



17 18 DECEMBER 2023
GYAN BHAWAN HALL, PATNA

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 15-December-23 at 11:00 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 16-December-23.

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.

One Touch Agency --Ms. Poonam Ambavat (+91 7021377482, +91 9611911023)

Inspire Creative -- Mr. Devendra Solanki (+91 7046639111, inspirecreative78@gmail.com)

Nirman Exhibition -- Ms. Rebecca Baraily (+91 7827698076, sales@nirmanexhibition.com)

JS Events -- Mr. Sameer Shaikh (+91 9773737494, jseventz09@gmail.com)

Brand Innovative -- Mr. Devesh Tyagi (+91 8010858685, devesh@brand-innovative.com)

PS: We will be taking a refundable security deposit of Rs. 25,000/- per booth to ensure the timely delivery. The amount is paid by the agency.

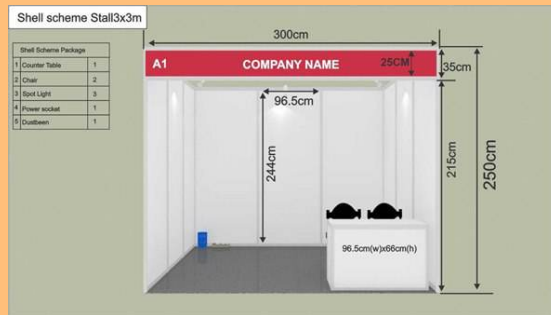
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2. Fascia Name & Shell Stall Dimensions

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Exhibitors having **shell stalls**, need to confirm fascia name (the name you want to get displayed on stall fascia for your company) by 1st December 2023. You will get the possession of your booth by 8 pm on 16th Dec. 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. Please discuss the rates directly with the agency.

A. Mr. Ravindra Dhahiya (M/s. FramesLab, Delhi) +91 9555988481

B. Mr. Vivek (M/s. Amar Arts & Work OPC Pvt Ltd.) +91 8406953944

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4. Flex Printing

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

Mr. Vivek (M/s. Amar Arts & Work OPC Pvt Ltd.) +91 8406953944

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. 17 & 18 Dec-23.

2 Food Packets for stalls upto 9 Meters,

3 Food Packets for 12 & 15 meters booth,

4 Food Packets for stalls size of 18 to 36 meters

and 6 Food Packets for space beyond 36 meters

shall be served at your stall. Exhibitors

need to confirm extra food coupons, if any, by 1-Dec-23 to Mr. Ashish Vijay (+91 9667935035) at

additional cost Rs. 400 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 Gyan Bhawan campus only on payment basis.

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6. GST & Billing

The invoice shall be raised from Incense Media's, Rajasthan registration. Please clear all your dues by 1st Dec-2023, if any.

7. Electric Load Charges

Electricity charges for designer stalls shall be separate @ Rs.3000+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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8. Hostess and Manpower

Dhawal - 8905233430 may be contacted for your manpower needs.

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9. 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.

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For queries related to :

Exhibitor Kit and other concerns - N.K. Mittal (6376115811)

Food - Ashish Vijay (9571388762)

Electrical Load - Rajesh Jaitwal (9314789555)

Registration - Tarun Mittal (6376363879)

Visitor Assistance - Laxmi Mahawar (9057266253)

Rajesh Thakur (9352103088)

Nikhil Premchandani (9899496492)

Soniya Kumawat (8619052394)

*Scan here to generate
Free Visitor E-Badge*



Thanks !

Team - Incense Media / Agarbatti & Perfume Expo-2023

info@incensemedia.in