



## Exhibitor-Appointed Contractors' Information

Automotive Testing Expo India 2025 - Useful information for exhibitor-appointed contractors.

### EXHIBITOR MANUAL

**We cannot share the link without your exhibiting client's permission – please ask your client/exhibitor for their unique exhibitor manual link together with their access details.**

### EXHIBITION TIMETABLE

#### Build-up

Sunday, April 6, 2025	12:00 - 20:00	Custom build booths with independent contractor ONLY - safety shoes compulsory
Monday, April 7, 2025	08:30 - 20:00	Custom build booths with independent contractor ONLY - safety shoes compulsory & Shell Scheme and pop-up booths exhibitors permitted entry for decorating their booths
Monday, April 7, 2025	18:00 - 20:00	Final light decoration and finishing work of all booths only. All aisles must be cleared by 18:00 and forklifts will no longer be permitted

Venue contractors must cease all building work at 18:00 on Monday, April 7, 2025; it is therefore imperative that all exhibitors arrive on-site before this time to inspect their booths and to ensure that all orders have been met. Please note that between 18:00 and 20:00, only light decoration and finishing of booths is permitted - aisles must be kept clear and all freight cases and unused exhibits must be removed by this time.

#### Additional notes regarding general build-up

- Contractors will not be able to access the exhibition hall before 12:00 hrs on Sunday, April 6, 2025

- Safety shoes must be worn at all times during build-up and breakdown. We strongly advise wearing high-vis tabards during this period
- Monday, April 7, 2025, from 18:00hrs to 20:00hrs is for light decoration and finishing work only - AISLES MUST BE KEPT CLEAR
- Children under the age of 16 years are not allowed on-site during build- up, show days and breakdown

We would advise exhibitors hiring a Shell Scheme package not to arrive on-site before 12:00 midday on Monday, April 7, 2025, as Shell Scheme booths may not be ready before this time.

The Organiser has appointed European International (Fairs) Ltd to be the official freight and on-site lifting agent. They will be the only company allowed to manage and operate forklift trucks. This is for safety reasons as well as insurance ramifications. No other external forklift trucks will be allowed in the building or in the exhibition grounds.

Please ensure that you organise waste removal before the deadline. Charges made for removal of any structures or waste material will be invoiced to the exhibitor.

### Exhibition Opening Times

Tuesday, April 8, 2025	10:00 – 17:00
Wednesday, April 9, 2025	10:00 – 17:00
Thursday, April 10, 2025	10:00 – 15:00

\*Exhibitors are able to access the halls 1 hour before show open (2 hours on opening morning of Tuesday, April 18) and 1 hour after show close.

### Breakdown

Thursday, April 10, 2025	15:30 – Midnight
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### Breakdown information

**IMPORTANT:** Please [click here](#) for the Show Close Procedure.

No exhibits may be removed before the exhibition closes at 15:00hrs on Thursday, April 10, 2025, nor will any contractors be allowed into the halls until this time - please ensure that you have briefed your contractors accordingly.

When the exhibition closes at 15:00hrs, the carpet will be taken up as quickly as possible. Exhibitors are requested not to put anything in the aisles which might impede this activity. Empty cases and packing material stored with the official on-site handling agent will not be delivered until the carpet has been removed.

When the carpet has been removed, the estimated time for the return of empty cases will be between 2-3 hours. Exhibitors that require forklift assistance for repacking and/or loading, should note that this will only be available once all the empties have been returned. We appreciate your patience in this matter.

Exhibitors are reminded that security will cease once the exhibition has closed. Items of value left on the booth, including freight are the responsibility of the exhibitor. Please speak to the Organiser if you would like to hire a security guard for this period or if you would like to arrange to have your goods moved into secure storage prior to the arrival of the forwarding agent.

All materials, packaging and waste must be removed from the halls and booth dismantling completed by midnight on Thursday, April 10, 2025. Please ensure that you organise waste disposal, as the removal of set-ups and waste material is subject to a charge and will be invoiced directly to the exhibitor.

For further information regarding the exhibition timetable, please contact the Organiser: [atxin@ukimediaevents.com](mailto:atxin@ukimediaevents.com).

### **ACCESS / PARKING**

Parking is provided by the venue free of charge.

Any vehicles arriving early (evening of Saturday, April 5, 2025) can park at the IDPL grounds adjacent to the CTC compound (Opposite Nandambakkam Police Station). Vehicles should display a sticker / poster stating you are attending the Automotive Testing Expo India event.

**Please note:** TNTPO is not responsible for the safety of vehicles in their parking facility.

For more information, please [click here](#).

### **CONTRACTOR ACCESS - BUILD UP & BREAKDOWN - MUST BE SUBMITTED IN ADVANCE AND NOT ON-SITE - DEADLINE: March 29, 2025**

In order for your booth contractors to be granted entry into the exhibition hall, you are required to complete a "contractor authorisation letter".

Please complete the form on your company letterhead and send to your contractors urgently. They will need this letter to obtain a wristband on-site from the Hall Management Team in order to commence build-up. Please request that your booth contractors bring duplicate copies with them on-site. **Please note the deadline for applying for contractor wristbands is March 29, 2025.**

**Please note that any exhibitors who are wishing to arrive onsite during build-up will also require a letter.**

[Click here](#) to download the Contractor Authorisation Form

Please see the [Working Safely](#) guidelines which you can download, print and keep a copy with you on-site to confirm you have read this document. There will be printouts available on-site.

### **VENUE RULES AND REGULATIONS FOR BOOTH DÉCOR**

- Marked floor space will be given as per the final layout.
- For single level stands, the max height of the wall panelling should be 2.5mtrs from the floor level and the maximum height for any branding should be within 3.5 mtrs. Booths in the

centre of the hall can go up to 4.tr.s.

- Bare space exhibitors are requested to share with the organizers, the details of their respective stall decoration contractors.
- Bare space exhibitors should submit their final designs to the Organiser for approval from their technical team a minimum of 1 week before start of work at site.
- Exhibitors are requested to get the service badges from the organizers and to issue the same to their respective stall decoration contractors.
- People without badges will not be allowed into the halls during the set-up and event period.
- Wood Cutting, spray painting & Welding works are not permitted inside the hall.
- Temporary power can be drawn from the nearest DB as indicated by the official infrastructure providers during set-up period.
- Permanent power as per requirement will be given by the official infrastructure provider @ an additional cost up to the corner of the stand. Internal wiring for the stand should be done and maintained by your stand contractor.
- The exhibitors are advised to engage certified ('B' certificate) electrical contractors for their electrical work and to use quality wires / cables.
- The agencies are strictly advised not to encroach / touch/use the built-up booths for working/storing of the décor and display materials.
- The stand contractors should work within the designated floor space of their respective booths & should not use the pathway/adjoining stalls for working. The pathway should be completely cleared for laying of carpets on Monday, April 7, 2025 at 20:00 hrs. Any materials found lying on the pathways will be removed from site by our housekeeping personnel and the Organiser cannot be held responsible for any damage or loss of these materials.
- The exposed area of the booth (back / side wall) facing the pathway or the other booth should be masked completely.
- The pathways should not be encroached upon.
- Smoking / spitting / drinking is strictly prohibited inside the halls.
- The stand contractors should clear all their material from anywhere the hall/premises before the commencement of the show and remove off all the materials after the completion of the show.

#### Additional rules for stands with Mezzanine Floor

- Any mezzanine construction should have the drawing clearance and stability certificate from a chartered structural engineer and the same has to be submitted along with the stall drawings, to the Organiser, 1 week before the commencement of work at site.

- The mezzanine should be at a height on maximum 2.5mtrs from the natural floor level of the hall. The maximum height of any construction/branding on the mezzanine level should be within 4 meters from the floor level of the hall.

## **HALL TECHNICAL INFORMATION**

The standard height of any individual exhibition booth is considered to be 2.5m (8 feet). However, subject to submitting a Booth Check Form (*shell scheme and pop up displays only*) and receiving permission to build, all exhibiting companies may, if they wish, build their booth to the height allowed at their location in the exhibition hall. It is therefore possible that there may be booths around you that have built up to or suspended down from heights exceeding 2.5 metres. Please contact us if you have any questions regarding the build height of the booths around you.

Please note the following maximum height and floor-loading restrictions:

### **Hall 1**

#### **Build heights**

The maximum build height is 4.0 metres.

Floor to ceiling height: 5.75 metres.

#### **Floor loadings**

The maximum floor-loading for anywhere in the exhibition hall is 50 kN/m<sup>2</sup>.

### **Halls 2/3**

#### **Build heights**

The maximum build height is 4.0 metres.

Floor to ceiling height: 5.75 metres.

Booths built around the outside walls of the exhibition hall can build to a maximum height of 3.5 metres.

Booths build in the centre of the exhibition hall can build to a maximum height of 4.0 metres.

#### **Floor loadings**

The maximum floor-loading for anywhere in the exhibition hall is 50 kN/m<sup>2</sup>.

Loading bay shutters: 4m W x 4m H

Usable area for truck / machinery movement: 4.75 metres

### **Rigging/Banners**

Please note that rigging/banners are NOT ALLOWED.

### **Raised Floors**

In order to meet our event health and safety regulations by ensuring that all show attendees have equal access to all exhibition booths, please note that all raised floors over 4cm are required to have compulsory integrated ramp access. This is only applicable to booth spaces over 20 sqm. Ramps must not be greater than 10m or have a rise of more than 500mm. Ramps shall have a minimum, unobstructed width of 1.5m and must be slip resistant.

### **Windows in the halls**

Hall 1 and Halls 2/3 do not have windows.

### **Additional Rules for Booths with Mezzanine Floor**

Any mezzanine construction should have the drawing clearance and stability certificate from a chartered structural engineer and the same has to be submitted along with the stall drawings, to the Organiser, 1 week before the commencement of work at site.

The mezzanine should be at a height on maximum 2.5mtrs from the natural floor level of the hall. The maximum height of any construction/branding on the mezzanine level should be within 4 meters from the floor level of the hall.

**Please note:** Any booths built with a mezzanine construction must have the plans approved by an authorised structural engineer. Please email [atxin@ukimediaevents.com](mailto:atxin@ukimediaevents.com) for more information.

### **Booths above 4m, double decker booths or complex booths**

Please note that a structural engineer charge might incur. Please email [atxin@ukimediaevents.com](mailto:atxin@ukimediaevents.com) for more information.

### **Organiser's Rules and Height Restrictions**

The standard height of any individual booth is considered to be 2.5m (8 feet). However, all exhibiting companies may, if they wish, build their booth to the height allowed in the individual exhibition hall. It is therefore possible that there may be booths around you that have built up to or suspended down from heights exceeding 2.5 metres.

### **Important Notes**

1. For all booth structures regardless of height, exhibitors and/or contractors must ensure that all walls facing a neighbouring stand are made good and completely covered / finished in a neutral colour.
2. Exhibitors using pop-up displays are advised to order flooring from the official contractor. We would also advise that you consider hiring shell scheme wall panels as we cannot guarantee the condition of the rear of any neighbouring walls.
3. No advertising or logos for your booth should directly overlook any neighbouring booth, however, you may utilize back walls which face out onto an aisle. Any logos or advertising above your booth must be inset a minimum of 1.0 meter from any side partition directly dividing yourselves and your neighbours.
4. No exhibits, parts of the booth structure, lights or displays such as screens, may protrude beyond any booth perimeter that may overhang into any aisle.

5. Timber framed pre constructed rigged elements and bespoke metal constructions are not allowed (this does not include modular metal frames).

6. All exhibiting companies must complete and return the **Booth Check Form (*shell scheme and pop up displays only*) by the deadline of February 24, 2025**. Failure to gain written permission for your booth build may result in delays during the exhibition build-up. Plans submitted after the deadline (February 24, 2025) above 2.5 meters will be subject to approval and may be refused.

7. If an exhibiting company fails to submit a Booth Check Form (*shell scheme and pop up displays only*) by the deadline and the resulting design or build affects the neighbour, venue or the Organiser, ALL associated costs such as paint, labour, pillar covering, hanging costs, etc will be charged to that exhibitor directly.

Exhibitors must notify the Organiser of their booth plans and the details of any such contractors or agents using the Booth Check Form (*shell scheme and pop up displays only*). All exhibitors who do not rent a shell-scheme booth must submit a complete risk assessment and procedural instructions together with their Booth Check Form (*shell scheme and pop up displays only*).

[Click here](#) to download a Risk Assessment template

[Click here](#) to download a Method Statement template

### **OFFICIAL CONTRACTOR SERVICES**

We are pleased to announce that DEKO EXHIBIT SOLUTIONS LLP has been appointed as the Official Booth Contractor and provider of Shell Schemes and furniture for the Automotive Testing Expo India 2025.

To order a shell scheme package and other booth services, please see the individual tiles in the Important Exhibitor Information section for each service. Shell scheme packages and furniture options are also available in the Official Contractor Services section of the Order Form Checklist.

The deadline to order all services including shell scheme packages is: **March 29, 2025**.

All prices are in INR currency unless otherwise stated.

To order services or if you have any queries, please contact:

#### **DEKO EXHIBIT SOLUTIONS LLP**

44, Mount Poonamallee Road  
Nandambakkam  
Chennai – 600089, India

*Mr. Ramesh*

Email: [ramesh@dekoexhibit.com](mailto:ramesh@dekoexhibit.com)

Telephone: +91 9841024714

*Mr P. Veeramani*

Email: [veera@dekoexhibit.com](mailto:veera@dekoexhibit.com)

Telephone: +91 9841014877

For custom booth builds, please contact either Mr Ramesh or Mr Veeramani.

## **DELIVERIES**

Please do not use this address for freight deliveries. Please contact the official freight forwarder and on-site handling agent, European International Fairs Ltd. Please email [txinops@european-intl.com](mailto:txinops@european-intl.com) with any freight forwarding or cargo handling enquiries or bookings:

European International (Fairs) Limited

**Contact: Jonathan Kidd**

Tel: +44 (0)1732 860330

Email: [txinops@european-intl.com](mailto:txinops@european-intl.com)

Website: [european-intl.com](http://european-intl.com)

Sending courier shipments directly to the show site is not advisable. Some delivery companies will allow anyone within the venue to sign for the consignment (i.e. a cleaner, visitor, and car park attendant) and the consignment may not make its way to your booth with no possibility to locate it within the venue. For that reason, European International Fairs Limited will only accept courier shipments at the advance warehouse.

If you still want to send small packages via courier, we advise that you send them to your hotel to minimise the risk of misplacing the package at the venue, but some hotels may refuse any deliveries.

## **USEFUL CONTACTS**

### **Organiser**

UKi Media & Events

Contact: Exhibition Operations Team

Tel: +44 (0)1306 743744

Email: [atxin@ukimediaevents.com](mailto:atxin@ukimediaevents.com)

Website: [www.testing-expo.com/india](http://www.testing-expo.com/india)

### **Booth orders and services**

DEKO EXHIBIT SOLUTIONS LLP

44, Mount Poonamallee Road

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Chennai – 600089, India

*Mr. Ramesh*

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Telephone: +91 9841014877

For custom booth builds, please contact either Mr Ramesh or Mr Veeramani.

### **Freight forwarding, on-site handling, forklifts and storage services:**

European International (Fairs) Limited



Contact: Jonathan Kidd  
Tel: +44 (0)1732 860330  
Email: [txinops@european-intl.com](mailto:txinops@european-intl.com)  
Website: [european-intl.com](http://european-intl.com)