

### SCOPE OF SERVICES PROVIDED

#### **Venue Management**

Layout and placement of the entire venue  
 Traffic Management  
 Visitor Flow Management  
 Venue Booking & Coordination  
 Electricity & Power  
 VIP Room Management with Refreshments  
 Workshop / Seminar Room  
 Food Court  
 All Coordination & Venue Related Work

#### **Setup & Fabrication**

Designing and Conceptualization, thematic  
 Stall Furniture  
 Stall Branding  
 Decoration  
 Printing of Flex and Branding  
 Stand Construction  
 Stand Fabrication  
 Truss Structure  
 Ambience  
 VIP Room Furniture  
 Workshop Furniture and Setup  
 Food court with entire equipment & Setup  
 All Setup & Fabrication related work

#### **Designing of all Collaterals**

Copy writing  
 Branding  
 Flex Printing & Installation  
 Invitation Cards with Distribution  
 Thematic & Brand Creation & Building  
 All Designing work, with approvals

#### **Artisan / Participant Management**

**Boarding & Lodging within Complex**  
**Fooding of Artisans within Complex**  
 Bedding for Artisans  
*Safety & Security of artisans staying within*  
 All Participant Management Work  
**Transportation & Logistics of Participants**

**Face Maks printed with Logo and Branding**  
**Cloth Bags printed with Logo and Branding**  
**Security**  
**Housekeeping**  
**Volunteers / Manpower**

#### **Covid Protocol**

Temperature Checks at Gates  
 Motion Sensor Hand Sanitizers at Entry  
 Registration of all Entrants  
 Health Desk with Attendant  
 Isolation Room / Ward  
 Ambulance on-site  
 Face Masks Mandatory  
 Social Distancing Ensured

#### **Promotions**

Social Media Promotions incl Designing  
 Designing of all Ads  
 Coordination with all Agencies  
 SMS Campaign  
 Email Campaign  
 Use of accumulated data over years  
 Designing of Radio Jingles  
 PR Activities  
 Press Conference  
 Hoardings / Buntings

#### **Cultural Program**

Artist / Performers Booking + Coordination  
 Stage Production + Booking  
 Artist Management  
 Anchor for Inauguration  
 LED Screens  
 Inauguration Arrangements  
 Sound Light  
 Audi-Visual

#### **Organizer On-site Office Setup**

**Taxi Service for Organizer Team**  
**Accommodation booking for Organizer Team**  
**Refreshments and Fooding for Organizer Team**  
**Badges with Lanyard (Printed)**  
**Inauguration Arrangements**  
**Permissions from Local Authorities**  
**Coordination for Dignitaries Visit**  
**Ensure proper Protocol**  
**Coordination with all departments**  
**Gifting for Dignitaries**  
**All Ad-hoc requirements of Organizers**  
**All approvals from the Organizing Committee**

*This is a suggestive list and additional requirements can be also be provided and fulfilled*