

# G-20 DIA SUMMIT 2023

Dear Participant,

We are delighted to welcome you to the G-20 DIA Summit 2023. As a valued Participant / Exhibitor, we will ensure and do everything possible to make your participation in this Global Event, a pleasant 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 mail us the scanned copy latest by August 14, 2023.

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

With best regards,

*FICCI*

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## Welcome to G-20 DIA Summit 2023

The Dept. of MetiY, Government of India is organizing G-20 DIA SUMMIT-2023 which will be held from 17<sup>th</sup>-19<sup>th</sup> August 2023 at Palace Grounds, Bengaluru.

### Exhibition Venue:

Bengaluru Palace is centrally located within a close distance. The Palace spread over 464 acres is awe-inspiring with its majestic presence with Tudor style architecture inspired by the medieval castle in Normandy, England.

The Venue is highly accessible to some of the best sights in Bengaluru too. The Cubbon Park a 250-acre lung space located within 3.5 km of Lalbagh Botanical Garden with over 1000 species of flora and rock formations dating back to 3 million years is a popular tourist attraction or other Fashion Hi streets and shopping malls making it an ideal venue to converge for business and fun.

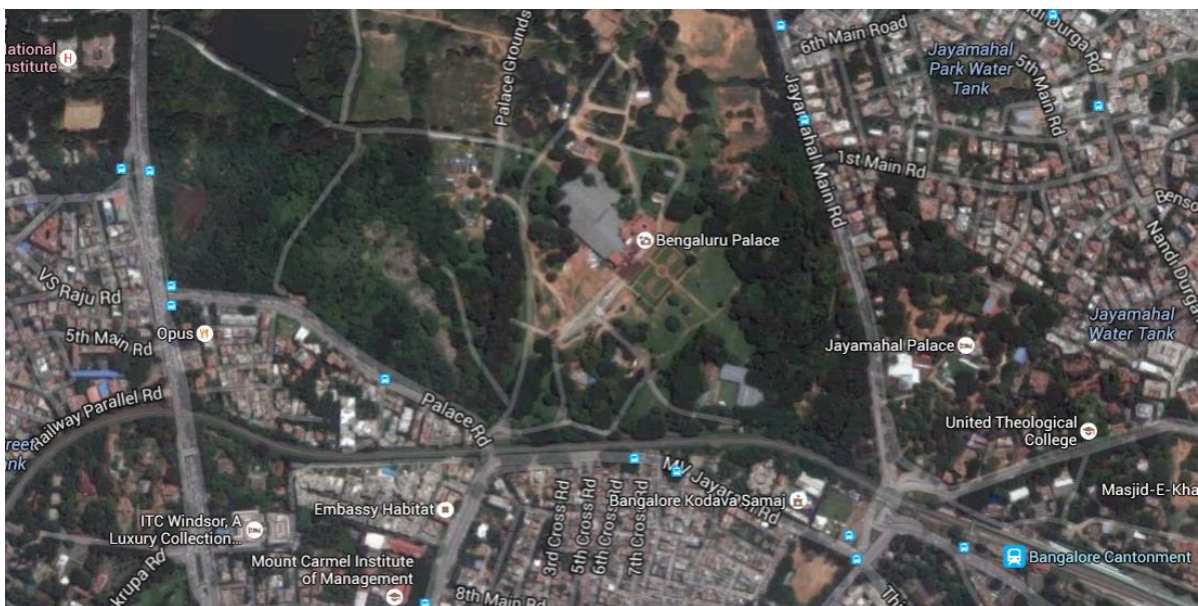
### Bengaluru Palace

Palace Road, Vasanth Nagar  
(Mount Carmel College Entrance)  
Bengaluru, Karnataka 560052

### Location Details: Distance to the venue from:

- ❖ Kempegowda International Airport, Bengaluru: 26 KM.
- ❖ Cantonment Railway Station, Bengaluru: 2.7 KM.
- ❖ Kempegowda Bus Station, Bengaluru: 2.7 KM.
- ❖ More details on location please follow the Google map link : [Bengaluru Palace](#)

### MAP – Palace, Bengaluru



## EXHIBITION SCHEDULE AT A GLANCE

Exhibition Date: 17 -19 August 2023

Timings: 1000 hrs - 1800 hrs

Date & Time	Day	Events
<b>Build-up Period</b>		
August 14, 2023, 12:00 pm	Monday	Handing over the space to bare / raw space exhibitors
August 16 2023 10:00 am	Wednesday	Handing over the space to shell space Exhibitors
August 16, 2023 11:00 pm	Wednesday	Completion of all booths (Both Raw & Shell Schemes)
August 15 & 16, 2023: After taking possession (if applied for)	Tuesday & Wednesday	Temporary Electricity to exhibitors
August 16, 2023 8:00 Pm	Tuesday	All unwanted stores/refuse to be cleared Final Cleaning of halls and completion of all Booths.
<b>Exhibition Period</b>		
August 17, 2023 10:00 am	Thursday	Opening Ceremony
August 17th to 19th, 2023 10:00 am to 6:00 pm	Thursday to Saturday	Trade & Professional Visitors
August 19th, 2023 5:00 pm	Saturday	Exit Passes (All Exhibitors must take duly signed and Stamped Exit Pass from the organizer)
<b>Dismantling Period</b>		
August 19th, 2023 9:00 pm	Friday	Dismantling and removal of exhibits and materials

The Event operations Team and Contractors will be available at the site office at the venue from 14<sup>th</sup> August 2023 from 10:00 am to 6: 00 pm to assist Exhibitors during the stand construction and dismantling period. During Exhibition Days, they will be available between 10.00 a.m. & 6.00 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 /or service their exhibits/stand.**

No representative of Exhibitors will be allowed inside during, pre & post-show timings without their Exhibitor Badge.

## EXHIBITOR DIRECTORY FORM

(To be filled in by Authorised Personnel before August 12th, 2023)

Please follow the below link

**Exhibitor Directory Form:** [https://www.g20diasummit.com/g20diasummit\\_forms/exhibitor-form.php](https://www.g20diasummit.com/g20diasummit_forms/exhibitor-form.php)

For any assistance you and contact following person

Name: **Chandrachood**

Mob: 9964195859

## RULES & REGULATIONS

### A. GENERAL

1. The words listed under '**definitions**' will bear the following reference for the current event

<b>ORGANIZERS / EVENT PARTNERS</b>	The event is organized by Dept. of MetiY Govt. of India
<b>EVENT</b>	G-20, DIA Summit 2023
<b>EXHIBITOR</b>	Any employee, staff, agent, or 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
<b>VENUE</b>	Bangalore Palace, Vasanthnagar
<b>STAND / BOOTH / STALL / PAVILION</b>	Exhibition space reserved for an Exhibitor.

2. All applications for participation should be made on the **Space Application Form** and submitted to the Event Partner. 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.

3. Allotment of stands is final only on receipt of 100% payment and clearance from the Organizers.

4. G20 DIA Summit Expo2023 Secretariat will have the sole discretion in the allocation of space. However, due consideration will be given to the choice and requirements of the applicant.
5. Arrangements will be made for providing round-the-clock security w.e.f. **August 17th, 2023, 10:00 am till the evening of August 19th, 2023**. 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.
6. 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/Event Managers will in no way be responsible for any loss or damage.
7. If due to Force Majeure or 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.
8. The Organizers may alter or add new rules and regulations for the benefit of the Exhibition. Such rules will be given in website and will be binding on all the Exhibitors.
9. In case of a pavilion plot, only 50% of the total area booked will be permitted for construction up to a height of 3.5 meters (12 ft.), so as to avoid the invisibility of other Exhibitors. It should be ensured that visibility of other stalls is not blocked. And in case of bare space allotted at either side of the hanger, the back wall cannot be higher than 10 ft.
10. All drawings/designs showing stand construction have to be submitted in duplicate and approved by the Organizers/Event Managers, 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.
11. No stand will be left unmanned during the exhibition. Exhibitor personnel must be present at least 30 minutes before the visiting hours of the exhibition. Any activity which amounts to nuisance or noncompliance of any rules or guidelines of organisers, venue management or the rule of the land caused by the exhibitors will not be permitted. The Event Partner shall have the right to take remedial and legal action in such cases.
12. 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 Event Partner against any claims resulting from mishaps due to faulty equipment/faulty handling of material or non-observance of legal or safety requirements by them.

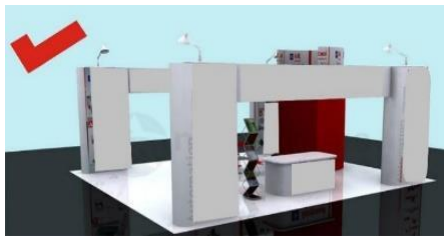
13. No exhibits or empties will be stored behind the exhibition stalls.
14. Exhibitors will be required to make good on all damages or make payment for damages in the Hall/Hangers, if any.
15. No counter sales will be permitted during the exhibition.
16. Power Supply: Power supply for all purposes will be provided from the generators. If any Exhibitor requires extra power, the same can be availed at a charge of INR 5000 per kW. Temporary power supply for Setting up the stall and testing the equipment will be made available from the first day of construction on extra charge at Rs. 1500 per kW/day.
17. Any kind of no show will not be eligible for any kind of refund.
18. It is the responsibility of the Exhibitor and Contractor to:
  - Comply with these rules and regulations.
  - Safeguard themselves and others who may be affected by their acts or omissions.
  - Seek advice where there is any doubt regarding the correct action to be taken.
  - Comply with the reasonable requests of the organizer's appointed staff/floor/hall managers or any other officials.

## B. BARE SPACE:

1. Bare space shall not be given less than 18 sqm area.
2. In the case of bare space, only space will be provided. Extra charges will be applicable for power, carpet, or any other facility required.
3. The booth should not be destructing the view or disturbing the aesthetics of any other co-exhibitor. Organiser holds the final right to stop/alter the design if needed.
4. In the case of bare space, only 50% of the total area and not more than 70% length of any side will be permitted for construction. The maximum height permitted is as follows:

Front Area	8 ft
Middle Area	12 ft
Rear Area	10 ft

5. The above regulation is aimed at ensuring that the visibility of any stall is not blocked. Your co-operation is solicited. **Please find below the images for your reference.**



6. Individual booth numbers as allocated by the organizers should be displayed on the booth in such a manner that it is clearly visible to all the visitors.
7. **All drawings/designs showing stand construction must be submitted in duplicate and approved by the Event Partner, who reserves the right to recommend changes/modifications, in the interest of the overall presentation of the exhibition. Exhibitors must ensure that the changes recommended are carried out.**

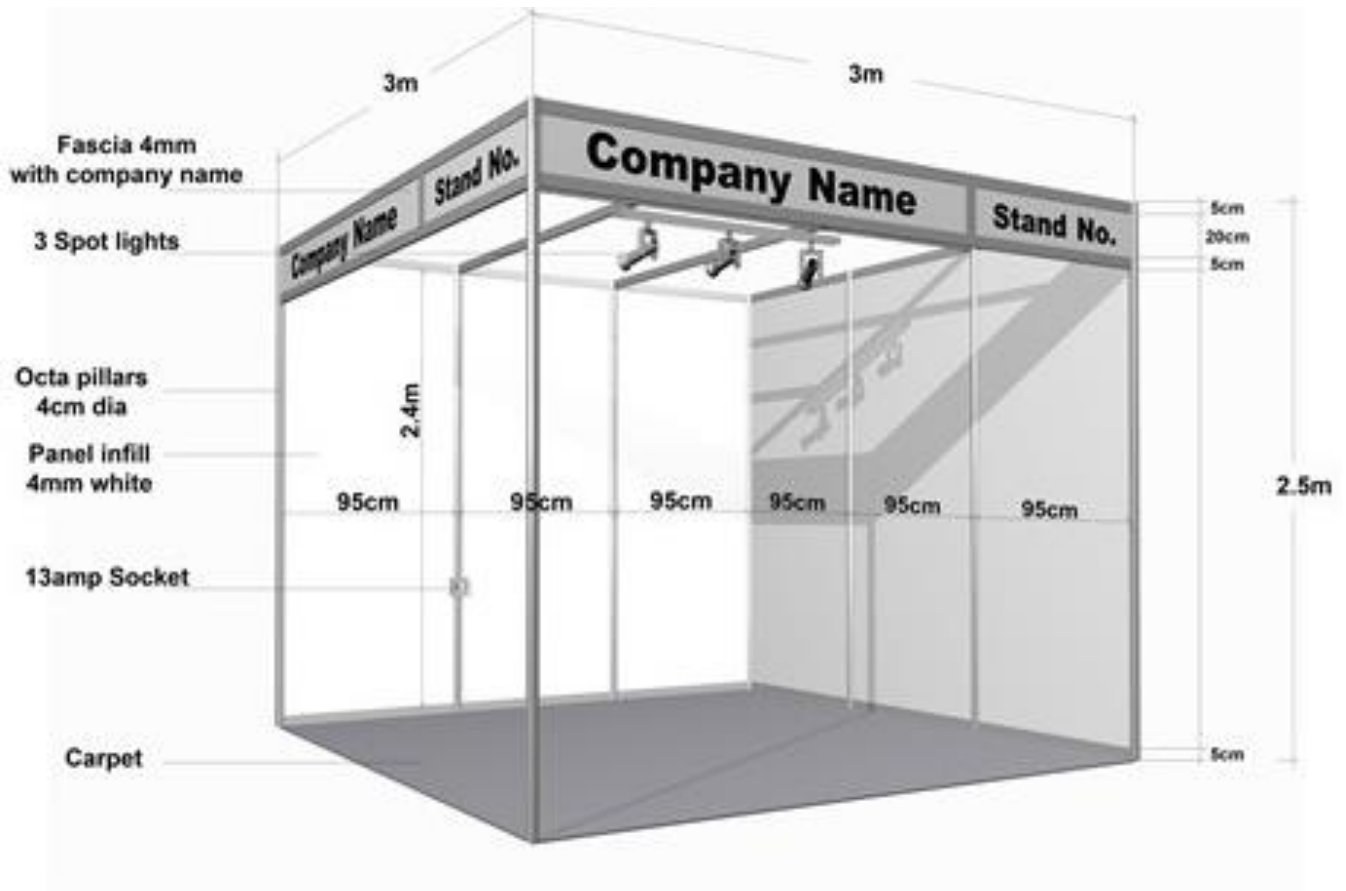
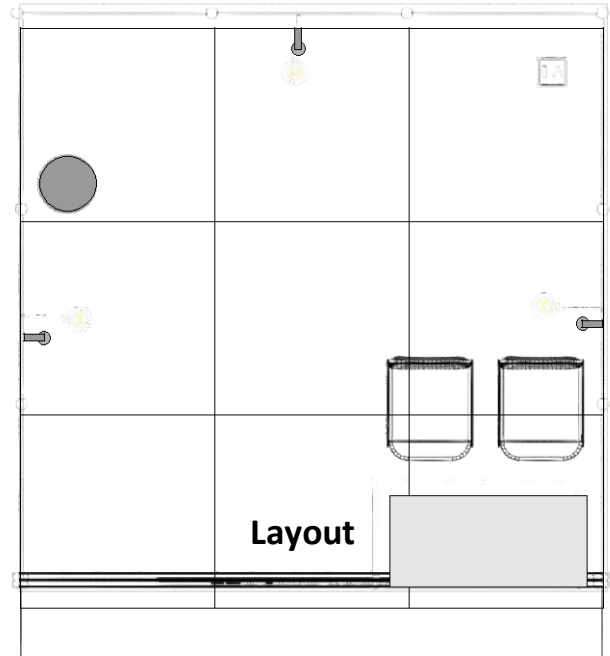
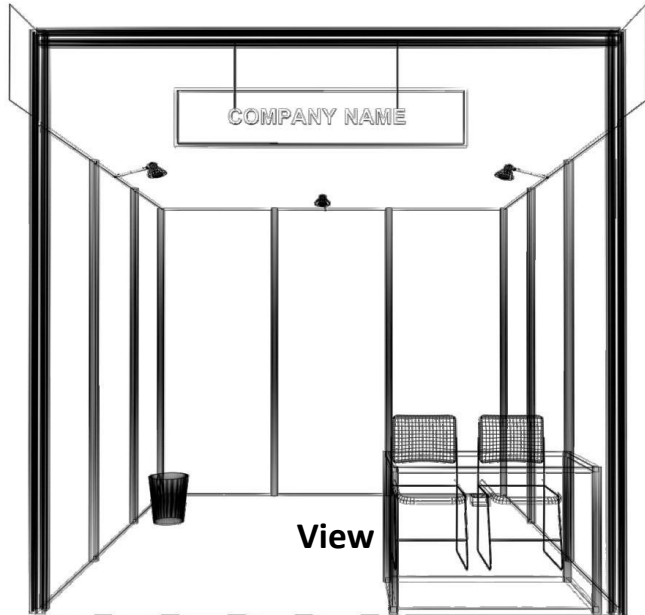
### C. ENTITLEMENTS TO EXHIBITORS

1. Every 9sqm of exhibit space under shell scheme will get:
  - 1 Octonorm Table
  - 2 Folding Chairs
  - 2/3 side Polychem infill panel walls
  - 3 Spot Lights
  - Carpet inside the stall
  - One Power point (5 Amp)
  - One Dustbin
  - Fascia name in vinyl - standard letters
  - Only 2 persons are allowed to man 9sqm stall
2. **Apart from above anything extra required shall be available on additional charges and has to be ordered in advance with 100% advance payment. Please refer forms for additional services given in the Manual at **page 15.****
3. Entry to the event is on production of Delegate/Exhibitor or service badge.
4. **Possession letter, duly filled and signed by responsible and authorized signatory is mandatory to get possession of the stall.**



5. Exhibitors have to also provide the proper list of their services staff like stall fabricator, hostess or any other manpower to Event Partner for the preparation of badges well in advance. The Organiser/Event Partner reserve the right to refuse admission to any person in the interest of the exhibition or due to safety reasons.
6. Subletting of a stand to any other party is not permitted.
7. No alteration to the size or position of the stand is permitted without prior written approval of the Event Partner who reserves the right to change the layout/stand number or gangways.
8. **Further, no banners, placards, exhibit etc. will be allowed at the premises or complex or on the roads and in the vicinity. Such unauthorized display is liable to be removed by the Event Partner without notice at the cost of the exhibitor. Exhibits must not obstruct passages. Exhibitors should only utilize the inner parts of the stall allotted to them for display.**
9. The exhibitor should abstain from picking any kind of furniture on their own from the contractor's venue godown or from any other stand/stall/booth without permission of the Event Partner.
10. **Occupation and Completion of Site:** The exhibitor, its labour, agents, employees, and contractors may enter the Exhibition premises for the purpose of erecting the stand and preparing Exhibits during the build-up period of the Exhibition allowed by the organizer. The exhibitor undertakes that the site or stand will be ready, occupied and all Exhibits installed and arranged thereon for displays and all arrangements in connection therewith completed by 06.00 pm August 15, 2023, on the evening before the opening of the Exhibition.
11. Transport vehicles will not be allowed inside the venue beyond the specified date & time. All Exhibitors are requested to cooperate and complete the stall work well in time.

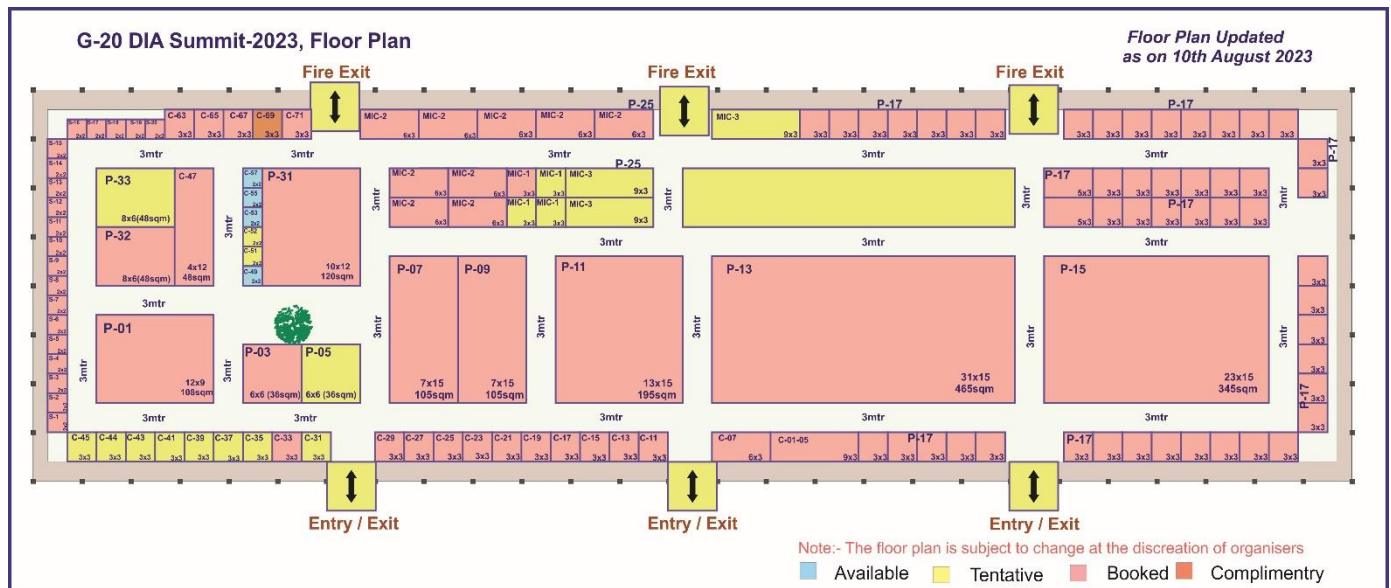
## SHELL SCHEME STALL



## Technical Specification of Stall (Shell Scheme)

- ❖ Maximum Height of Stall – 2.50meters
- ❖ Width of each Panel – 0.95meters
- ❖ Height of each Panel – 2.44meters
- ❖ Overall height of Fascia – 0.30meters
- ❖ Poster Size: Width 3 ft X Height 6 ft

### EXHIBITION FLOORPLAN



## DECLARATION FORM

### Indemnity / Undertaking

*(To be filled in by Authorized Personnel and strictly the scanned copy of filled out form with the seal  
Should be mailed to [Chandrachood.as@mmactiv.com](mailto:Chandrachood.as@mmactiv.com) by 14/08/23)*

**Dear Sir,**

I/We, the undersigned, hereby declare that I/We have read and understood the Rules and Regulations of participation in “**G-20 DIA Summit 2023**” as well as the contents of the Exhibitors’ Information and that I/We agree to abide by the said Rules and Regulations without reservation.

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

**Name:**

**Designation:**

**Organisation Name:**

**For and on behalf of Exhibitor**

**Signature**

**Company Seal**

**FORM: 01**  
**Possession of Stand**

**Name of Exhibitor (Organization Name):** \_\_\_\_\_

**Stall No.:** \_\_\_\_\_

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

We have made full payment of our space, the last instalment 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 **6.00 pm on 16<sup>th</sup> August 2023.**

**Name of the Exhibition Coordinator:**

**Signature:**

**Company Seal:**

**FORM: 02**

**Exhibition Entry Pass**

To: The Security-in-Charge

From:

**Name of Exhibitor:**

**No.**

Please allow exit of \_\_\_\_\_ participation at  
"G-20 DIA Summit 2023".

**Signatories:**

**Exhibition Coordinator:**

**MM ACTIV:**

**Security:**

Date:

Date:

Date:

Time:

Time:

Time:

**FORM: 03**

**Exhibition Exit Pass**

To: The Security-in-Charge

From:

**Name of Exhibitor:**

**No.**

Please allow exit of \_\_\_\_\_ participation at  
"G-20 DIA Summit 2023".

**Signatories:**

**Exhibition Coordinator:**

**MM ACTIV:**

**Security:**

Date:

Date:

Date:

Time:

Time:

Time:

## TARIFF FOR ADDITIONAL SERVICES

Additional Furniture Rate List for G20 - DIA EVENT			
Sl.No.	Description	Specification	Cost
1	Sleek chair.	grey	700
2	Round Table (Laminated Top)	70 cm (dia) x 75 cm (h)	1,200
3	Round Table (Glass Top)	90 cm (dia) x 75 cm (h)	1,500
4	Bar Stool		1,200
5	Glass Showcase (Big)	1 m x 50 cm x 2.5 m (h)	4,500
6	Glass Showcase (Small)	50 cm x 50 cm x 2.5 m (h)	3,500
7	Glass Counter	1 m x 50 cm x 1 m (h)	3,000
8	Standing Discussion Table	70 cm (dia) x 1 m (h)	1,800
9	System Counter Table	1 m x 50 cm x 75 cm (h)	1500
10	Side Rack Lockable	1 m x 50 cm x 75 cm (h)	3,000
11	Square Table Laminated		1,200
12	Brochure Rack		800
13	Lockable Door		3,500
14	System Panel	1 m x 2.5 m (h)	1000
15	Glass Shelf	30 cm x 1 m	600
16	Wooden Shelf	30 cm x 1 m	500
17	Spot Light (white)	15w LED	500
18	Metal Hylide - White	150W	1,500
19	LED Track Light - White	50W	2000
20	Power Socket		400
21	Dustbin		100
22	Power	1 KW	3000

**Note: GST @ 18% will be charged extra**

## EVENT OPERATIONS TEAM

Helpline Numbers		
CONTACT PERSONS	CATEGORY	MOBILE
<b>Mr. Manas Das</b>	Overall Exhibition In charge	9899208916
<b>Mr. Samrat Soo</b>	Overall Exhibition In charge	9891536658
<b>Mr. Akhil Gupta</b>	Co-Ordination	9910039679
<b>Ms. Poonam Jolly</b>	Co-Ordination	9811166321
<b>Mr. Harvinder</b>	Directory & Facia Co-Ordination	9958073819
<b>Mr. Amit Kumar</b>	Infrastructure Co-Ordination	8527004909
<b>Mr. Chandrachood</b>	Infrastructure Co-Ordination	9964195859
<b>Mr. Nitin Gohil</b>	Infrastructure Co-Ordination	8446469942
<b>Kindly complete the forms and mail it to:</b> <b>Email: <a href="mailto:chandrachood.as@mmactiv.com">chandrachood.as@mmactiv.com</a></b>		

## EXHIBITION OFFICIAL BOOTH DESIGNER

CONTACT PERSONS	MOBILE
<b>Mr. Darshan</b>	9108933888
<b>Mr. Hariprasad Shetty</b>	9449077074
<b>Mr. Vivek Saraf</b>	8830790284

## EXHIBITION ADDITIONAL SERVICES

CONTACT PERSONS	CATEGORY	MOBILE
<b>Mr. Murali</b>	Brochure Printing	9845577533
<b>Mr. Venkatesh</b>	Additional Audio Visuals	9845161519
<b>Mr. Jameel</b>	Additional Services	9880244700