



3rd Regional Automation Expo in Chennai
12th to 14th March 2026, CTC, Chennai, India

Exhibition Guidelines 2026

Your comprehensive guide to participating in the March 2026 exhibition. This manual covers everything from key dates to compliance requirements, ensuring your successful participation in this premier trade show event.



Key Exhibition Dates

SET UP DATES FOR THE AUTOMATION EXPO SOUTH 2026

Move-in Details for Bare Space Exhibitor

March 9, 2026 - 14:00 onwards

Heavy equipment and bare space setup begins

1

2

Shell Scheme Possession

March 10, 2026 - 09:00–18:00

Standard booth setup and exhibit entry allowed

3

Work Completion Deadline

March 11, 2026 - 17:00

All construction must be finished (overtime available
until 24:00 at ₹10,000/hour)

4

Show Days

March 12–14, 2026 (Thursday–Saturday)

Official exhibition open to visitors

5

Move-out Details

March 14, 2026

Hand-carry: 17:00–20:00 | Heavy items: 20:00–24:00

Access & Possession Requirements

Essential Documentation

- Letter of authority from your company
- Stall possession letter from organizers
- Design approval certificate
- No Dues Certificate from Accounts

Mandatory Requirements

- Exhibitor/Contractor wrist bands for all personnel
- Wrist bands required during setup , show days and dismantling
- Vehicle admission subject to space availability
- Collect Entry Pass at Hall 1
- All the personal wear the wrist band inside the Exhibition Hall



Important: Possession is only issued after completing design approval and obtaining No-Dues clearance from Accounts department.

Construction & Design Guidelines

Height Restrictions

- Front fascia/corners: ≤ 4.0 m
- Back-wall: ≤ 3.0 m

Aisle Requirements

- Keep $\geq 70\%$ open on aisle sides
- No ceilings or suspensions allowed
- No spray painting permitted

Electrical Standards

- PVC/sheathed cabling only
- No exposed joints
- Electrical panels & Main power supply lines must be accessible

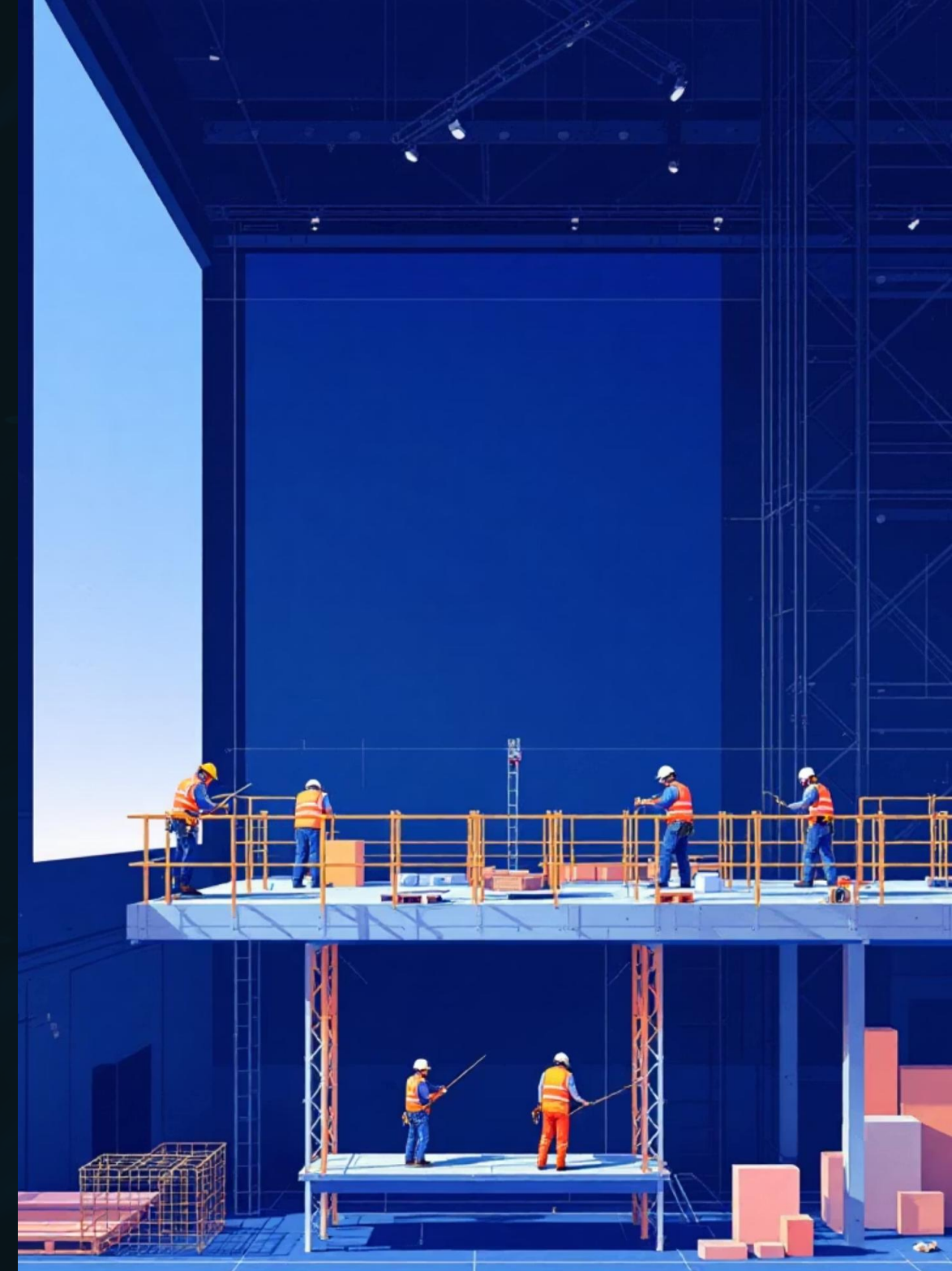
 **Strict Policy:** No fixing into floors and nothing beyond stall boundaries, including logos, lighting, or standees.

Mezzanine Policies

Mezzanine Requirements

Available for stalls $\geq 100 \text{ m}^2$ only

- Maximum 20% of total stall area
- Total height limit: 4.0 m
- Additional 10% tariff applies
- Requires structural certificates
- Fire safety certificates mandatory
- Indemnity agreement required





Security Deposits by Stall Size

₹20K

Small Stalls

9–17 square meters

₹30K

Medium Stalls

18–36 square meters

₹50K

Large Stalls

37–75 square meters

₹75K

Extra Large Stalls

76 square meters above

Security deposits must be paid via Demand Draft in favor of IED Communications Ltd. Cash payments are not accepted. These deposits ensure compliance with construction and safety guidelines.

Power & Utilities Management

01

Power Order Deadline

February 15, 2026 – Submit raw-space power requirements

02

Payment Deadline

February 28, 2026 – Complete payment (late fees apply after this date)

03

Meter Reading

March 13, 11:00 onwards – Excess usage billed per manual

- ⊗ **Lighting Policy:** Halogen lamps are banned. Use LED or CFL lighting only. Set-up power available 09:00–23:00 with hall lighting provided.



Standard Shell Booth Package

Minimum 9 m² Package Includes:

Furniture

Octonorm Walls , 1 Table, and 2 chairs.

Professional Lighting

3 LED spotlights for optimal product display

Power & Utilities

1 socket of 5 Amps, carpet flooring, and waste basket

Branding Elements

Fascia with company name and booth number display

Bare Space Package

Minimum 18 m²:

Space will be provided, you will be charged for temporary power.

Power for exhibition days to be ordered as per requirement,
Last date : 15th Feb 2026

Powered to be ordered through portal as per Your Requirement
or the exhibitor login page. If ordered on-site, it takes 4-5 hours.

Charged for temporary power which of INR 5500 which will
be added in proforma invoice

Important: Furniture is not interchangeable. No early dismantling on last day, Exhibition is open till 5:00pm on last day. Damage to shell panels incurs ₹3,000 per panel.

Safety, Operations & Compliance

Safety Requirements

- Keep aisles clear at all times
- No storage behind stalls
- Fire extinguisher mandatory in each stall
- First-aid kit required
- No flammables or LPG allowed
- No Open wires, & good grade material to be used.
- Proper safety equipment's to be worn during the stall construction.

Security & Insurance

- Only During the show days "Provision of security services is ensured " no security is provided during the set-up days
- Exhibitors are responsible for insuring their own equipment, materials, and personal belongings throughout the exhibition days
- Follow government health & safety guidelines



Venue Services: Limited paid parking available (first-come basis) and on-site cafeteria for convenience.

Final Logistics & Important Contacts



Financial Clearance

No-Dues mandatory for possession. ATA Carnet/Temporary Import sales must be regularized via Official Freight Forwarder.



Material Removal

Clear all materials by March 14, 2026, 20:00.
Post-show removal only for temporary imports.



Organizer Office

Located at Hall 1 for badges, possession, power issues, and on-site assistance.

Liability & Force Majeure

Organizers are not liable for loss, damage, or injury. Exhibitors must carry property and third-party insurance. No cancellations or space reductions after acceptance, and no refunds are provided.



Force Majeure: Under circumstances like strikes, lockdowns, riots, or natural calamities, dates and duration may change or the event may be cancelled. All other agreement terms remain in force.

