



INCENSE MEDIA EXPO-2023

6 7 MAY 2023

BEC, NESCO, GOREGAON EAST, MUMBAI



Exhibitor Manual

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1. Possession of Bare Space

Those who have booked raw (bare) space, the possession of space to fabricators shall be given on 4-May-23 at 6:00 AM.

Selection of fabricating agency is solely your choice. Please send the contact number of your agency for co-ordination. Also, please instruct your agency to complete the work, latest by 11 PM on 5-May-23. You are requested to deal with agencies like Xavier Events (Mr. Aman - 9891092982) with pre-cautions as we had some bad experiences with them in the past on part of timely execution / completion of work.

Fabrication agency has to take prior approval for the design. Any common wall can't be of more than 8 feet in height (for common walls if a designer stall is having more than 8 feet height, the other side looks bad). The wall which is not common, can be taken upto 10 feet in height. Please instruct your agency accordingly.

In case, you are not able to source an agency, you may refer the below agencies for stall fabrication.

Krupa Eventsources – Ms. Krupa Unadkat (+91 8425968881, 8425960975, krupa.unadkat1990@gmail.com)
B.M. Innovations India Pvt Ltd – Ms. Anjali Sahu (+91 7827609048, crm@brandmakers.in)
Strides Design Studio -- Mr. Jaspal Singh (+91 9810119546, +91 9953686374, jaspal@stridesdezine.com)
Inspire Creative -- Mr. Devendra Solanki (+91 7046639111, inspirecreative78@gmail.com)
Nirman Exhibition -- Ms. Rebecca Baraily (+91 7827698076, sales@nirmanexhibition.com)
Stand Point Company -- Ms. Taniya (+91 7303519302, standpoint17@gmail.com)
One Touch Agency --Ms. Poonam Ambavat (+91 7021377482, +91 9611911023)
Exhicon Group – Amrita Singh (98209041323, 9702240761, amrita@exhicongroup.com)
BlitzKraft Exhibitions -- Mr. Puneet Mehta (+91 9820888189, puneet.m@blitzkraft.co.in)
Vasant Creative -- Mr. Nirmitt Vikamsey (+91 8879636752, nirmitt@vasant.in)
JS Events -- Mr. Sameer Shaikh (+91 9773737494, jseventz09@gmail.com)
Plankton Exhibition -- Mr. Partha Bhattacharya (+91 9874981701, plankton.exhibition@gmail.com)
Vleap -- Mr. Sushant Kerkar (+91 9769353115, sushant.vleap@gmail.com)
M.N. Exhibition & Event Services – Mr. Sameer Khan (+91 9920106912, samkhanpromotion@gmail.com)
Uranus Marketing Solutions --Mr. Bibhash Biswas (+91 9892854501, biswas@ambroise.in)
Triple S Media – Mr. Prathmesh Vaidya (+91 7738407680, 9870251294, siddhesh@vibrantideas.co.in)
Propwood Production -- Mr. Gajendra Singh (+91 9819159957, propwoodmumbai@gmail.com)

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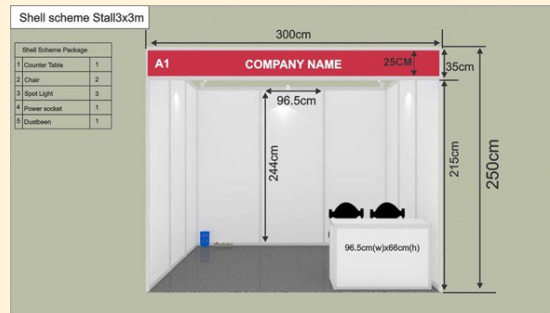
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2. Fascia Name & Shell Stall Dimensions

Exhibitors having **shell stalls**, need to confirm fascia name (the name you want to get displayed on stall fascia for your company) by 10 April 2023. You will get the possession of your booth by 8 pm on 5th May 2023 for Flex Placement and decoration. Shell stalls are made of Octonorm panels. Each panel is of 2.5 Meters in height and 1 Meter in width. Your flex printing can be planned accordingly. Sample Shell Stall's image is as below.



3. Extra Furniture

For extra furniture requirements in shell booths like Sofa, Glass Racks, Display counters, LED TV etc., you may contact Ms. Sonia (Introduction Trade Shows Pvt. Ltd.) at +91 9359992938 and Mr. Saif at +91 7506207496
Email - qconceptsindia@gmail.com
(Price list is being shared in a separate PDF)

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4. Flex Printing

You may contact the following persons for Flex Printing / Vinyl Printing etc. for your booth.

A. Mr. Swapnil 9769636612 (Introduction Trade Shows Pvt. Ltd.) / jivesh@infairs.co.in

B. Mr. Saif Siddiqui (Siddiqui Solutions) +91 9892506787/ saifsiddiqui1144@gmail.com

Any outside agency also can be contacted for these services as per your convenience.

5. Food Arrangement

Organizer will provide Lunch to exhibitors on both the exhibition days i.e. 6 & 7 May-23.

2 Lunch Coupons for stalls upto 9 Meters,

3 coupons for 12 & 15 meters booth,

4 Coupons for stalls size of 18 to 36 meters

and 6 coupons for space beyond 36 meters

shall be given to exhibitors with Exhibitor Kit. Exhibitors

need to confirm extra food coupons by 30-Apr-23 to Mr. Ashish Vijay (+91 9667935035) at

additional cost Rs. 600 per lunch. Water bottles of 200/250 ML will be available in Food Court for purchase,

if you want to keep on your booth. For visitors, there is a common Food Court outside/inside the exhibition

area, in Nesco campus only on payment basis and visitors will not be allowed in exhibitor food area.

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6. GST & Billing

We shall be opting Casual GST Registration for Maharashtra State for this event, therefore Tax Invoice may be raised from Maharashtra Registration. Please clear all your dues by 30-April-23, if any.

7. Hotel Booking

Mr. Manish Anand from Aihika Rooms & Spaces Pvt. Ltd. can be contacted for stay / travel needs at +91 9820904424 / manish@aihika.in. A separate PDF is being shared for Hotel Room Tariffs.

8. Electric Load Charges

Electricity charges for designer stalls shall be separate @ Rs.2000+GST per KW for 2 days. Please let us know your power requirement accordingly in discussion with your fabricating agency.

For shell booths, (2 or 3 spot-lights based on the size) and 5 AMP connection shall be provided for each stall and power charges for this remain free. But if you want to demonstrate any machine or want to use heavy lights in the stall, extra charges shall apply and you need to inform us well in advance for the required power load.

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9. Conference

A Conference is also being organized during this exhibition. The main objective of this conference is to create awareness about the latest trends and technologies in the industry from the eminent business owners. If you wish to nominate anyone from your company to present something, you can revert to us by April 10, 2023, we will try to accommodate and inform you.

10. Hostess and Manpower

Kinjal - 9930275111 and Jhanvi - 9819128448 may be contacted for your manpower needs.

11. Proper Compliance to COVID 19 Protocol

It is important for all of us to adhere to the COVID protocol as instructed by the State/Central Government.

Disclaimer

Please note that all the details of third party service providers (vendors) like Extra Furniture Supplier, Stall Contractors, Hotel booking agent, Hostess services etc. are for information purposes only. You can choose your own vendors too. Organizers will do their best to ensure supply by contractors, but in no circumstances the organizers will be held responsible for any above services. Please contact us at info@incensemedia.in for any further details. Please send the filled participation form as attached, if not yet sent and read terms and conditions for better understanding on our website.

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You can reach our team members on the following contact numbers, for any assistance.

For queries related to :

Exhibitor Kit and other concerns - N.K. Mittal (6376115811) / Ganesh Iyer (6367188599)

Food - Ashish Vijay (9667935035)

Hotel/Stay - Rajesh Thakur (7014485437)

Electrical Load - Rajesh Jaitwal (9314789555)

Registration - Tarun Mittal (6376363879)

Visitor Assistance - Sudeep Bose (8619064548) / Renu Shrimal (9057500393) / Laxmi Mahawar (9057266253)
Mukesh Sharma (8209367867)

Thanks !

Team - Incense Media Expo

info@incensemedia.in

**PS : An Entry Fee of Rs. 100 per visitor has been levied for on-the-spot visitors, for this edition.
Online registration will remain free till 3rd May 2023 on www.incensemedia.in**