



28, 29, 30 NOVEMBER 2023
PALACE GROUNDS, TRIPURAVASINI
(NEAR MEKHRI CIRCLE), BENGALURU



Exhibitors' Information & Order Book

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A. THE EXHIBITION

Future Cities is the mega event that presents for the first time in India a 360 degree vision of the built environment. Exclusive exhibitions and conferences are being held together on: **Municipalika** - the 17th edition of Safe, Smart & Sustainable City Solutions, **CAPEX** - Innovative Building Design, Materials & Technologies and **Architecture in The Age of Millennials**

A1. VENUE

Palace Grounds

Tripuravasini (Near Mekhri Circle)
Bengaluru, Karnataka 560 080

A2. HOURS & DATES

Sunday	26 Nov	10:00 - 20:00 hrs	Bare Space Pavilion set-up
Monday	27 Nov	10:00 - 20:00 hrs	Registration & Booth set-up (Built up booth)
Tuesday	28 Nov	10:00 hrs	Inauguration
		10:00 - 18:00 hrs	Open for visitors
Wednesday	29 Nov	10:00 - 18:00 hrs	Open for visitors
Thursday	30 Nov	10:00 - 18:00 hrs	Open for visitors
		18:00 - 20:00 hrs	Dismantling of booths & removal of exhibits

Participants will not be allowed to leave their stall before the official closing time everyday.

A3. SHOW SECRETARIAT / ORGANISER

FAIRFEST MEDIA LIMITED

Mumbai : 305, 3rd Floor, The Summit Business Bay, Near WEH Metro Station, Off Andheri - Kurla Road Andheri (E), Mumbai 400 093 Tel : (91) (22) 4555 8555

Bengaluru : 2454, 17th 'E' Cross, 9th Main, Ground Floor, Banashankari, 2nd Stage, Bangalore 560 070 Tel : (91) (80) 2676 1598

Ahmedabad : Room No. 204, Eternia Complex, Behind City Center, Swastik Cross Road, C G Road, Navrangpura, Ahmedabad 380 009 Tel : (91) (79) 2646 121

Kolkata : 74/2 AJC Bose Road, Tirupati Plaza, 4C, 4th Floor
Tel : (91) (33) 4028 4028

New Delhi : : U1, Green Park Main, Delhi - 110016
Tel : (91) (11) 4615 0947

E-mail : contact@municipalika.com URL : www.municipalika.com

Contact: **Kiran M** - (91) 98806 00946 | kiran@fairfest.in
Abhishek Kumar - (91) 98198 34900 | abhishek@fairfest.in
Shashank Dhuria - (91) 98679 57895 | shashank@fairfest.in

A4. RECOMMENDED AIR CARGO

BLUE DART EXPRESS LTD

Web : www.bluedart.com
Toll Free No. 1860 233 1234

A5. RECOMMENDED SURFACE / AIR CARGO

GATI LTD.

Web : www.gati.com
Toll Free No. 1860 123 4284

A6. CONTACT DETAILS OF LEADING BOOTH FABRICATORS / DESIGNERS

<p>JMD DESIGN DESK PVT. LTD. 702, Ruby Crescent Business Boulevard, Ashok Nagar, Kandivali - East, Mumbai - 400101 Tel : +91 22 28850759 / 28852951 Mr. Rohit Saraogi, Director Mobile : (91) 9769914770 Email : rohit@designdesk.in Web : www.designdesk.in</p>	<p>MEROFORM INDIA PVT LTD. 306, Acme Industrial Park, I B Patel Road, Goregoan - East, Mumbai - 400069 Tel : +91 22 66780432 Mr. Ravi Upadhyay, Manager Mobile : (91) 9821062214 Email : ravi@meroforformindia.com</p>
<p>PAVILIONS & INTERIORS (I) PVT. LTD. Ashok Industries, M N Dsoza Compound, Kherani Road, Sakinaka, Andheri - East, Mumbai - 400072 Tel : +91 22 28521408 / 10 Mr. Kunal Mhatre, Sr. Marketing Manager, Mobile : (91) 9867018132 Email : kunal.mhatre@pavilionsinteriors.com Website : www.pavilionsinteriors.com</p>	<p>CACHET EVENTS AND DESIGN SOLUTIONS 301 – Shant Industrial Estate, Goregaon East, Mumbai - 400052 Ms. Pallavi Jayakar, Director Mobile : (91) 9819977397 / 9769857397 Email : pallavijayakarr@gmail.com Mr. Vinod Meher, Director Mobile: (91) 9819501441 Email : Vmeher9@gmail.com Website : www.cachet.in</p>
<p>STELLAR EXHIBITIONS INDIA 119, Topiwala Centre, Goregoan West, Opp Goregoan Railway Stn., Mumbai 400101, Maharashtra, India Mr. Nimish Shroff Mobile : +91 9867515003 Email : nimish@stellarexhibitions.com Website : www.stellarexhibitions.com</p>	<p>D CRAFT EVENTS AND EXHIBITIONS B21, Shanti Shopping Centre, Mira Road (E), Mumbai-401107. Mr. Ravinder Khanna, Director Mobile : +91 9049412211 Mr. Anil Khanna, Operations Head Mobile : +91 9004756781, Email : exhibitions@dcraft.co.in Website : www.dcraftevents.com</p>
<p>SPECTRUM # 18, Sri Venkateshwara Nilaya, 2nd Floor, Sankey Road, Bangalore - 560020 Mr. Hariprasad Shetty Mobile: +91 94490 77074, +91 99459 17922, 08023564104 Email : prathiroopi@gmail.com / spectrum.set@gmail.com Website : www.prathiroopi.com</p>	<p>CREATIVE FOCUS (A Division of EXHICON) 103, Crystal Paradise, DS Road, off Veera Desai Road, Andheri (W), Mumbai 400053 Mr. Umar Nadkar, Business Head Mobile : +91 7021668008 Email : nadkar@exhicongroup.com Website : www.exhicongroup.com</p>
<p>EXPOGURU CONCEPTS PVT. LTD. 906 , 9th floor, Hemkunt Chambers Nehru place, New Delhi - 110019 India Mobile : +91 9582744848 Email : mayank@projectexpoguru.co.in Website : www.projectexpoguru.co.in</p>	<p>EXHIBIT DZINES B-17, St No.1, Madhu Vihar, Near Dwarka Sec-3, New Delhi-110059 India. Mr. James, BD- Manager Mobile: +91 8510007689 Email: exhibitdzines@gmail.com Website:www.exhibitdzines.com</p>
<p>PROPWOOD PRODUCTION PVT. LTD B-212, Crystal plaza, LinkRoad, Andheri west, Mumbai-400059 . BSI Business Park, H-15, 404, Sector 50, Noida - 201301 Mobile - 9819159957, 9372604624 Email : propwoodmumbai@gmail.com / propwooddelhi@gmail.com Website : www.propwood.in</p>	<p>PROPSHOP EVENTS & EXHIBITIONS PVT LTD Plot No. 837, Opp, Inex Towers, 6, Mori Road, Mahim West, Mumbai - 400 016. Mr. Kanaga. G, Business Development Mobile: +91 98206 69164 Email : Kanaga@thepropshop.co.in Website : thepropshopindia.com</p>

NOTE:

As per the government of Karnataka environment policy only backdrops made from canvass cloth materials will be allowed no plastics / flexes will be allowed to be put up at the venue.

FIRE PRECAUTION DURING THE FAIR

Though we have made adequate security arrangements this is to ensure the safety of you and your staff.

In case of fire

- 1) In case you discover fire or smoke remove anyone from danger only if safe to do so.
- 2) Sound fire alarm / look for fire extinguisher
- 3) Contact emergency services number –
Fire Station: High Grounds Fire Station : 101 / 080 22971537
- 4) Evacuate by going to the nearest safe area or exit

If you are on fire

- 1) Stop where you are
- 2) Drop to the floor or ground
- 3) Roll your body to smother fire

Fire prevention

- 1) Do not smoke
- 2) Keep pathways clear of obstruction, don't block the exit area
- 3) Store flammable materials in an approved area

IMPORTANT BRIEF FOR SECURITY

Do's

- **Foreign Visitors / Exhibitors** entering the Exhibition Venues are requested to carry only **Photo copies of their passport.**
- Follow **Safety & Security** Procedures.
- **Visitors / Exhibitors need to carry the valid Id Badge issued by the organisers** for entering the Show Areas & need to **display the same** during the exhibition time.
- Exhibitors need to keep their **valuables** in **safe custody** during the exhibition time.
- Need to have a **proper Exit Pass** for taking out any **Material / Equipment** during the **Exhibition Dates.**
- In case of **Emergency** use Exit gates.
- **Visitors / Exhibitors** need to **park their vehicles** in **designated** areas by the organisers.
- **Keep your work area** clean & tidy in accordance to safety regulations.
- Use **trash skips** for all waste & debris.
- Obey the **Safety & Security Instructions** from Management.
- Use Security Desk in case of any help.

Dont's

- **Foreign Visitors / Exhibitors** are requested **not to carry their Passport** at Exhibition Area.
- **Do not enter** the exhibition hall **without the valid Id Badge issued by the organisers.**
- **Smoking is prohibited** in **Exhibition Area.**
- No Material will be allowed out without valid Exit Pass.
- **Don't carry any Explosive Items** or **any Restricted Weapons.**
- **Never leave** any of **Items / Materials** unsecured.
- Maintain the **Speed Limits** of your **Delivery vans & Cars** while entering the Exhibition Area.

B. EXHIBITION HALL

B1. CONSTRUCTION OF BOOTH

Exhibitors must ensure that all parts of their work are self supporting and secure.

Exhibitors who have ordered indoor bare space and outdoor bare space may begin erecting their booths at **10:00 hours on 26 November** and all work should be completed by **20:00 hours on 27 November**.

B2. MOVE IN OF EXHIBITS

Exhibitors who have booked shell scheme may move in their exhibits from **10:00 hours on 27 November** and **all work should be completed by 20:00 hours on the same day**.

Exhibitors must arrange for an authorised representative to be present at the site to receive and position goods as the organiser shall not be responsible to accept delivery.

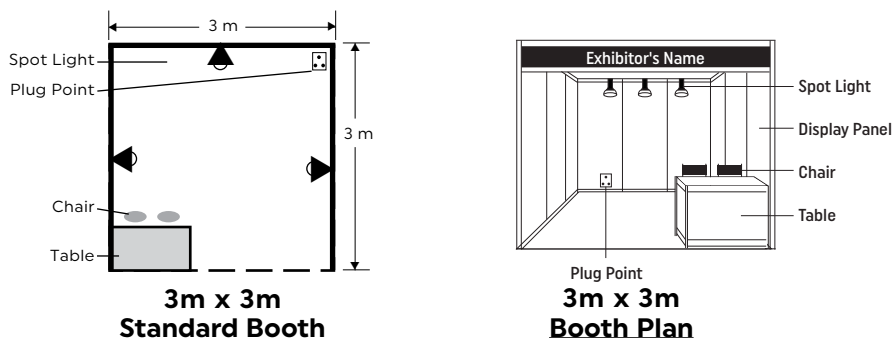
Imp : Exhibitor will have to take responsibility of their Exhibits till the inauguration of the Exhibition.

B3. DISMANTLING AND REMOVAL OF EXHIBITS

Exhibits must be moved between **18:00 hours and 20:00 hours on Thursady, 30 November, 2023**. Dismantling of booths is prohibited before the closer timing of the exhibition.

Removal, delivery or replenishment of stock may only be carried out before the opening hours of the exhibition in the morning or after closing time in the evening. If the removal of any valuable item or display from the hall is necessary, Exhibitors must obtain permission from the Organiser.

B4. STANDARD SHELL SCHEME BOOTH



note:

1. No nailing, stickers or painting allowed on aluminium frames.
2. No nailing or painting allowed on panels.
3. Double-sided tape, stickers, placed by Exhibitors on panels must be removed by Exhibitors at the end of the exhibition.
4. Exhibitors can request for coloured panels at extra cost from the Official Contractor.

I. STANDARD SHELL SCHEME BOOTH includes

The Official Contractors will provide the following items for each shell scheme booth (3m x 3m) and in multiple there of

Fascia : Exhibitor's name in English (max. 25 letters) using white cut-out letterings on Red background.

Wall Panelling : Three side walls (white painted plywood panels) held by prefabricated aluminium system. In the case of corner booths it will be two side walls and two fascia boards.

Standard Booth (3m x 3m)

Furniture :

- a. One information counter
- b. Two chairs
- c. One waste paper basket

Lighting : Three Spot-lights (60 W)

Power : 1 Power socket (5 Amp)

Carpet : Install Grey & Aisle Red

II. ADDITIONAL RENTAL FURNITURE & ELECTRICAL FITTINGS

in addition to items provided in the basic Standard Shell Scheme Booth, Exhibitors may require additional furniture/electrical items which can be supplied on a rental basis by the Official Contractors. For Special requirement please contact the organisers.

Please complete the attached Form 2 and return to the Fairfest Media Limited - Mumbai office by the deadline date.

Note : The organiser prohibits any change of colour scheme or attachment of logo or other lettering or alteration to the standard fascia.

C. RECORD OF ORDERS

(Put a ✓ if submitted)			Amount Rs / US\$
	FORM 1	Registration of outside Contractor	
	FORM 2	Additional Furniture	
	FORM 3	Temporary Staff	
	FORM 4	Preferred Customer Pass	N A
	FORM 5	Advertisement in Exhibition Directory	
		Total	
		Add GST @ 18%	
		Grand Total	

Date : _____

- Note :
- 1) Prices are quoted in Indian Rupees (INR), Current rate of US\$ 1 = INR 84 approximately.
 - 2) Exhibitors are advised to make payment to the organiser 'Fairfest Media Limited'
 - 3) Add GST @ 18% on all additional items.
 - 4) This is for your record. Please retain it for future reference.

FORM 1

For official use :
Exhibitor :
Received :

Mail To : **Fairfest Media Ltd.**
2454, 17th 'E' Cross, 9th Main, Ground Floor,
Banashankari, 2nd Stage, Bengaluru 560 070
Tel : (91) (80) 26761598
E-mail : contact@municipalika.in

Deadline for Submission : 14 November 2023

APPLICATION FOR OUTSIDE CONTRACTOR - DAMAGE & PERFORMANCE BOND

(Please fill in this form if you plan to engage your own contractor instead of the Official Contractor for any booth design, decoration or construction work.)

Exhibitor's Name

Sq. mtr. booked

This upper portion of the application form should be completed by the contractor appointed by the individual Exhibitor, and must be accompanied by a demand draft (issued by the contractor) made payable to "Fairfest Media Ltd." which will be held against possible damages to the Exhibition Hall, and/or the disposal of extra waste left on site after the event (if any).

BOOTH HEIGHT LIMIT : The maximum height of construction in Bengaluru is 12 feet on open side (including platform height) and 8 feet height on common wall.

Damage & Performance Bond

(1) A Damage & Performance Bond of **INR 25,000 for booths below 100sqm or INR 50,000 for booths above 100sqm** must be paid in cash, cheque or by demand draft by the booth contractor to the Organisers when they register at the exhibition site for booth possession. This will be held against damages to the venue, and / or the disposal of booth construction waste left on-site after the event. Any breach of the organisers / venue's regulations may also cause the deposit to be forfeited.

(2) It is the individual booth contractor's responsibility to remove all packing and waste materials from the exhibition hall during both move-in and move-out. Garbage & waste materials from decoration work must not be discarded into the aisles & must be cleared. All material used must be removed during move-out and this must be done safely (no pushing over high pieces of booth, no smashing of glass panels etc). Failure to comply will result in the Damage & Performance Bond being totally forfeited.

(3) The Damage & Performance Bond will be refunded by showing the receipt after the exhibition subject to the clearance of the site by the contractors and no damage or garbage being recorded by the exhibition centre management and the organisers.

(4) **Organisers reserve the right to deduct an actual and appropriate amount for damages to the hall structures / venue, made by the exhibitor or their design & handling agencies' staff during build-up, show days and dismantling time, from the Damage & Performance Bond paid by the exhibitor.** This is to ensure all the rules & regulations are abided by and to cover any damage arising directly or indirectly from infringement. This is without prejudice to any additional claims the organisers may have on the exhibitor if the damages exceed the bond amount. Balance amount if any, will be returned if no damage is found.

On receipt of this Form and the deposit payment **CONTRACTOR PASSES** will be issued. Only holders of **CONTRACTOR PASSES** will be allowed access to the site.

Please supply **CONTRACTOR PASSES** : No. required :

The deposit will be refunded after the exhibition subject to the clearance of the site by the contractors and no damage being recorded.

Contractor's Name : _____

Address : _____

Contact Person : _____ Designation : _____

Tel : _____ Fax : _____

Signee's Name : _____

Exhibitor's signature / company stamp

Date : _____

N.B. : Electrical installations must be carried out by the Official Contractor only.

NOTE: AS PER THE GOVERNMENT OF KARNATAKA ENVIRONMENT POLICY ONLY BACKDROPS MADE FROM CANVASS CLOTH MATERIALS WILL BE ALLOWED NO PLASTICS / FLEXES WILL BE ALLOWED TO BE PUT UP AT THE VENUE.

Approval of booth design is required to be taken from organisers by submitting the same 15 days before the show. Stalls constructed in contravention of the rules (see point nos. B1 to B5 on page 5, specially the cautionary note) or not as per approved drawing, are liable to be dismantled, and, in addition, will attract penalties.

Please make copy for your own reference

FORM 2

For official use :
Exhibitor :
Received :

Mail To :

Fairfest Media Ltd.

2454, 17th 'E' Cross, 9th Main, Ground Floor,
Banashankari, 2nd Stage,
Bengaluru 560 070
Tel : (91) (80) 26761598,
E-mail : contact@municipalika.in

Deadline for Submission : 14 November 2023

LIST OF ADDITIONAL FURNITURE

SR. NO.	ITEM DESCRIPTION APPROX. SIZE	UNIT COST (RS)	Extra Nos Required*	Amount (Rs.)
1	Octonorm Table 1000W X 500D X760h	720.00#		
2	Showcase 1000W X 500D X 2440H	3000.00#		
3	Showcase 500W X 500D X 2440H	2400.00#		
4	Glass Counter 1000W X 500D X 1000H	2160.00#		
5	Glass Counter 500W X 500D X 1000H	1800.00#		
6	Banquet Chair	360.00#		
7	Octonorm Panel 1000W X 2440H	720.00#		
8	Glass Shelves	960.00#		
9	Magazine Stand	720.00#		
10	Cushion Vip Chair	480.00#		
11	Conference Table Glass Top 2.5' Hight, 3' Dia	1800.00#		
12	Round Glass Table 2.5' Hight, 2' Dia	1200.00#		
13	Spot Light (Led, Halogen)	360.00#		
14	150 W Metal Light	720.00#		
15	Spike Buster	360.00#		
16	50 W Led Focus Light	720.00#		
17	42" Led TV With Stand (Per Day)	2400.00#		
18	230 V 15A Plug Point	360.00#		
19	Three Seater Sofa	3600.00#		
20	Two Seater Sofa	2400.00#		
21	Single Seater Sofa	1200.00#		
22	Power Load KW (Per KW)	5000.00#		
		Total Amount		
		# Add GST @ 18%		
		Grand Total		

Exhibitor : _____

Person to Contact : _____

Address : _____

Tel : _____ Fax : _____

Signature : _____

Note : All prices are current and subject to change without prior notice.

* over & above those provided for each Standard Shell Scheme Booth

Please make copy for your reference.

FORM 3

For Official use :
Exhibitor :
Recieved :

Deadline for Submission : 14 November 2023

Fax or Mail To : Fairfest Media Ltd.
2454, 17th 'E' Cross, 9th Main, Ground Floor,
Banashankari, 2nd Stage, Bengaluru 560 070
Tel : (91) (80) 26761598
E-mail : contact@municipalika.in

TEMPORARY STAFF

Temporary staff may be hired through a manpower agency on daily basis. If you are not requiring staff through the whole period, please indicate the dates that temporary staff will be needed.

We require :

Service : Information counter personnel

(a) Daily rate per person : Rs. 2000.00# onwards

(b) For the following dates (November 2023)

Put a ✓ :

(c) Number of persons required on the above dates :

28	29	30	all 3 days

(d) Total amount payable (@ Rs.2000.00# per person per day) :

Rs.

Add GST @ 18%

AUTHORISATION FROM HIRER/USER

Company Name : _____

Company Address : _____

Tel : _____ Fax : _____

Name : _____ Designation : _____

Signature : _____ Date : _____

Please make copy for your reference.

Deadline for Submission : 14 November, 2023

Deadline for Submission : 14 November, 2023



FORM 4

For Official use :
Exhibitor :
Recieved :

Fax or Mail To : **Fairfest Media Ltd.**
2454, 17th 'E' Cross, 9th Main, Ground Floor,
Banashankari, 2nd Stage,
Bengaluru 560 070
Tel : (91) (80) 26761598,
E-mail : contact@municipalika.in

PREFERRED CUSTOMER PASS

DEADLINE : 14 NOVEMBER 2023

Improve Your Response by Sending Free Invitations to Your Most Important Customers and Prospects !

Distributing Preferred Customer Passes has proven to be one of the easiest, most effective methods of increasing booth traffic - yet many exhibitors simply do token mailings or even worse, don't use them at all! An effective Preferred Customer Pass campaign is the most important step to exceeding your goals at **Future Cities - Municipalika+CAPEX+ Architecture in The Age of Millennials**. Research conducted by the Center for Exhibition Industry Research confirms that exhibitors who use Preferred Customer Passes attract better, more qualified traffic at their booths.

**YES! I want to maximise my booth traffic at
Future Cities - Municipalika+CAPEX+ Architecture in The Age of Millennials 2023
with preferred Customer Passes**

Quantity Requested * : _____ Date Ordered : _____

SHIP PASSES TO :

Name : _____

Company : _____

Address : _____

Tel : _____ Fax : _____ E-mail : _____

* You will automatically receive 100 passes. Show management must receive this completed order form to process your request for additional passes.

Please make copy for your reference.

FORM 5

Advertisement in Exhibition Directory

The **Municipalika Smart & Sustainable Cities / CAPEX** Exhibition Directory is a vital aid to participants and visitors as well as an important reference tool for contact after the event. It is an excellent advertising opportunity ensuring maximum reach to your target buyers both during and after the event.

Advertisement Tariff

Categories	₹	Rates	US\$
1. Back Cover (colour)	75,000*		1800*
2. Inside Cover (colour)	60,000*		1500*
3. Full Page (Colour)	40,000*		1000*
4. Half Page, horizontal (Colour)	25,000*		600*

* Add GST @ 18% extra

Mechanical Specifications

Trimmed Directory Size : 27 cm (H) x 20 cm (W)
 Artwork size : Full Page 25 cm (H) x 18 cm (W), Half Page 12 cm (H) x 18 cm (W)
 Print Run : 5,000 copies
 Material required : JPEG, PDF, EPS or TIF formatted high resolution file
 Deadline for material : 14 November 2023

Fast Action Order Form

Please book advertisement in **Municipalika Smart & Sustainable Cities / CAPEX** Exhibition Directory as follows:

Categories: (Please Tick)

Back Cover (Colour) Inside Cover (Colour) Full Page (Colour) Half Page (Colour)

Artwork is enclosed herewith / will be sent to you on _____ Total Amount ₹ / USD _____

Payment is

Enclosed Cheque / Draft No _____ dt _____ for ₹/US\$ _____ in favour of

Fairfest Media Ltd.

Being transferred to : **Kotak Mahindra Bank Ltd.** Bally High, 1, Ballygunj Park Road, Kolkata 700019, India.

Account Name: **FAIRFEST MEDIA LIMITED** Account Number: **8047380963** Swift Code: **KKBKINBBCPC** IFSC Code: **KKBK0000325**

(If payment transferred through RTGS/NEFT kindly send the details to accounts@fairfest.com)

Booked By: _____	Date: _____	Mob. No: _____
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Please fill up / Mail to : **Fairfest Media Limited** (CIN - U74140WB1988PLC045101)

Mumbai (Corporate Office) : 305, 3rd Floor, The Summit Business Bay, Near WEH Metro Station, Off Andheri Kurla Road, Andheri (East), Mumbai 400093

Tel : (91) (22) 4555 8555

New Delhi : U1, Green Park Main, New Delhi 110016 Tel : (91) (11) 4615 0947

Kolkata : 74/2, AJC Bose Road, Tirupati Plaza, 4C, 4th Floor, Kolkata - 700 016 Tel : (91) (33) 4028 4028

Registered Office : 25 C/1, Belvedere Road, Alipur, Kolkata 700027

E-mail : contact@municipalika.in | URL : www.municipalika.com / www.capex.co.in

Exhibition Organised by

Conference Organised by



Deadline for Submission : 14 November, 2023