SUBCONTRACT INDIA 2026

EXHIBITOR MANUAL

Ministry of Commerce & Industry
Government of India

Indian engineering

EEPC INDIA
ENGINEERING THE FUTURE
Sponsored by Ministry of Commerce & Industry, Government of India

FACT SHEET

Name of the event	:	SUBCONTRACT INDIA 2026
Dates	:	17 - 19 November 2026 (Thursday – Friday - Saturday)
Venue	:	Auto Cluster Exhibition Area, Pimpri – Chinchwad, Pune
Exhibition Timings	:	10:00 AM to 06:00 PM on all days
Closure of the exhibition	:	5:00 PM on 19 December 2026
Entry	:	a. Online Registration at https://subcontractindia.org/ b. Registration at the Venue on all exhibition days with Business Card c. Note: Children below 16 years are not allowed
Concurrent events	:	Exhibition, Buyer & Seller Meet, Conferences
Organised by	:	EEPC India (www.eepcindia.org)
Under the aegis of	:	Ministry of Commerce, Government of India
Website	:	https://subcontractindia.org/

Show Table

Opening Ceremony:	17th November 2025 (Thursday)	10:00 AM – 11:30 AM
Registration Hours:	17th December 2026 (Thursday)	10:00 AM – 05:30 PM
	18th December 2026 (Friday)	10:00 AM – 05:30 PM
	19th December 2026 (Saturday)	10:00 AM – 04:30 PM
Exhibition Hours:	17th December 2026 (Thursday)	10:00 AM – 06:00 PM
	18th December 2026 (Friday)	10:00 AM – 06:00 PM
	19th December 2026 (Saturday)	10:00 AM – 05:00 PM

KEY CONTACTS – EEPC INDIA

EEPC India

Head Office
International Trade Facilitation Centre

Vanijya Bhawan,1st Floor

1/1, Wood Street
Kolkata - 700016

E-mail : eepcho@eepcindia.net

Phone : (+91 33) 22890651 / 52

CIN : U51900WB1955NPL022644

Organizers - EEPC India **Regional Office**					
CHENNAI	J V Raja Gopal Rao Regional Director	T: M:	+91-44-28295501 +91-8197622255	F: E:	+91-44-28290495 jrao@eepcindia.net
KOLKATA	Jaya Basu Regional Director	T: M:	+91-33-22890673 +91-9830260935	F: E:	+91-33-22890687 jbasu@eepcindia.net
MUMBAI	C H Nadiger Regional Director	T: M:	+91-22-42125555 +91-9444727559	F: E:	+91-22-42125556 cnadiger@eepcindia.net
NEW DELHI	Rakesh Suraj Regional Director	T: M:	+91-11-23314171 +91-9899867287	F: E:	+91-11-23317795 rsuraj@eepcindia.net
Sub-Regional Office					
AHMEDABAD	S C K Nair Sr. Deputy Director	T: M:	+91-79-26588720 +91-9725663534	F: E:	+91-79-26588720 snair@eepcindia.net
BENGALURU	V C Ravish Deputy Director	T: M:	+91-80-25581396 +91-988542770	F: E:	+91-80-25586914 vravish@eepcindia.net
Event Management					
Exhibitor Communications	Mukesh Samtani Deputy Director	T: M:	+91-22-42125555 +91-9820752827	F: E:	+91-22-42125556 msamtani@eepcindia.net

1. **Please read your Exhibitor Service Manual Carefully**

The Information it contains will help you, save time, money.

2. **Helpful Reminders about Ordering**

✓ Be sure to order your essential services in advance, including additional electrical services, compressed Air Connection, Furniture, Other Special requests.

✓ Place your orders with payments to ensure that your order is fulfilled. Try not to order on-site as last-minute requests may not be fulfilled.

✓ Bring copies of all your advance order forms for ready reference.

3. **Helpful Reminders on Shipping:**

✓ Ship your freight via our Official Service provider or your reliable service provider to ensure that they arrive on your target date.

✓ Be sure to remove all old shipping labels and attach clean labels, with your company name clearly marked, on each carton / case.

✓ While making your shipping plans to the show, plan for returning articles after the show is over. Make sure that someone knowledgeable from your company will be on-site, to oversee the outbound shipment of your display and equipment.

✓ While transporting your exhibits to the site, Central Excise / Sales Tax documentation and statutory documentation must accompany the consignment (Transporters' copy)

✓ Be clear and specify what type of freight is directed e.g. overnight a.m., p.m. second day or deferred service.

✓ Clear instructions on how the consignment is to be shipped - target date, venue, stall number / hall, accurate description or piece count.

✓ Heavy Vehicles movement restrictions are in force during the daytime within the Pune / PCMC Corporation limits

4. **On-site:**

✓ Set up booth on time
✓ Try not to change or cancel your order on site.

5. Booth Equipment and Services

Exhibit Supplies

The exhibitors can be provided with extra electrical and furniture on payment, if request for such services is received before 30th November 2026 along with payment

6. Exhibitor Publicity & Promotional Services

✓ Printed Promotional Material

Exhibitors may distribute printed promotional materials, gifts, giveaways etc. from within their own stand. However, no such distribution/promotion should be done from outside the stand area or from any other common area within or near the tradeshow premises. No banners, posters etc should be put up anywhere within the Exhibition Complex, unless expressly authorized in writing by the organizers. Exhibitors may also note that putting up of hoardings, banners, posters etc on roads & other common area, without permission of the respective Municipal Corporation is an offence, attracting penalty.

✓ Exhibitor Directory (Digital)

The Exhibitor Directory (Digital) offers a good exposure to the company both during and after the show. The Exhibitors' Directory gives product profile, company names, addresses and telephone numbers. A limited number of pages are available for advertisements. You may book your slot from your Online Business Services.

✓ Other Services

Car & Two Wheeler parking, Official Photographer, Video, Certificate of participation, Canteen, Cafeteria, Coffee, Tea shop, Mineral water dispenser, Public address system, First Aid, Ambulance, Fire Fighting Brigade, SUBCONTRACT INDIA 2026 Information Centre, Computerized Visitor registration, TV.

7. Time Schedule for Booking Services Along With Payment

Services	Deadline
o Additional electrical services	30th November 2026
o Compressed Air Connection	30th November 2026
o Furniture	30th November 2026
o Exhibitor Badges	30th November 2026
o Other Special requests	30th November 2026

8. Security

✓ Please register online, the names of your Executives for whom Exhibitor Badges are required and kindly submit the form by 30th November 2026. Badges can be collected from the venue at the SUBCONTRACT INDIA 2026 Site Office. Badges must be worn at all times to gain admittance to the exhibition hall.

✓ During show days, exhibitors are allowed to enter 30 minutes prior to the opening of the show each day and be allowed to remain 15 minutes after the close of the show.

✓ Hand carried items or equipment going out of the exhibition hall will require an exit pass. A company

✓ letterhead with item description and the quantity must be mentioned and the stamp of "EEPC INDIA" be obtained from the control room / site office.

✓ Round-the-clock security arrangements have been made for the entrance tradeshow (only during the event period). However, exhibitors are requested to cover their merchandise and preferably also block the entrance to their stands by using temporary curtains, rope barriers or furniture before leaving every day. No security staff other than those authorized by the organizers will be allowed in exhibition halls. The halls will be sealed during non-show hours and hence nobody will be permitted to remain in the exhibition hall after the exhibition has closed for the day.

✓ While the show organizers will maintain security surveillance at all times throughout the exhibition, exhibitors are reminded that goods will be risk-prone immediately after the show closes on the final day. Please be sure that your stand is not left unattended at this time. Particular care should be taken of small portable items, tools and instruments and high value items.

✓ For security reasons unattended packages/objects are liable to be removed instantly.

9. In-Hall Freight Handling

To provide security, safety and protection against damage to the exhibition hall and in the interest of an efficient, co-ordinate move-in and move-out of goods, no exhibitor's trucks, cars, fork lifts, or handling equipment (trolleys, lift jacks, etc.,) will be allowed inside the exhibition hall. All exhibitors are required to give weight & dimension to our logistics partner of each exhibit before 30th November 2026.

10. No Delivery / Replenishment / Removal of exhibits during exhibition hours

Removal or delivery of exhibits and other exhibition stores in and out of the exhibition hall during the Exhibition hours are not permitted. Such removal, delivery or replenishment of stock may only be carried out before opening hours in the morning or after closing time in the evening. To remove any item or your display from the Hall during the show days 'EXIT PASS' must be obtained from the Organiser' Office. This is necessary for security reasons. At the end of the show on 19th December 2026, exhibitors may arrange for packing and clearance of their exhibits. All goods must be removed from the site by 1100 PM on 19th December 2026. After that time, materials stand and exhibits will be considered abandoned and will be disposed of and penalty for unauthorized occupation of Auto Cluster Exhibition Area, Pune premises will be levied.

11. Manning of Stands / Audio / Video Equipment

All booths must be properly staffed and remain operational throughout the exhibition hours of the exhibition. Exhibitors should not participate in any activity, which causes or is likely to cause annoyance to visitors or other exhibitors. In particular, audio / visual display equipment must be positioned and sound levels so adjusted to avoid disturbance to neighboring booths. In the event of any disagreement, the decision of show organizers in this matter is final.

12. Dilapidations

Exhibitors are responsible for the cost of making well or replacing any damages or dilapidation to the premises, whether caused by themselves, their agents, contractors or by any person or persons employed or engaged on their behalf by such agents or contractors. The cost of making good any damage will be assessed by the official shell scheme contractor and charged to the exhibitor. The show organizers, in consultation with AUTO CLUSTER EXHIBITION AREA, PUNE will inspect the hall before build-up and after dismantling of the stalls.

13. Force Majeure

If a Force Majeure Event like war, act of God, natural calamities, governmental directives, civil commotion, epidemic, pandemic. Etc. or alike events occurs in as much as it is illegal impossible, inadvisable or impracticable for the physical, onsite and in-person (i.e. 'live') elements of the Event to be stages and/ or if there are travel restrictions for exhibitors /overseas buyers to arrive at India during the event, then in such situation and/ or circumstances EEPC India shall be absolved from all types of liabilities and no claim for compensation shall be made by the exhibitor/participant.

14. Authority on the Premises

The show organizers shall be responsible for and be entitled to act as the owners of the premises throughout the tenancy period. The decision of the show organizers on any problem or dispute will be final. The organizers have the right to regulate admission of visitors and exhibitors into the fair.

15. Observance of Rules & Regulations

All Exhibitors and their personnel must observe the rules and regulations stated in this exhibitor's manual, and the Rules & Regulations accompanying the exhibitors contract, while working or present in the exhibition halls.

16. Safety and Behavior

- ✓ Public Safety is of paramount importance.
- ✓ No person present inside the exhibition halls is to behave or act in a manner that may cause harm, injury or damage to other persons or exhibits, nor to exhibition hall property or fixtures.
- ✓ Exhibitors, their staff, agencies/contractors must take all precautions while operating machines, handling tools, materials, etc. and ensure no untoward incidents happens at any cost.
- ✓ Additional precautions should be taken for demonstration, operation of electrical equipment's, moving parts, etc. In the event of your exhibits having any moving parts, the movement of such parts must be restricted within the allotted stall area.
- ✓ Exhibitors will be fully responsible and liable for any damage; untoward incident happened out of their actions/inactions.

17. Return of Rental Furniture

Please check that nothing is left inside drawers or cupboards when returning the furniture to the contractor

SUBCONTRACT INDIA 2026 - ON SITE SCHEDULE FOR EXHIBITORS

SI No.	Particulars	Date	Time
1	Handing over of bare space	15 - Dec	12:00 PM
2	Moving in of machinery / Heavy exhibits	15 - Dec	12:00 PM
3	Handing over of built-up stalls	16 - Dec	10:00 AM
4	Stall lighting / Socket power supply - built up stalls	16 - Dec	02:00 PM
5	Power supply for machinery testing	16 - Dec	02:00 PM
6	Compressed air for machinery testing	16 - Dec	02:00 PM
7	Cut off time for bare space stalls to clear pathway	16 - Dec	03:00 PM
8	Cut off time for m/c, forklift, crane etc. to come in	15 - Dec	05:00 PM
9	Passage carpeting to start	16 - Dec	05:00 PM
10	Completion of passage carpeting / House Keeping	18 - Dec	10:00 PM
11	Inauguration of expo	18 - Dec	09:30 AM
12	Removal of pathway carpet	19 - Dec	06:00 PM
13	Dismantling of stalls	19 - Dec	07:30 PM
14	Removal of hand carrying exhibits	19 - Dec	07:30 PM
15	Movement of machinery / Heavy exhibits	19 - Dec	09:30 PM
16	Handing over of hall to Auto Cluster Exhibition Area, Pune for final cleaning	20 - Dec	07:30 AM

18. Display and Stand Decoration - Guidelines

Construction and decoration of stands will be governed by the following guidelines.

- Products / exhibits particularly the operative machines must be placed at least 1 meter away from the boundary of open sides of the stand. No part of any exhibit should project out of the stand boundaries.

- Clustering or crowding exhibits in the stands is not allowed. At least 1 meter gap between two

- machines / exhibits must be provided. Overall 30% of the stand space must be left free for movement of visitors and safety during demonstration of exhibits.

- All machines / equipment should be placed in such a way that they would indicate the normal operating position on the shop floor.

- Grouting or drilling in the walls / floor is not allowed. However, in case of heavy machines, Exhibitors may be allowed to install at their own cost concrete blocks / platforms on the polyethylene sheet without damaging the floor.

- Partitions and / or dividers in the stand are allowed subject to the following conditions:

- •These are not erected in the open side of the stand.
- •The height of the partition or divider does not exceed 2.5 mtrs
- •Both sides of the partition wall are properly finished or painted; particularly the side from the neighbouring stand side should not look unfinished. It would be desirable that side partitions are made with MUTUAL agreement with neighbour booths.

- Display panels, name boards, sample holders, photographs and other display materials are permitted in the stand subject to the condition that their height does not exceed 2.5 mtrs.

- Show-cases are permitted subject to the condition that their height does not exceed 2.5 mtrs and they are placed at least 1 mtr away from the open side of the stand.

- Spotlights, small machine lamps or reading lamps are permitted, provided these are fitted along the stand structure erected within the limits of above-mentioned specified heights.

- Exhibitors should not take support of any permanent structure in Exhibition Hall for decoration purposes.

- Electrical wiring should conform to safety standards.

- Noise levels should be within the permissible limits

- The height of any exhibit or panels should not exceed 2.5 mtr.

- Used machinery should not be displayed.

- Exhibitors who have taken bare space must submit their booth construction and decoration plan to the organizers and take their concurrence before start of construction. The construction plans must be submitted for consideration before

30th November 2026 to msamtani@eepcindia.net

- Exhibitors must bear the responsibility for the performance and behavior of their appointed contractors.
- No part of any structure may extend beyond the boundaries of the site allocated.
- No suspensions are to be made from the ceiling of the Exhibition Halls. No fixing be made to the floor, walls or any part of the buildings.
- A suitable floor covering, such as carpet or matting must be provided for all stands.
- A back wall, except for the case of an island or peninsula stand, must be provided.

Construction Guidelines for Bare Space Participants - All participants who have taken Bare Space are requested to submit their booth design and construction plan to the organizers on or before 30th November 2026 and take necessary approval before construction. Booth design and construction plans may be sent by email to: msamtani@eepcindia.net

Sound Systems / Presentations - The organizers reserve the right to restrict operation of presentation, exhibits, because of noise, vibrations, method of operation or any other disturbances. The sound level from any booth must not disturb adjacent exhibit areas.

-Stall opening should be minimum 2 meters.

-Construction of Mezzanine floors will be allowed subject to structural stability certificate and design to be submitted. The design and construction plans have to be submitted to the Organizers on msamtani@eepcindia.net before 30th November 2026 for approval. Decision of the Organizers is final on such matters.

19. Stall Design & Decoration

For official infrastructure service provider please contact msamtani@eepcindia.net

20. Administration of Exhibition Hall

The Administration of exhibition hall will be controlled by SUBCONTRACT INDIA 2026 from its Site Office in Auto Cluster Exhibition Area, Pune control room. Participants should contact SUBCONTRACT INDIA 2026 staff at the Site Office for taking possession of their stall and for information as to how to obtain various exhibition services.

Representatives of the Clearing / Forwarding agencies, Travel Agencies, Shell Contractors, etc., will be available at the SUBCONTRACT INDIA 2026 Site office for support and assistance to the participants.

21. Storage, Cleaning & Removal of Waste

Arrangements for storage facilities for package cases, surplus materials, etc may be coordinated with Official logistics service providers. Service charges are payable to the logistics service agency.

During the move-in, construction of stands and removal of exhibits, the passage ways in the exhibition halls must not be obstructed with exhibits, construction materials or debris. Contractors of stalls are responsible for removing their own off-cuts / waste each day of build and break down.

Exhibitors are requested to place the waste bins in the aisle at the closing hours of the show

each day, from where it will be removed by the cleaners. The Show Organizers reserve the right to invoice Exhibitors for placing excessive packing materials, discarded crates or cartons and stand building materials on the aisles. Exhibitors are advised to use waste-bins in their stalls for throwing waste material.

22. Liabilities & Insurance

The Show Organizers will not accept liability for loss or damage to any exhibit or injury to exhibitor's personnel at any time. SUBCONTRACT INDIA 2026 does not insure the personnel and property of individual exhibitors whether in transit or within or outside the tradeshow premises. Exhibitors must insure their personal merchandise , equipment, furniture, fittings etc. adequately. Please submit a copy of the same to the SUBCONTRACT INDIA 2026 office while taking the possession in the exhibition.

It would be advisable for the exhibitors to take Insurance Policies covering the following

1. Machinery & Other Exhibits
2. Transit and loading & Unloading of machines
3. Exhibition personnel
4. Third parties (Visitors)

23. Schedule of Arrival of Exhibits

✓ The exhibitors must coordinate with the official logistics service agency and plan the schedule of taking their exhibits inside the exhibition. The Show office should also be informed in advance of the schedule worked out by the exhibitor. To avoid last minute rush and strain on the material handling facility, exhibitors are requested to co-operate with the agency for movement of exhibits inside the halls.

✓ On arrival at AUTO CLUSTER EXHIBITION AREA, PUNE, freight vehicle drivers must park the vehicle in the designated parking area and contact the site handling agency engaged by the exhibitor. The agency will provide a job order for the entry of the vehicle into AUTO CLUSTER EXHIBITION AREA, PUNE. The vehicle will drive to the respective exhibition hall for offloading/unloading of exhibits, as directed by the official site handling agency and security. After unloading exhibits, freight vehicles must leave the AUTO CLUSTER EXHIBITION AREA, PUNE complex immediately.

✓ Exhibitors should depute their representatives to accept delivery of their exhibit cases at the Exhibition site. The organizers will neither take delivery nor make handling arrangements for the exhibitors.

24. Exhibitor Badge Instruction

Exhibitor badges are for all booth personnel manning the stall. Do not request exhibitor badges for invited guests, visitor's & company executives who will not be working in your booth.

25. Manpower / Hostess

Male or female stand assistants with tradeshow experience and fluency in English and Hindi can be used by the exhibitors. It is advised that you may hire your stand assistants a day before the exhibition so that you can brief them properly about your products and the organization.

26. Exhibit Weight / Sizes

All exhibitors have to give the details of their exhibits including weight, dimension, power requirements before 30th November 2026.

27. Liability account of damage to AUTO CLUSTER EXHIBITION AREA, PUNE and others

Any damage to floor or structure, fittings etc., of AUTO CLUSTER EXHIBITION AREA, PUNE, other exhibitors, official service providers will have to be made good by exhibitors.

28. General SUBCONTRACT INDIA 2026 and Safety Regulations

- Exhibitors should ensure that all materials used in construction and decoration of stalls and exhibits are fire retardant
- All exits, entry areas and exit aisles must be kept clear and unobstructed.
- The furniture display of the exhibitor must strictly be contained within the exhibitor's stand area and should not protrude into the aisle.
- Compressed gas cylinders, including LPG are prohibited in the exhibition area.
- All temporary wiring must be accessible, and the aisle must be free from debris and storage material.
- No storage of any kind is allowed behind booths or near electrical services.
- All electrical wiring, fitting etc. will be done strictly by the organizer's authorized electrical contractors.
- All empty cartons and crates must be removed and arrangements for storage are to be made by exhibitors directed.
- Flammable or combustible liquids are prohibited inside the buildings.
- Helium balloons are not allowed inside the halls.
- No live fire is allowed.

Note: Smoking is strictly prohibited inside the exhibition halls and in public areas within AUTO CLUSTER EXHIBITION AREA, PUNE.

29. Care of Building and Equipment

Exhibitors or their agents must not damage or deface the exhibition facility or exhibits and equipment of other exhibitors. When such damage occurs, the concerned exhibitors responsible are liable to the owner of the property so damaged.

30. Children

Children under 16 years will not be permitted on the show floor during move - ins, show hours and move outs.

31. Transportation Regulations

- No standing or parking of vehicles will be allowed inside the exhibition hall.
- No overnight parking of trucks or tempos is permitted on the exhibition days during move-ins, show hours and move-outs

32. Electrical Supply & Installations

Hall lighting will be provided by show organizers in addition to normal stand lighting. The standard electrical voltage available for use on stands at the exhibition is 230 volts single - phase A.C. at 50Hz, and 415 volts 4-w SUBCONTRACT INDIA 2026-three- phase and neutral alternating at 50Hz. A fluctuation of + or - 10% can be expected. Exhibitors whose equipment is particularly sensitive should arrange for stabilizers. Organizers will not be responsible for any damage to machine due to power fluctuations. Supplies to stands will normally be switched off at source 30 minutes after the exhibition closes each day (15 minutes on the final day) Any exhibitor requiring electrical power supply at times other than those mentioned above should make application to the management office before the above due date to check the feasibility for such services. Supplies cannot be arranged at short notice. Cost of additional supply must be borne by the exhibitor.

Exhibitors who have ordered additional electrical items in advance are requested to show the location of extras on their booth design. All electrical installations on stands must be carried out by the official /certified electrical contractor.

Exhibitors who have ordered additional electrical items in advance are requested to show the location of extras on their booth design. All electrical installations on stands must be carried out by the official electrical contractor. It is essential that all exhibitors submit the requirement on Power as per deadline.

NB: Flashing lights and neon-signs are not permitted.

33. Demonstration and Working of Exhibits.

Any exhibitor intending to demonstrate exhibit on his stand must:

a) Provide the organizers with full details in writing of any working exhibits involving moving parts, naked flame, lasers or other hazardous exhibits.

b) Give proper consideration to the safety conditions under which the exhibits will be demonstrated, including safety guards and screens to prevent accident or injury to both visitors and staff.

c) Cause no annoyance to visitors or other exhibitors. Where a high level of noise, heat, or other
objectionable factors are involved, demonstrations may only take place at the times stipulated by the show organizers who reserve the right to terminate a demonstration at any time.

d) Ensure that no naked flame is used in any demonstration in the exhibition premises.

e) Isolate controls and switches so that machinery cannot be activated by accident or interference by visitors.

In case of dispute, the show organizers' ruling will be final.

34. Stand Fittings Regulations (Official Shell Scheme)

- No additional stand fittings or display may be attached to the shell stand structure. No nailing or drilling will be allowed. If you required assistance in hanging or displaying your exhibits, please consult the official Shell Contractor. Please note that internal dimension of shell-scheme stands are approximately 5 cm smaller than the contracted area as the walls are contained within the booth.

- No Painting or wall papering of the shell stand panels will be allowed. Exhibitor who wish to have panels painted must inform the official shell scheme contractor who will provide estimates on cost involved

- No free-standing fitment may exceed a height of 2.5mtr or extend beyond the boundaries of site allocated.

- Any change to the type or color of the floor covering provided, must be by prior permission of with the shell scheme contractor. Any cost incurred must be borne by the exhibitor.

- No financial credit will be given by the organizers for any package item not utilized.

- Shell Scheme Exhibitor's Package will include Furniture and Fitting as per respective stand areas and Fascia with stall number & Company's name in English.

- Exhibitors must bear the responsibility for performance and behaviour of their appointed contractors.

- No part of any structure may extend beyond the boundaries of the site allocated.

- No suspensions are to be made from the ceiling of the Exhibition Halls, nor may any fixing be made to the floor, walls or any part of the buildings.

- A suitable floor covering, such as carpet or matting must be provided for all stands.

- A back wall, except for the case of an island or peninsula stand, must be provided.

Exhibitors will also have to bear any charge levied by the Auto Cluster Exhibition Area, Pune for damages caused to their property, walls, and flooring or for debris not cleared.

35. Important: The organizers reserve the right to modify/ change any of the guidelines/provisions/rules/ regulations/ time schedule at any time in the interest of the exhibition and their decision in this regard is final.

36. Stall Erection

Exhibitors are advised to follow guidelines specified by the organizers and the Rules & Regulations of SUBCONTRACT INDIA 2026. The Organizers would particularly like to emphasize on the following points:

1. The exhibitors should leave minimum 30% of the stall area free for movement of visitors.

2. Stalls should be completed in every aspect by 05:00 PM on 16th December 2026.

3. Exhibitors should advise their display and advertising agents about the rules and guidelines for stalls.

decoration, permissible size of display material, panels, office cabinets, etc., SUBCONTRACT INDIA 2026 would not correspond with the advertising agents. However if any information clarification required by the exhibitors themselves, the same can be obtained from the office of SUBCONTRACT INDIA 2026.

4. Structural safety of the booths and display materials must be ensured by the exhibitors.

5. All demonstration and promotional activities must take place with in your exhibit space. There shall not be any distribution of pamphlets or brochures outside your exhibition space.

6. Sound Systems / Presentations

i. The organizers reserve the right to restrict operation of exhibits, because of noise, vibrations, method of operation or any other reason. The sound level from any booth shall not intrude into adjacent exhibit areas.

ii. Presentations should be confined to the exhibitor's booth to avoid disturbance to neighboring booths.

7. No banners will be allowed without prior approval.

8. Stall Designs should be within 3.5 mtrs for branding height from ground level & 4 mtrs from ground level
for Mezzanine floor branding height.

Built-Up Stall Details (Shell Scheme)

1. PREFAB STALLS: Prefab stalls as per layout using Octonorm system - Aluminum extrusion of powder coated vertical pillars and horizontal channels with panels using locking device.

2. PANELS: Using white colour polycorm laminated panels of 1mtr width and 2.5mtr height and fixing powder coated vertical pillars on the sides and horizontal channels at the top and bottom.

3. NAME BOARD: Using colour laminated board and fixing in between 2 Nos of horizontal channels at the fascia. Names - Preparing the participant's names using white vinyl and fixing on the name board.

4. ELECTRICALS: 3 Nos spotlights and 1 no, 5 amps power socket will be provided for every 9 sq.m of built-up stall.

37. Bare Space Exhibitors

1. Bare Space Exhibitors will not be eligible for shell scheme package. They will be provided only the bare exhibition space, where they will be required to construct their own stall. Power, Furniture etc., will be on extra chargeable basis.

2. All exhibitors will be provided with common amenities / services as follows:
- General Lighting and AC in the Exhibition Hall
- Carpeting in the common Passages
- Common Security inside and outside the exhibition hall (only during the event period)
- Daily cleaning of the gangways.

Rules and Regulations for Stall Decoration

1. Marked floor space will be given as per the final layout

2. For single level stands, the max height of the wall paneling should be 2.5mtrs from the floor level and the maximum height for any branding should be within 3.5 mtrs.

3. Bare space exhibitors are requested to share with the organizers, the details of their respective stall decoration contractors.

4. Bare space exhibitors should submit their final designs by deadline.

5. Exhibitors are requested to get the service badges from the organizers and to issue the same to their respective stall decoration contractors

6. People without badges will not be allowed into the halls during the set-up and event period.

7. Wood cutting, spray painting & welding works are not permitted inside the hall.

8. Temporary power can be drawn from the nearest DB with the assistance of the official infrastructure providers during set-up period.

9. 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 the stand contractor.

10. The exhibitor are advised to engage certified ('B' certificate) electrical contractors for their electrical work and to use quality wires / cables.

11. The agencies are strictly advised not to encroach/ touch/ use the built-up booths for working/ storing of the decor and display materials.

12. The stand contractors should work within the designated floor space of their respective booth & should not use the pathway/ adjoining stall for workings. The pathway should be completely cleared for laying of carpets on 5 November 2025 evening @ 5.00 PM. Any materials found lying on the pathways will be removed form site by our housekeeping personnel and the organizers cannot be held responsible for any damage or loss of these materials.

13. The exposed area of the booth (back / side wall) facing the pathway or the other booth should be masked completely.

14. The pathways should not be encroached upon.

15. Smoking/ Spitting/ Drinking is strictly prohibited inside the halls.

16. 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.

38. Stand Design Approval

'SUBCONTRACT INDIA 2026 Office' is responsible for regulating construction and safety of the site. Exhibitors must get their stall designs approved to submit all the designs to the representative government bodies also. Construction without the approval of designs, will not be permitted under any circumstances. For further details please contact msamtani@eepcindia.net

39. Onsite Logistic Partner



SKYWAYS GROUP

On-Site Handling Tariff

SHOW NAME: Subcontract India Show 2026
VENUE & DATES: 17-19 December 2026, Pune

Services for Single Machine Up to 3 Ton	Rate Per Kg. IN ₹	Minimum Per Exhibitor
Offloading and shifting to stand in one operation	₹ 1.25	₹. 700.00
Un-Packing, placement in one operation	₹ 1.25	₹. 700.00
Re-Packing with same packing Materials	₹ 1.25	₹. 700.00
Loading on vehicle in one operation after exhibition	₹ 1.25	₹. 700.00
Handling of Empty Boxes Storage & Return	₹.350.00 / CBM	Min. 2CBM
Any additional placement/repeat services will be same as applicable tariff	As Per Quote	
Heavy Lift surcharge for shipment (Single units above 3000 Kgs.) @ 30%		

Additional Hire charges for assembly/dismantling (if required)	Rate per Hour	Minimum Charges
Manpower (Per Head)	₹. 200.00	1 HOUR
Hydraulic Pallet -03 Ton Capacity	₹. 300.00	1 HOUR
Forklift – 3 Ton Capacity	₹. 1000.00	2 HOUR
Forklift – 5 Ton Capacity	₹. 1700.00	2 HOUR
Forklift – 10 Ton Capacity	₹. 3000.00	2 HOUR
Hydra/Crane – 12 Ton Capacity	₹. 1200.00	2 HOUR
Crane – For Higher Capacity-25 Ton	As per Quote	As per Quote

- **Calculation:** Chargeable weight will be calculated as 1 CBM = 500 kg and charges will apply on gross weight or volumetric weight, whichever is higher. Exhibitors should instruct their transporters to carry the "Weigh Bridge Certificate", to avoid disputes regarding assessment of the weight of the exhibits to be handled. No outside labours are allowed. - Packet's More Than 50Kg will be Handle by our Logistic team only.
- **Payment Terms** = 100% advance at site. Before closing of the show. **Strictly No Credit.**
- **INSURANCE:** Exhibitors must arrange their own insurance cover for their stalls/machines and all commodities involved throughout all stages of the exhibition. As **Skyways Air Services Ltd** will not be responsible for any damage/loss, or delay.
- **TAX:** GST 18% applicable on the services provided or as applicable.
- **Late Surcharge:** For Move In - The above charges are applicable from 09.00 – 21.00 hours (as per job order), for services required after these hours – on advance payment and booking and 35% overtime surcharge is applicable. And subject to advance approval from the venue management, organizers, and security.
- **Special Equipment:** For any specific requirements (e.g. Heavy-duty crane, Boom lift, Ramp etc.) – we need an advance intimation/order confirmation at least 24 hours before the deputation. For that the charges will be extra.

For Skyways Air Services Ltd.

Somnath Dutta
GM. Business Development
+91-9911117909

OFFICIAL LOGISTICS SERVICE PROVIDER – PROCEDURES

Exhibitors are advised to finalise their site handling arrangements with the official site handling Agency for SUBCONTRACT INDIA 2026.

Freight vehicles of exhibitors, who have not made prior arrangements with the Organizer and their official site handling agencies, will not be allowed entry into Auto Cluster Exhibition Area, Pune. Exhibitors should pay the service charges to the concerned agency directly for the services. Hiring of labour or equipment for exhibit handling at site from any agency, other than the appointed agency is not permitted.

Exhibitors are advised to deal with approved agency directly for handling their exhibits at site and not through any other clearing and forwarding agency which they may use for bringing exhibits to the site.

ARRIVAL AND INSTALLATION OF EXHIBITS

Site handling services for exhibits will be operational from 9.00 AM – 9.00 PM. Movement of any exhibits and stall construction materials on 16th December 2026 after 4 PM will not be permitted.

A general schedule for arrival of exhibits based on location of individual stands, weight & dimension of exhibits, will be advised by the Organizer and site handling agency and all exhibitors are expected to follow it. This will facilitate smoother handling of exhibits.

Exhibits arriving later than the schedule specified by the Organizer and official site handling agency, will not be permitted for display at the exhibition. The Organizer's decision in this regard will be final and binding.

On arrival at Auto Cluster Exhibition Area, Pune, freight vehicle drivers must park the vehicle in the parking area and contact the site handling agency viz. site office of freight forwarding agency. The agency will provide a job order for the entry of the vehicle into Auto Cluster Exhibition Area, Pune.

The vehicle will drive to the respective exhibition hall for offloading of exhibits, as directed by the official site handling agency and security. After unloading of exhibits, freight vehicles must leave the Auto Cluster Exhibition Area, Pune immediately.

Charges on the same basis would be applicable for the return movement as well.

CHECKLIST FOR EACH EXHIBITOR

Letter Pads to be brought for various purpose including Admit / Exit pass purpose ☐

1. Company's Rubber Stamp (For Seal) ☐

2. Design Approval requisition typed in letter head as per format ☐

3. Gate pass (both Entry & Exit) typed in letter head as per format ☐

4. Booth Possession requisition typed in letter head as per format of this manual ☐

5. Additional requirements like Power, Air Connection, Exhibitor Directory should be ordered with the organizer. ☐

6. Order to be placed for hostess, Additional & On-site Exhibit handling Display Accessories with our Official service Providers. ☐

7. Weigh Bridge Certificate: it is mandatory for exhibitors to produce a weigh bridge certificate indicating exact weight of the exhibits. There should not be any variation between the details indicated in this form and the actual at the exhibition ground. ☐

8. Coordinate with, official logistics service Providers for arrival and placement of exhibitor's stalls ☐

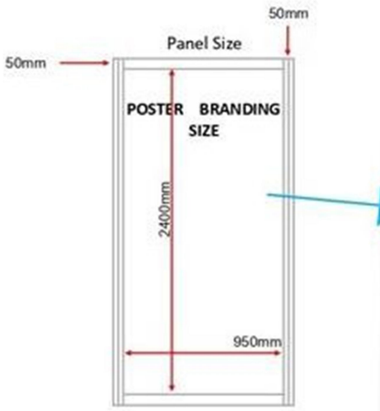
9. Fire and safety / security forms precautions. insurance coverage for exhibits on those manning the stalls. ☐

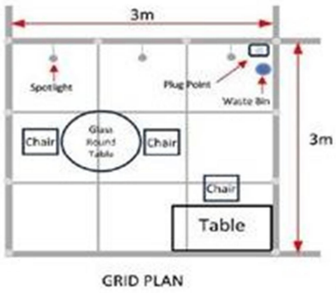
The following are PROHIBITED IN THE STALLS :

- Pasting of any material on Pillars and Channels.
- Pasting of full area Graphics & Posters.
- 3 Using of additional adhesives for pasting of Graphics & Posters.
- Nailing or Drilling on the Pillars, Channels and Panels.
- Cutting, spillage & Damage of Carpets
- Damaging / Breaking of Glass Items provided in the stalls.
- Hanging and Attaching Display items on name Boards.
- Fixing Additional Fittings and Mechanical Fittings on Pillars, Channels and Panels.
- Cost of damages will be collected from the Participants, before removal of the exhibits.

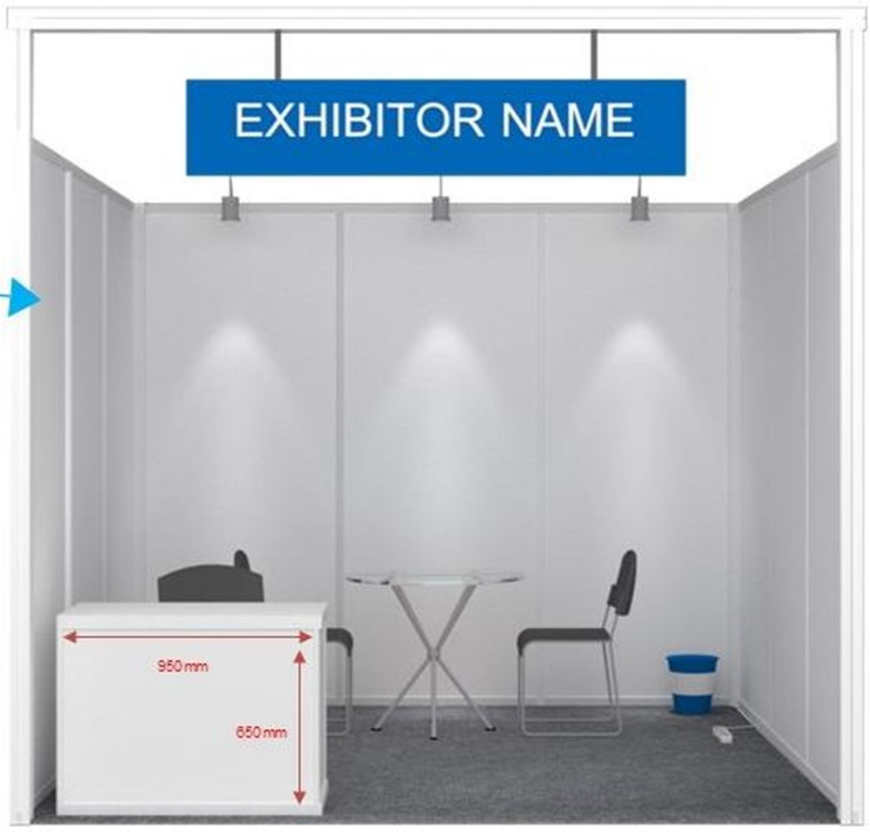
For any further clarification / support, please contact the official stall Contractor

Stall Size - 3m x 3m – Standard Stall

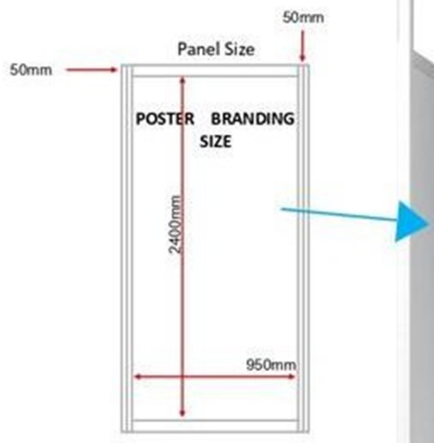


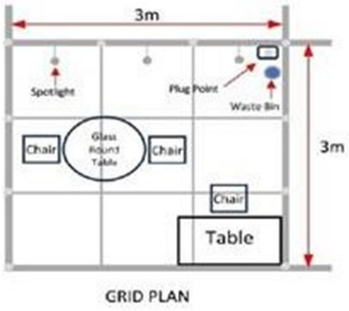


GRID PLAN

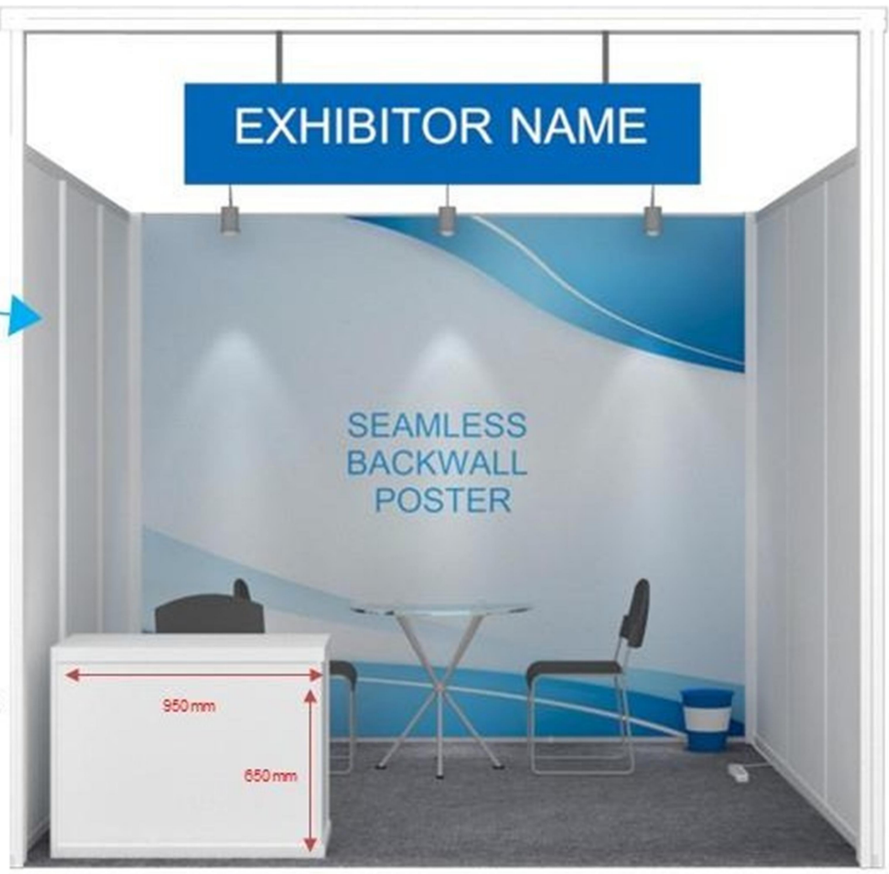


Stall Size - 3m x 3m - Premium Stall





GRID PLAN



1. It is recommended that the **maximum height** of your exhibits may please be restricted to 2400mm only.

2. The **Size of the Panel Surface** available is 950mm (width) x 2400mm (height). This is the area available between the two Vertical aluminum sections and two Horizontal aluminum sections.

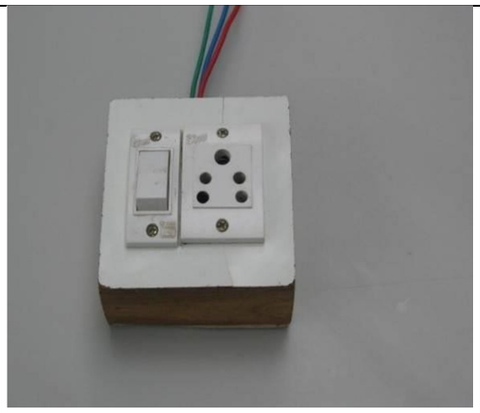
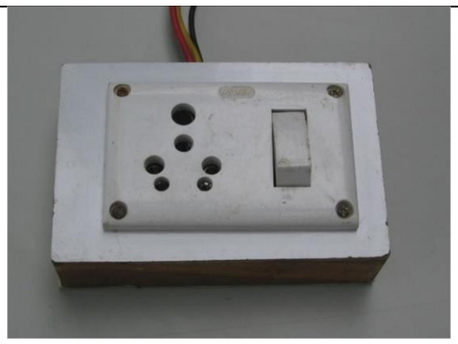
3. Each Stall would have a Fascia of BLUE color.

SUBCONTRACT INDIA 2026 - Standard Package for build up booths						
						
Sl No	Area	Round Table	Chair	Counter	Spotlight	Socket
1	9 sqm	1	3	1	3	1
2	12 sqm	1	3	1	4	1
3	15 sqm	1	3	1	5	1
4	18 sqm	2	6	2	6	2
5	21 sqm	2	6	2	7	2
6	24 sqm	2	6	2	8	2
7	27 sqm	3	9	3	9	3
8	30 sqm	3	9	3	10	3
9	36 sqm	4	12	4	12	4

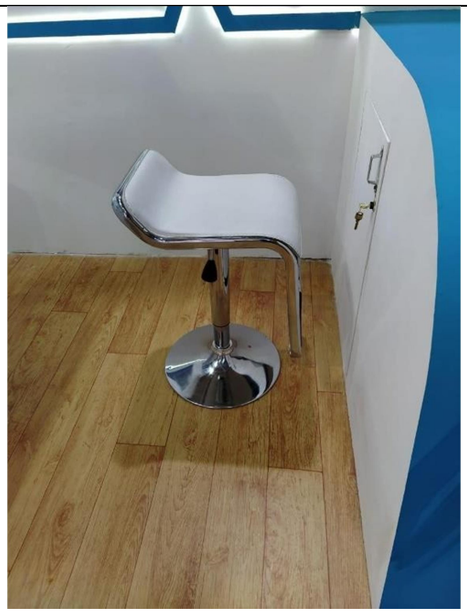
Bare space Exhibitors are not eligible for the above

Additional Furniture Catalogue

Sr. No.	Item	Photo	Size	Price
G 01.	SYSTEM COUNTERS		1.2m x 0.6m	Rs. 600/- [Plus GST @ 18%]
G 02.	BANQUET CHAIRS			Rs. 250/- [Plus GST @ 18%]
G 03.	GLASS TOPPED ROUND TABLE		33” Diameter and 30” High	Rs. 1000/- [Plus GST @ 18%]
G 04.	BROCHURE STAND			Rs. 1000/- [Plus GST @ 18%]

G 05.	SPOTLIGHT			Rs. 350/- [Plus GST @ 18%]
G 06.	5-AMP PLUG POINT			Rs. 250/- [Plus GST @ 18%]
G 07.	15-AMP PLUG POINT			Rs. 400/- [Plus GST @ 18%]
G 08.	LED LIGHTS		(Yellow and White)	Rs. 1200/- [Plus GST @ 18%]

G 09.	GLASS SHELVES		1050mm x 200mm x 8mm (Thick)	Rs. 600/- [Plus GST @ 18%]
G 10.	JEWELLERY COUNTERS– SMALL		1m x 0.5m x 1m (No Lock and No Lighting	Rs. 2500/- [Plus GST @ 18%]
G 11.	JEWELLERY COUNTERS– TALL		0.5m x 0.5m x 2.1m (03 Shelves) (No Lock and No Lighting)	Rs. 4600/- [Plus GST @ 18%]

G 12.	JEWELLERY SHOWCASE		1m x 0.5m x 2.5m (No Lock and No Lighting)	Rs. 6500/- [Plus GST @ 18%]
G 13.	BAR STOOLS			Rs. 1100/- [Plus GST @ 18%]
G 14.	LEATHER CHAIRS			Rs. 1200/- [Plus GST @ 18%]

G 15.	SOFA – SINGLE SEATER		White Colour	Rs. 3500/- [Plus GST @ 18%]
G 16.	SOFA – DOUBLE SEATER		White Colour	Rs. 5500/- [Plus GST @ 18%]
G 17.	TV – 42”			Rs. 4500/- [Plus GST @ 18%]

G 18.	TV – 50”			Rs. 9000/- [Plus GST @ 18%]
G 19.	TV – 55”			Rs. 12000/- [Plus GST @ 18%]

For Raw Space / Designer Stalls

- **Exhibitors will be required to set up their booths at their own costs, including construction and operation fees, electricity, etc.**

- **For security reasons, exhibitors cannot occupy areas such as corridors, back parts, emergency exits and storage. All exhibits must be kept within the contracted booth boundary.**

- **A total of 1kW Power would be provided to the Stall during the duration of the event. Any additional requirement of power would be provided at additional costing.**

- **200 kgs per sqft is the load bearing capacity of the wooden flooring.**