



INDIA INTERNATIONAL COFFEE FESTIVAL 2018



India International Coffee festival Secretariat **MM ACTIV**

#9, UNI Building, 1st Floor, Thimmaiah Road, Millers Tank Bund,
Vasanthnagar, Bengaluru-560052

Ph: 91-80-41131912/13 Fax: 91-80-41131914

Email: milan.ks@mmactiv.com

Dear Exhibitor/Sponsor,

We are delighted to welcome you at '**India International Coffee festival**'. **MM ACTIV** will do everything possible to make your participation a pleasant business experience.

This Exhibition Manual contains complete details for your assistance. To help us serve you better, you are requested to complete the enclosed **forms** carefully and **return them** to us by the specified dates.

Exhibitor Badges will be provided at the time of taking possession of the stand and in order to have a disciplined look, please advise your personnel to wear the same at the Venue. This is important in view of the security arrangements.

To ensure your participation is well organized, we suggest you to nominate an **Exhibition Coordinator** who will coordinate all the activities related to your participation with us.

For further details please Contact to Mr. Milan K.S on (+91. 900.845.8257) or write to
Email: milan.ks@mmactiv.com

With best regards,

MM ACTIV

9, UNI Building, 1st Floor,
Thimmaiah Road, Millers Tank Bed,
Vasanthnagar, Bengaluru - 560 052
Ph: +91-80-41131912 / 3. Fax: +91-80-41131914



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January 16 - 20, 2018
The Lalit Ashok, Bengaluru

INDIA INTERNATIONAL COFFEE FESTIVAL 2018

Organised by



Supported by



Event Venue:

The Lalit Ashok Bangalore, Kumara Krupa High Grounds, Bengaluru – 560 001
Tel: +91-80-30527777 Fax: +91-80-30523052 Email: Bangalore@thelalit.com

Nestled in an oasis of 10 acres of sprawling landscape and manicured lawns, The LaLiT Ashok is one of the finest five star hotels amongst all Bengaluru luxury hotels, offering an experience of luxury in contemporary and relaxed homely comfort. The hotel is strategically located in the highly secured diplomatic enclave, while sharing its wall with the Chief Minister's house and offers a lovely view of the sprawling Bengaluru Golf Club. The Lalit Ashok is also the first hotel in South India to be accredited by ISO 22000 Standards.

Located about 30 kms from the domestic and international airport, The LaLiT Ashok Bengaluru is the closest 5 star hotel from the airport. The city is well connected through various flights into and out of city on daily basis from Delhi and Mumbai. Also located just 3 kms from the railway station, it is well connected through trains and national highways to major cities like Delhi, Mumbai, Kolkata, Hyderabad, Chennai and other major of southern India.

Reaching the Venue:

By Rail – Bengaluru has direct train connectivity from Delhi, Bombay, Kolkatta, Hyderabad, Chennai and other major cities of South India. The railway station is only 3 kms away from The Lalit Ashok Bengaluru.

By Road – Bengaluru is connected through regular and direct bus services from Chennai, Bombay, Cochin, Hyderabad, Pune, Goa and other major cities in South India. Buses depart from Majestic, & Kalasipalya market bus station. The city is also connected through the Bengaluru – Hyderabad highway, NH 7.

- * Distance from Airport: 30 kms / 40 min
- * Distance from Railway Station: 03 kms / 15 min
- * Distance from Shopping Area: 04 kms / 20 min
- * Distance to Electronic City: 30 kms / 45 min
- * Distance to Whitefield: 23 kms / 35 min

Directions:

From Airport – From airport-link road, on reaching NH-7, the Bengaluru-Hyderabad highway, take left towards Bengaluru city from where it'll take an approximately 35 minutes drive to the hotel, which is located in front of Bengaluru Golf Club on right of Sankey Road.

From Railway Station – Take left from Bengaluru city railway station, after about 0.5 km take another left towards Race Course Road. The Hotel is about 1 km from Race Course Road; Distance from the Railway Station –approximately 3 km.



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RULES & REGULATIONS

1. The words listed under 'definitions' will bear the following reference for the purpose of this event.

I. Organisers:

The event is organized by INDIA COFFEE TRUST, supported by COFFEE BOARD OF INDIA & Hosted by Government of Karnataka.

(a) Event:

India International Coffee festival

(b) Event Partner:

MM Activ Sci-tech Communications Pvt. Ltd.

(c) Exhibitor:

Any employee, staff, agent or an authorized personnel belonging to a government department or undertaking, company, partnership firm or individual to whom space has been allotted for the purpose of exhibiting.

(d) Venue:

The Lalit Ashok, Bengaluru

(e) Stand / Booth / Stall / Pavilion:

Exhibition space reserved for an exhibitor

- All applications for participation should be made on the Space Application Form and submitted to the Event Partners. Submission of this form will confirm participation and acceptance of rules and regulations. The organizers reserve the right to accept or refuse any application without assigning any reason.
- Allotment of stands is final only on receipt of 100% payment.
- Although total subletting of a stand to a third party is not permitted, partial subletting to a sister concern, associate or agent may be allowed by the organizer on written permission.
- All payments should be made by Bank Draft or Account Payee Crossed Cheque in favour of **"India International Coffee festival"**.
- No alteration to the size or position of the stand is permitted without prior written approval of the Event Partners who reserve the right to change the layout/stand number or gangways. The organizers also reserve the right to require exhibitors to make such alterations to their stands and setting of their exhibits as they reasonably feel necessary to maintain an acceptable standard of presentation and to avoid interference with the display of other exhibitors. Further, no banners, placards, etc. will be allowed on the premises or complex or on the roads in the vicinity. Such unauthorized display is liable to be removed by the organizers without notice at the cost of the exhibitor. Exhibits must not obstruct passages.



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7. Only two persons will be allowed per 9sqmt stall space to man the stall.
 - I. No stand will be left unmanned during the exhibition. Staff of exhibitors must be present at least 30 minutes before the visiting hours of the exhibition. No activity which in the opinion of the Event Partners amounts to nuisance or annoyance will be caused by the exhibitors. The Event Partners shall have the right to take remedial action in such cases.
 - II. The exhibitor should not cause any damage to the site/building/stand. Any such damage will be made good at the expense of the exhibitor. The exhibitor will also indemnify the organizers against any claims resulting from mishaps due to faulty equipment/faulty handling of material or non-observance of legal or safety requirements by them.
8. Arrangements will be made for providing round-the-clock security. However, the organizers are not responsible for any theft, pilferage, loss or damage of any material, goods or properties belonging to individual exhibitors at any time before, during or after the exhibition for any reason or cause whatsoever.
9. Insurance of exhibits, against all risks prior to, during and after the exhibition should be done by the exhibitors at their own cost. The Organizers / Event Partners will in no way be responsible for any loss or damage.
10. Should any exhibitor decide to withdraw from participation in the exhibition, decision as to the refund rests entirely with the Event Partners at their sole discretion.
11. If due to Force Majeure or any other unavoidable circumstances, the organizers are forced to cancel the exhibition, the exhibitor will not be entitled to claim damages or compensation of any kind other than refund of space contribution. The organizers reserve the right to reschedule the event in the interest of the exhibition.
12. The organizers may alter or add new rules and regulations for the benefit of the exhibition. Such rules will be given in writing and will be binding on all exhibitors.
13. Adjudication, in case of dispute, as provided by the High Court of Karnataka, Bengaluru would be binding on all parties.
14. **In case of pavilion (bare space) plot, only 50% of total area booked will be permitted for construction up to a height of 3.5 meters (10 ft.) to avoid interference with the display of other exhibitors. It should be ensured that visibility of other stalls is not blocked.**
15. **All drawings/designs showing stand construction have to be submitted in duplicate and approved by the organizers / Event Partners, who reserve the right to recommend changes/modification, in the interest of the overall presentation of the exhibition. Exhibitors have to ensure that the changes recommended are carried out.**
16. Power Supply – Power supply for all purposes will be from Generators.



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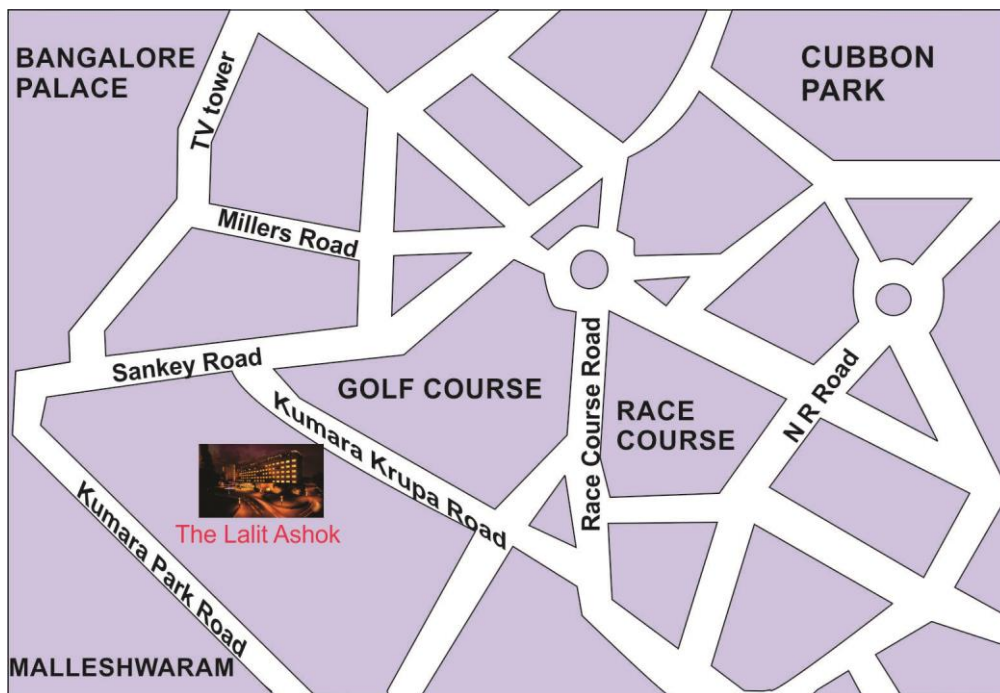


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LOCATION MAP

The Lalit Ashok Bengaluru





INDIA INTERNATIONAL COFFEE FESTIVAL 2018



SITE MANAGEMENT TIME TABLE

Schedule

A. Pre-show:

- (1) Possession: Bare Space / Pavilions Possession:
On 16/01/2018
Time: 09.00 a.m. onwards
- (2) Possession: Shell Stand possession:
On 16/01/2018
Time: 06.00 p.m. onwards
- (3) Completion of stand interiors by all exhibitors:
On 17/01/2018
Time: 07.00 a.m.
- (4) Hall cleaning and removal of empties:
On 17/01/2018
Time: 8.00 a.m.

B. Exhibition Dates : January 17 – 19, 2018

C. Inauguration : January 17, 2018 @ 05:30 p.m.

D. Visiting Timings

On 18th January 2018: Visitors: 10.00 a.m. to 06.00 p.m.
On 19th January 2018: Visitors: 10.00 a.m. to 04.00 p.m.

Post-show:

- (1) Commencement of dismantling: 19/01/2018, after 6.00 p.m.
- (2) Vacating of exhibition area by 11:30 Midnight on 19/01/2018

The Event Partners and contractors will be available at their site office at the venue from 16/01/2018 between 09.00 a.m. to 6.00 p.m. to assist exhibitors during stand construction and dismantling period. During exhibition days they will be available between 9.30 a.m. to 9.00 p.m.

On show days, exhibitor staff will be allowed to stay in the exhibition hall strictly for only half an hour after closing time to refurbish and/or service their exhibits / stand.

No representative of exhibitors will be allowed inside during, pre & post show timings without the exhibitor badge.



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EXHIBITOR CHECKLIST

Exhibitor Entitlement

Under Shell Stand scheme, exhibitors will be provided with synthetic carpet and fascia with standard lettering for the name of the exhibitor along with the following entitlement:

Utilities provided for each 9 sqm:

1. Two/Three Side Laminated Polychem Panel Walls
2. Wall-to-Wall Carpet
3. One Table
4. Two Chairs
5. Three Spotlights
6. One 5 Amps. Power socket
7. One Waste Paper Basket

For Shell Stand Stalls with more than 9 sqm area, Utilities will be on pro-rata basis.

Exhibitors will be given 2 Exhibitor passes per 9 sqm booked area.

No rebate will be given if exhibitor decides not to avail of any of the above shell scheme provision. Exhibitors must apply for electrical / power source at additional cost as required by them over and above the entitlement.

Ordering Additional Services:

Requirements for additional services can be placed with the contractors at the venue and the same will be supplied by the contractors on payment. Also your requirement can be forwarded to the Event Partners by Email only before 13/01/2018.

Additional Services Provided:

- 1) Electrical Load
- 2) Audio Visual Equipment
- 3) Other Services
- 4) Security

The above services are available at the venue at additional cost.



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Form No. 01

DECLARATION FORM

Indemnity / undertaking

(To be filled in by Authorised Personnel and the printout with the seal should reach Secretariat by 12/01/2018)

Dear Sirs,

I/We, the undersigned, hereby declare that I/We have read and understood the Rules and Regulations of participation in "INDIA INTERNATIONAL COFFEE FESTIVAL 2018" as well as the contents of the Exhibitors' Information and that I/We agree to abide by the said Rules and Regulations.

I/We further declare that I/We indemnify Event Partners / organizers against payment of taxes, penalties, charges, levies, OCTROI, CESS, import duties etc. or any other statutory payments which Event Partners / organizers may be called upon to pay on my/our behalf now or in near future. Further, I/we also indemnify Event Partners / organizers against any loss of property / damages / loss of life / accidents etc.

Name:

Designation:

Organisation Name:

For and on behalf of Exhibitor

Signature

Company Seal



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POSSESSION OF STAND

Name of Exhibitor (Organisation Name):

Stand No.:

(To be filled in and submitted at the time of taking physical possession of the stand)

We have made full payment of our space, the last installment Rs. _____ (Rupees _____ only) having been paid vide our cheque/DD No. _____ dated _____. Please handover possession of our stand to Mr. / Ms. _____.

ALL OUR WORK WILL STOP AND WE WILL CLEAR THE AISLES AND PASSAGES OF ALL EXHIBIT MATERIAL BY 11.00 P.M. ON *January. 16, 2018*

Name of the Exhibition Coordinator:

Signature:

Company Seal:



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EXHIBITION ENTRY PASS

To: **The Security-in-Charge**

From: **Name of exhibitor:**

Stand No.

Please allow entry of _____ packages relating to our participation at "India International Coffee Festival 2018".

Signatories

Exhibition Coordinator:

Event Partner:

Security:

Date:

Date:

Date:

Time:

Time:

Time:



INDIA INTERNATIONAL COFFEE FESTIVAL 2018



EXHIBITION EXIT PASS

To: The Security-in-Charge

From: Name of exhibitor:
Stand No. _____

Please allow exit of _____ packages brought in by us relating to our participation 'India International Coffee Festival 2018'

Signatories

Exhibition Coordinator:

Event Partner:

Security:

Date:
Time:

Date:
Time:

Date:
Time:



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TARIFF CARD FOR ADDITIONAL SERVICES

I. Audio Visuals

Sl. No	Item specification	Rate/day (INR)
1	Plasma 50" 42"	3000
		2500
2	LCD Projector 2500 lumens 3500 lumens 4500 lumens	2500
		3000
		6000
3	Screen 6ftX 4 ft 8 ft X 6 ft	400
		500
4	DVD Player	400
5	Computer with 15"/17" TFT Monitor	600
6	Laptop with ACS	1250
7	A4 – 3 in 1 Printer/Scanner/Copier (Consumables extra)	500
8	Multipurpose Xerox Machine	1500

NOTE: Above rates doesn't include service charge and is chargeable extra @ 15%.

For above services please contact:

Mr. Hemath Kumar at
hemanth@mmactiv.com
 Ph: +91.80.4113 1912 / 13
 Mob: +91.953.523.1991.



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II. Furniture

Sl.No.	Particulars	Rate/unit (INR)
1	Octonorm Table	600
2	Lockable counter	1000
3	Table Showcase	2000
4	Single Shelf	400
5	Laminated panel 1mt x 2 ½ m	600
6	Octonorm Door	1200
7	Folding Chair	150
8	Sleek Chair	400
9	Executive Chair.	750
10	Bar Stool	750
11	Brochure Stand	750
12	Sofa – Single Double	1000 1500
13	Tall Showcase	4000
14	Round Table – Glass Top	1300
15	Laminated 1 m dia Round table	900
16	Mettal halide light	500
17	Plug Point	300
18	Spot Light	300
19	Carpet per sqm	175

NOTE: Above rates doesn't include service charge and is chargeable extra @ 15%.

For above services please contact:

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III. Manpower and other services

1. Manpower

Type of Manpower	Rate per day (INR)
Host	750
Regular Hostess	1750
A Segment Hostess	2250

Extra Power services

1Kv = 4500 Rs For 3 days

NOTE: Above rates doesn't include service charge and is chargeable extra @ 15%.

For above services please contact:

Mr. Hemath Kumar At
hemanth@mmactiv.com
Ph: +91.80.4113 1912 / 13
Mob: +91.953.523.1991.

3. Official Freight Forwarder & ON-SITE Handling Agent

For above services please contact:

Mr. Hemath Kumar At
hemanth@mmactiv.com
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Mob: +91.953.523.1991.



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PICTURES OF FURNITURE & ELECTRICALS





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