



BENGALURU TECH SUMMIT 2023 SECRETARIAT

MM ACTIV SCI-TECH COMMUNICATIONS PVT. LTD.

Niton, block C, I Floor, #11, 6, Palace Rd, Bengaluru, Karnataka 560052

Ph: 91-80-41131912/13

Dear Participant,

We are delighted to welcome you to the **BENGALURU TECH 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 November 10, 2023.

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

With best regards,

MM ACTIV Sci-Tech Communications Pvt. Ltd.



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Welcome to Bengaluru Tech Summit 2023

The Dept. of IT & BT, Government of Karnataka is organising its 26th edition of its flagship event '**BENGALURU TECH SUMMIT**' which will be held from 29th November to 1st December 2023 at Palace Grounds, Bengaluru. This year's theme is '**BREAKING BOUNDARIES**'. This event has always been a strategic platform for industries, technologies, and use cases worldwide to understand and to leverage the latest technical innovations and technical repercussions in our businesses and daily lives.

About the 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 or 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 make it an ideal venue to converge for business and fun.

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

Location Details: Distance to the venue from:

Kempegowda International Airport, Bengaluru: 26 KM.

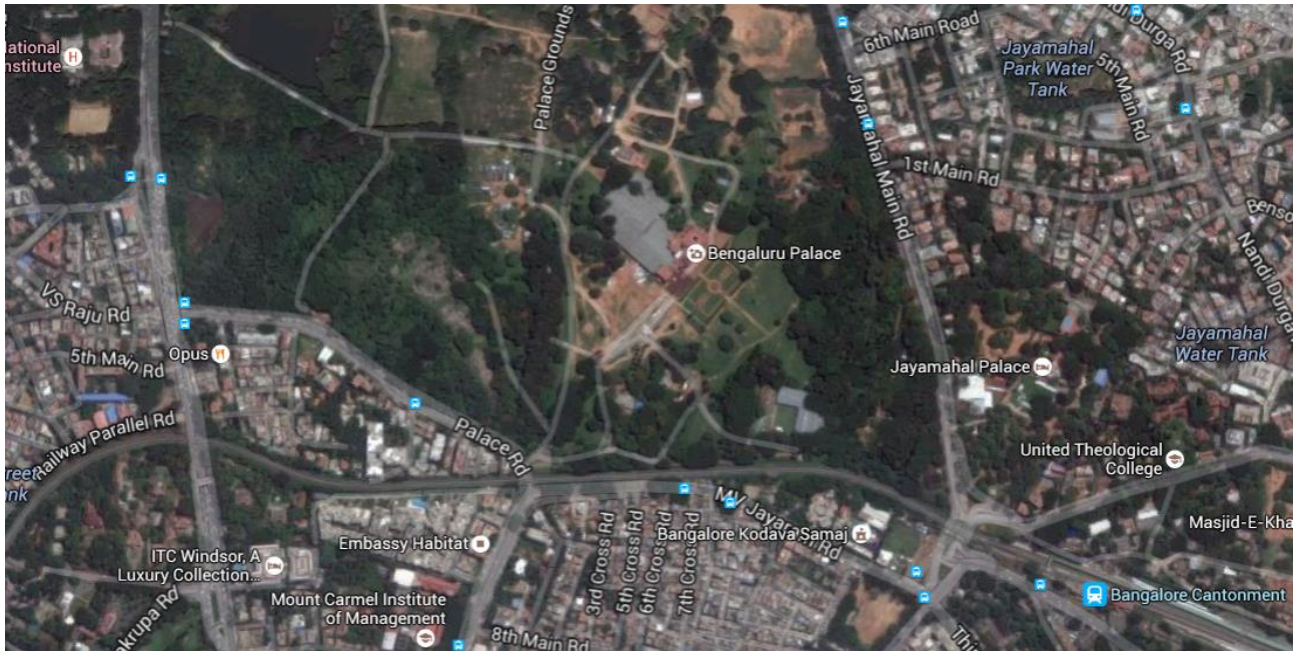
Cantonment Railway Station, Bengaluru: 2.7 KM.

Kempegowda Bus Station, Bengaluru: 2.7 KM.

More details on location please follow the Google map link : [Bengaluru Palace](#)



MAP – PALACE, BENGALURU



Bengaluru Palace Ariel View Layout





EXHIBITION SCHEDULE AT A GLANCE

Exhibition Date: November 29th – December 1st, 2023

Timings: 1000 hrs - 1800 hrs

Date & Time	Day	Events
Build up Period		
November 27 th , 2023 0900 hrs	Monday	Handing over the space to bare / raw space exhibitors
November 28 th , 2023 0900 hrs	Tuesday	Handing over the space to shell space Exhibitors
November 28 th , 2023 1800 hrs	Tuesday	Completion of all booths - both Raw & Shell Scheme
After taking possession (if applied for) November 27 th –28 th , 2023	Monday -Tuesday	Temporary Electricity To Exhibitors
November 28 th , 2023 2000 hrs	Tuesday	All unwanted stores/refuse to be cleared Final Cleaning of halls and completion of all Booths.
Exhibition Period		
November 29 th , 2023	Wednesday	Opening Ceremony - 9.00AM
Nov 29 th – Dec 1 st , 2023 1000 – 1800 hrs	Thursday - Friday	Trade & Professional Visitors
December 1 st , 2023	Friday	Exit Passes (All Exhibitors must take duly signed and Stamped Exit Pass from the organizer's)
Dismantling Period		
December 1 st , 2023 2100 hrs	Friday	Dismantling and removal of exhibits and materials



EVENT OPERATION DETAILS

The Event operations Team and Contractors will be available at the site office, at the venue from **27th November, 2023** round the clock to assist Exhibitors during stand construction and dismantling period. During Exhibition Days, they will be available between 10.00 am & 7.00 pm.

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 their Exhibitor Badge.

BANK DETAILS

Account Name	MM Activ Sci-Tech Communications Pvt. Ltd.
Account Number	2827201001176
Bank Name	Canara Bank
Address	KSFC Complex, Vasanthanagara
IFS Code	CNRB0002827
MICR Code	560015137

EXHIBITOR DIRECTORY FORM

(To be filled in by Authorised Personnel before November 15th, 2023)

Please follow the below link

Normal Exhibitor Directory Form:

Link:

https://www.bengalurutechsummit.com/web/it_forms/exhibitor-form.php

Startup Exhibitor Directory Form:

Link:

https://www.bengalurutechsummit.com/web/it_forms/exhibitor-form.php?assoc_nm=Startup



RULES & REGULATIONS

A. GENERAL

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

ORGANIZERS / EVENT PARTNERS	The event is organized by Dept. of IT&BT, Govt. of Karnataka & Software Technology Parks of India(STPI), Bengaluru
EVENT	BENGALURU TECH SUMMIT
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
VENUE	Bangalore Palace, Vasanthnagar
STAND / BOOTH / STALL / PAVILION	Exhibition space reserved for an Exhibitor.

2. All applications for participation should be made on the Undertaking/Indemnity & Procession of the Stand Form and to be 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. BTS Secretariat will have the sole discretion in allocating the space to all exhibitors. However, due consideration will be given to the choice and requirement of applicant.
5. Arrangements will be made for providing round-the-clock security w.e.f. November 27th, 2023 till the evening of December 1st, 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.) in the middle, 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 other 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 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 obstructing 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 case of bare space, only 50% of total area and not more than 70% length of any side will be permitted for construction. The maximum height permitted is follows:

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

5. The above regulation is aimed at ensuring that visibility of any stall is not blocked. Your co-operation is solicited. **Please find the images in the next page 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 have to be submitted in duplicate for final approval by the Event Partner, who reserves the right to recommend for necessary changes/modification, in the interest of the overall presentation of the exhibition. Exhibitors have to ensure that the changes recommended are carried out.



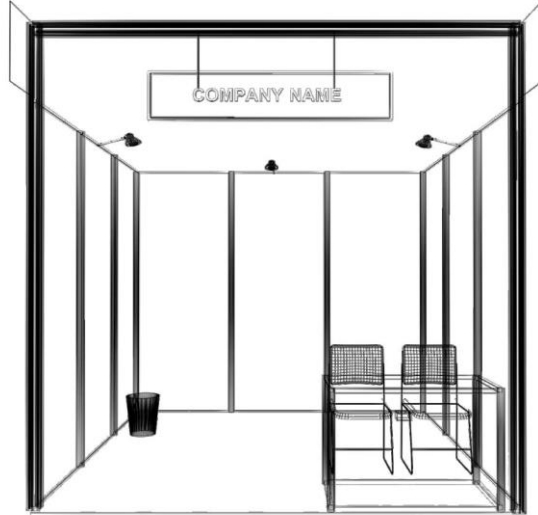
C. SHELL SPACE & ENTITLEMENTS

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 below.**
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 man power to Event Partner for 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 on the premises or complex or on the roads 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 organiser. 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 07.00 pm Nov 28th, 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 co-operate and complete the stall work well in time.

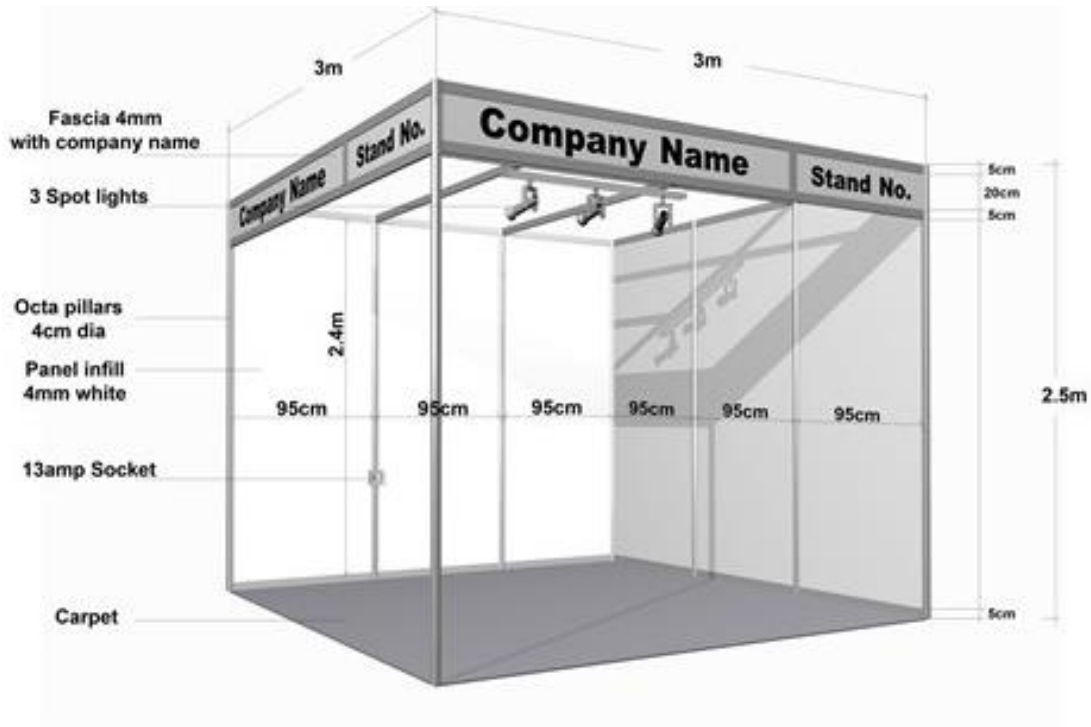
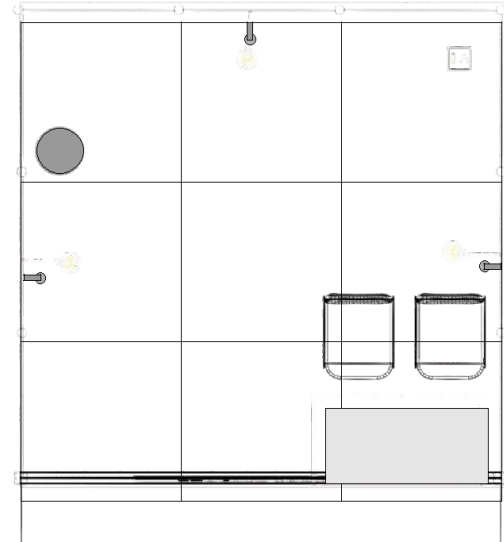


SHELL SCHEME STALL

View



Layout



Technical Specification of Stall (Shell Scheme)

1. Maximum Height of Stall – 2.50meters
2. Width of each Panel – 0.95meters
3. Height of each Panel – 2.44meters
4. Overall height of Fascia – 0.30meters



DECLARATION FORM

Indemnity / Undertaking

(To be filled in by Authorized Personnel and strictly the printout with the seal should reach Secretariat by 27/11/2023)

Dear Sir,

I/We, the undersigned, hereby declare that I/We have read and understood the Rules and Regulations of participation in “**Bengaluru Tech 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 NO. 01

Requirements for Additional Services

Exhibitor can inform their requirement 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 Managers by **Email only** by (before) **15/11/2023**.

Additional Requirements for:

1. Electrical
2. Audio Visual Equipment
3. Temporary Manpower
4. Security

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

Tariff for additional requirements attached are mentioned on [Page 17](#).

BANK DETAILS

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Account Number	2827201001176
Bank Name	Canara Bank
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IFS Code	CNRB0002827
MICR Code	560015137



FORM: 02
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 7.00 pm on 28th November 2023

Name of the Exhibition Coordinator:

Signature:

Company Seal:



FORM: 03
Exhibition Entry Pass

To: The Security-in-Charge

From:

Name of Exhibitor:

No.

Please allow the entry of _____ participation at “Bengaluru Tech Summit 2023”.

Signatories:

Exhibition Coordinator:

MM ACTIV:

Security:

Date:

Date:

Date:

Time:

Time:

Time:

FORM: 04
Exhibition Exit Pass

To: The Security-in-Charge

From:

Name of Exhibitor:

No.

Please allow the exit of _____ participation at “Bengaluru Tech Summit 2023”.

Signatories:

Exhibition Coordinator:

MM ACTIV:

Security:

Date:

Date:

Date:

Time:

Time:

Time:



TARIFF FOR ADDITIONAL SERVICES

S.NO.	DESCRIPTION OF ITEMS	COST PER UNIT (INR)	Qty	AMOUNT
1	Executive Chair	1,500		
2	Visitor Chair	700		
3	Round Table (Wooden Top) – 70cm(dia) x 775cm(h)	1,200		
4	Round Table Cross Leg (Glass Top) – 90cm(dia) x 75cm(h)	1,500		
5	Bar Stool	1,200		
6	Glass Showcase(Big with 2 Down lights)	4,500		
7	Glass Showcase (Small)	3,500		
8	Glass Counter	3,000		
9	Standing Discussion Table	1,500		
10	System Counter (Table)	1,500		
11	Side Rack (Lockable)	3,000		
12	System Podium	1,000		
13	Brochure Rack	800		
14	Square Table	1,200		
15	Lockable Door	3,500		
16	System Panel	1,000		
17	Glass Shelf(each)	450		
18	Wooden Shelf Flat(each)	400		
19	LED Track Light(Yellow/White)	2,000		
20	Spotlights LED	450		
21	Metal Halide	1,500		
22	5A/13A Power Socket	400		
23	Waste paper Basket	60		
24	Carpet per sqmt	185		
25	TV 42"/55"/65"(Per Day)	1500/1800/2200		

GST 18% Extra

For the above Facilities please contact: Mr. Srisha

Mobile No: +91 97397 98432 **Email:** addreq.mmactiv@gmail.com

THIS FORM MUST BE COMPLETED AND TO BE RETURNED BY EVERY EXHIBITOR AFTER CAREFULLY READING THE CONTENTS.



TARIFF FOR ELECTRICITY

SL No.	Type of Space	Charges per KW	Quantity (KW)	Amount in Rs.
1	Bare Space	Rs. 5000	1 kW	
2	Additional Electricity for Shell Space	Rs. 5000	1 kW	
3	Temporary power (Per kw/Day**)	Rs. 1500 Per day	1kW	

** Please give schedule for temporary power required.

For the above Facilities please contact: Mr. Srisha

Mobile No: +91 97397 98432 **Email:** addreq.mmactiv@gmail.com



Event Operations Team – During Event Days

Helpline Numbers

Kindly complete the form and mail it to:

CONTACT PERSONS	CATEGORY	MOBILE
Srisha	Manpower, Additional Requirements for booth/Pavilion	+91 97397 98432
Nitin Gohile	Stall Possession / Infrastructure	+91 8446469942
Vani Faustina	Registrations, Badges	+91 9739545434
Bhavya	Registrations, Badges	+91 9739211804

EXHIBITION OFFICIAL BOOTH DESIGNER

Mr. Vivek Saraf

Lead - Design & Fabrication

+91 8830 790 284

<https://www.bengalurutechsummit.com/official-stall-designer.php>

OFFICIAL FREIGHT FORWARDERS

Mr. Surendhar. K

RE Rogers India Pvt. Ltd

M: +91-9945083076

Email: surender@rogersworldwideindia.com