.

 **Important:** Non-compliance with safety regulations may lead to immediate stall closure without refund. Please take these requirements seriously.

## Cleaning, Storage & Security

### Daily Waste Removal

Contractors must remove all construction waste and debris daily. Accumulated materials pose safety hazards and will not be tolerated.

### No Storage Behind Stalls

Surplus boxes, packaging materials, and equipment cannot be stored behind stalls. Arrange proper off-site storage facilities.

### Complete Clearance

At teardown, the entire stall area must be cleared completely and returned to original condition. Disposal fees apply for abandoned materials.

### Clear Aisles Policy

All aisles and walkways must remain completely unobstructed at all times to ensure safe visitor movement and emergency access.

### Cleaning Responsibilities

Organizers will clean common aisles and public areas only. Exhibitors must maintain cleanliness within their own stall areas.

## Security & Loss Prevention

### Security Coverage

- Official security personnel present only during show days (22–25 July)
- Only authorized security allowed inside halls during night hours
- Limited security during setup and teardown periods

### Exhibitor Responsibility

Exhibitors are fully responsible for security of all items during setup days, overnight hours, and teardown periods.

### Liability & Insurance

- Organizers are **not liable** for theft, damage, or loss of exhibitor property
- Comprehensive insurance for equipment, materials, and displays is **strongly recommended**
- Document and photograph valuable items for insurance claims

# Exhibition Policies & Guidelines

Please review these essential policies carefully to ensure a smooth and successful experience at Automation Expo 2026. Compliance with these guidelines is mandatory for all exhibitors.

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## Food & Beverage Policy

Outside food and beverages are strictly prohibited inside the Bombay Exhibition Centre per NESCO regulations. All catering needs must be fulfilled through official venue services to maintain quality standards and safety protocols.

## Customs & Imports

Exhibitors planning to sell imported exhibits must obtain customs approval through the official freight forwarder. Proper documentation and clearance procedures are required before any imported goods can be sold on-site.

## Cancellation Policy

All booth reservations are non-refundable. No refunds will be issued for cancellation or reduction of allocated exhibition space after booking confirmation. Plan your participation carefully.

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## Force Majeure

The organizers reserve the right to alter exhibition dates, change venue arrangements, or cancel the show in case of emergencies, natural disasters, or circumstances beyond reasonable control.

## Stall Restoration

All exhibitors must restore their booth space to its original condition following the event conclusion. Remove all materials, repair any damage, and ensure the space is clean and ready for the next occupant.



# Thank You

Thank you for your cooperation and commitment to excellence. Following these guidelines ensures a safe, efficient, and successful exhibition experience for everyone involved.

Your adherence to these policies helps us create a world-class event that showcases the latest innovations in automation technology.

## Need Assistance?

For any questions or clarifications regarding exhibition policies, setup requirements, or event logistics, please contact the Automation Expo 2026 team.

**Website:** [www.automationindiaexpo.com](http://www.automationindiaexpo.com)