

EXHIBITOR MANUAL

13 14 15 APRIL 2026

Bangalore International
Exhibition Center, INDIA



**MEDIA DAY
MARKETING**

www.mediaday.co.in





TABLE OF CONTENTS

Organizer Details	03
Important dates & timings for the exhibitors	04
About BIEC Bangalore - Venue details	04
Reaching BIEC Bangalore	08
Accommodation Near BIEC	10
On Site Arrangements	12
Exhibition Hall layout	14
Support Services	16
Terms and Conditions	25
Instructions for Exhibitors & Vendors	33
Standard Shell/Bare Space Package	34
Stall Reservation Details	35
Stall Reservation Form	38
Online Partners/ Media Partners (Logos)	39



ORGANIZER DETAILS

Address: Media Day Marketing
No: 16-2-741/D/24, 2nd Floor, Videre Location,
Beside TV Tower Malakpet, Hyderabad-500036 T.S

E-mail: info@mediaday.co.in, expo@mediaday.co.in

Contact Person: Md. Mudassir Ahmed, Mobile: +91-9341473494
Kashif Raza, Mobile: +91-9342185915

DATE AND VENUE

**13-14-15
APRIL 2026**

Hall No. 03, Bangalore International Exhibition
Centre (BIEC) Bangalore, India

- EXHIBITION TIMINGS :
 - 10:00 am to 06:00 pm
 - Open for Trade Visitors: 10:00 am - 6:00 pm from 13th April to 15th April 2026.
 - Students for industrials institutes/ Colleges will be allowed only on 15th April 2026 after 12:00 hours.
- VISITOR REGISTRATION :
 - Only business visitors will be allowed to visit the exhibition.
 - Online pre registration through our event website
 - Spot registration at the venue
 - Entry Free
- TIMINGS FOR EXHIBITORS :
 - 9:30 to 6:00 PM.
 - During Exhibition hours the stands must be manned and exhibits to be uncovered



IMPORTANT DATES & TIMINGS FOR EXHIBITORS

11th April 2026	08:00 am	Move-in for Bare Space Exhibitors
12th April 2026	03:00 pm	Move-in for Shell Space Exhibitors
12th April 2026	09:00 pm	Completion of stage set up (Raw and Shell) to be completed
13th April 2026	10:00 am	Inauguration of the event
14th April 2026	09:00 to 06:00 pm	Move in for second day of event
15th April 2026	After 5:00 pm	Move out and dismantling of stands (to be completed by 9:00 pm)

ABOUT BIEC, BANGALORE

The Bangalore International Exhibition Centre (BIEC) is one of India's largest and most sophisticated destination for Exhibitions, Meetings and Events. With exhibition halls that suit every kind of exhibitors and will adequate facilities for both the exhibitors and event organizers, BIEC stands as the most preferred event venue in the state.



BANGALORE INTERNATIONAL EXHIBITION CENTRE (VENUE) ADDRESS:

Indian Machine Tool Manufacturers' Association (IMTMA)

10th Mile, Tumkur Road, Madavara Post, Bangalore - 562 123, Karnataka, (India)

Tel: +91-80-66246600, Fax: +91-80-66246661, Email: info@biec.in

GSTIN No.: 29AAACI1369M1Z7 | SAC: 997212 | PAN: AAACI1369M

CIN: U29290MH1973GAP016420



**MEDIA DAY
MARKETING**

We **Work** for
Your **Success**

LOCATION MAP





ROUTE MAP





ROUTE MAP





REACHING BIEC – FOR TRANSPORTERS

- Trucks coming from Mumbai, Pune on NH4 will come on Tumkur Road and reach BIEC.

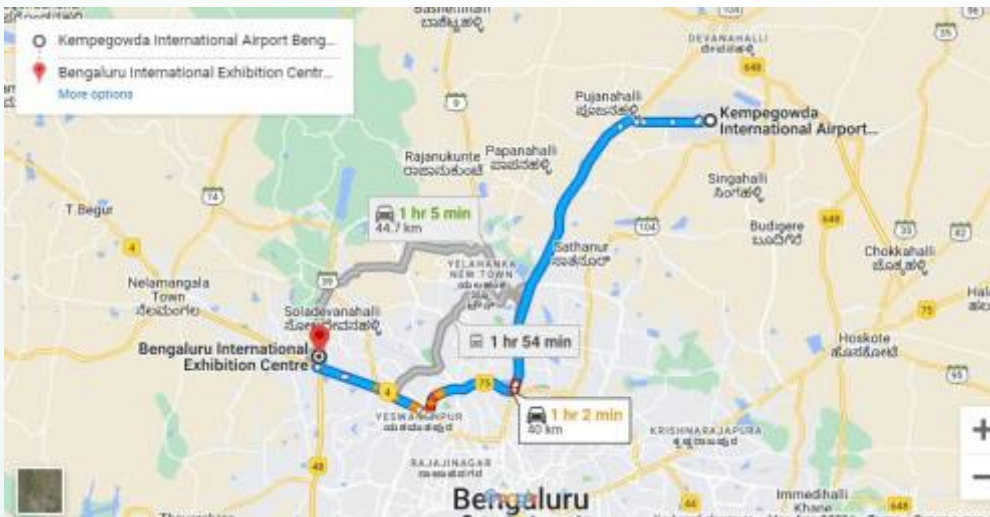
Trucks entering from Hosur Road will have to take NICE Road from Electronics City which will touch Tumkur Road in front of BIEC.

Trucks entering from Kanakapura Road will also have to take NICE road which will touch Tumkur Road in front of BIEC.

Trucks entering from City will have to look for ‘U’ turn sign on Tumkur Road to enter into BIEC. (approximately 2 kms from Jindal Naturopathy)

For exhibitors/visitors

FROM BANGALORE AIRPORT:



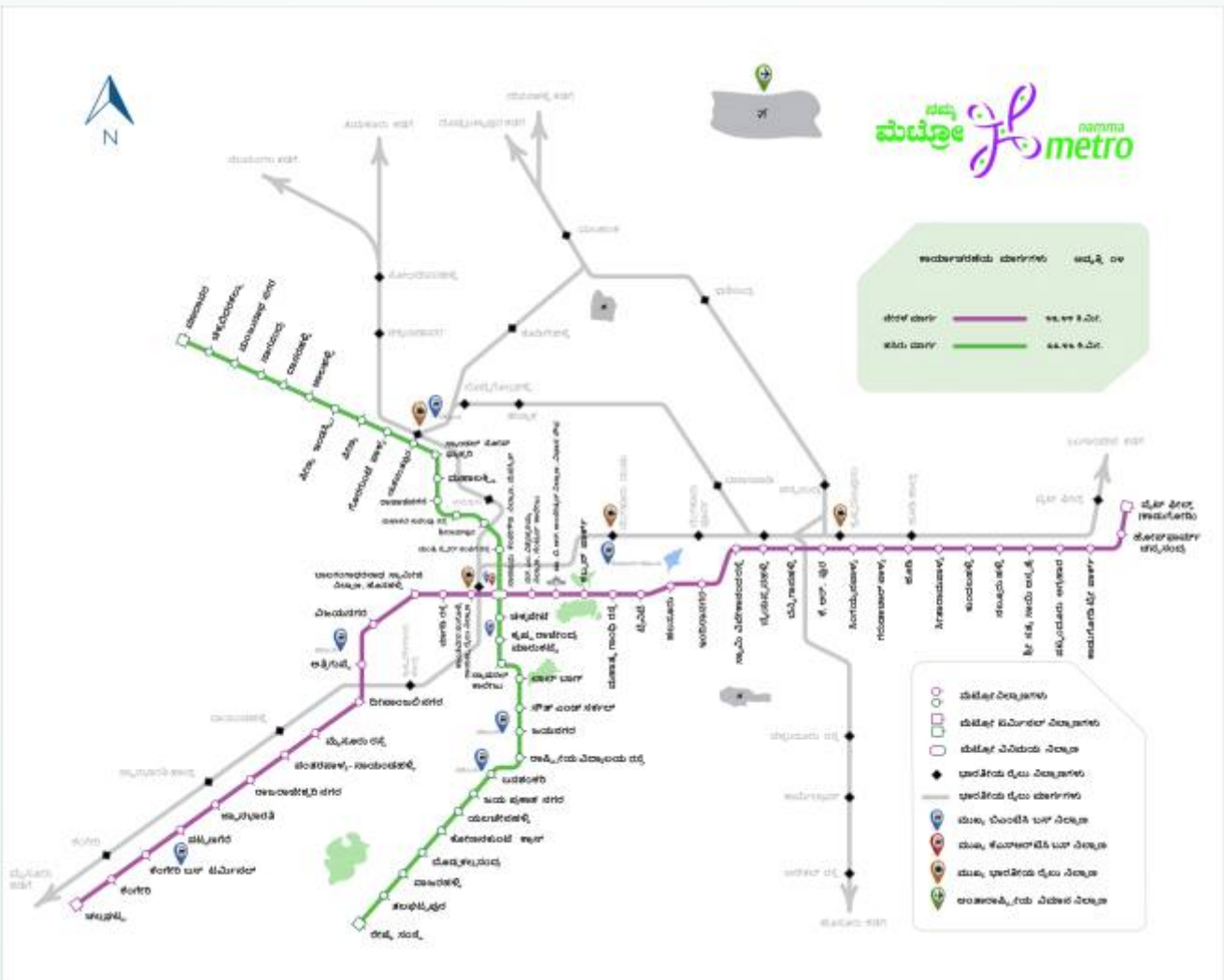
Airport taxi services are available from the Airport which include A/C Taxis, Women Driven Taxis (exclusively for women), Non A/C Taxis are available. App Based taxi services are also available.

The BMTC VayuVajra AC bus service is an efficient and inexpensive mode of transport. The fleet of air-conditioned buses offers seamless service to and from the City.



METRO TRAIN SERVICES

Exhibitors and visitors can travel directly to BIEC using the metro services and can get down at Madavara (BIEC) Metro Station of the phase two (Green Line) of Bangalore Metro.





From Railway station:

The distance between BIEC from Various Railheads in the city are as under

Yeshwantpur to BIEC – 8.5 kms 17 minutes

Bangalore City Railway Station - 17 Kms time taken about 46 minutes

Yelahanka Railways station to BIEC - 27.4 kms, time 57 min

SMVT (Sir Mokshagundam Visvesvaraya Terminal, Bengaluru / Baiyappanahalli Terminal) Bengaluru to BIEC 22.5 kms 1 hour 5 minutes

By City Buses:

Buses from various locations are available from various locations. Some of the buses are 258-C, 258-CC, MF-258CB from Yeshwantpur railway station.

ACCOMMODATION NEAR BIEC

Hotels Near to BIEC Bangalore

Below is the list of hotels that are located near to BIEC, Bangalore

Hotel JP Grand 3.1 kms

Acharya College Rd, Chikkabanavara, Bengaluru, Karnataka 560107

Contact no •088675 88009

Inaara Hotel 3.3 kms

No.4 and 4A, Hesarghatta Main Rd, beside NRR Hospital,
GeleyaraBalaga Layout, Jalahalli West Bengaluru

PHONE +91 9900029805 EMAIL fom@inaarahotels.com

Hotel Purple Grand 3.5 kms

18, Sivaganga building, Hesarghatta Rd, above Canara bank, MEI Layout,
Bagalakunte, Bengaluru, Karnataka 560073

Contact no 094804 67126



The Ventura Grand Hotel 3.7 kms

28 Panduranga Layout, Hesarghatta Rd, next to Unilet Showroom,
Bhuvaneshwari Nagar, T. Dasarahalli, Bengaluru, Karnataka 560057
Contact: 063641 16669

The Golden Palms 4.4 kms

Golden Palms Avenue, Off, Tumkur Road, Nagrur Village, Dasanapura, Alur,
Karnataka 562123
Contact: 080 2371 2222

Hotel Thanga Orchid

NH-4, 17/4, Tumkur Rd, above Adyar Adanda Bhavan, Opposite to Dasarahalli,
Vidya Nagar, Peenya, Bengaluru, Karnataka 560057

Hotel Premier Comforts

No.17/2, S M Road, Opposite To Indian oil petrol bunk, Jalahalli West,
Bengaluru, Karnataka 560015
Contact : 090360 06940

Oasis Executive Suites 6.7 kms

62, 2nd Cross, KHBCS Layout, Rajagopala Nagar, Peenya,
Bengaluru, Karnataka 560058
Contact: 099723 66414



ON SITE ARRANGEMENTS **Pre-exhibition period from 11th April 2026**

Freight vehicles carrying exhibition goods must enter from the main gate of BIEC. Exhibitors are requested to follow the schedule of arrival & installation of exhibit. In case, Exhibitor fails to follow the schedule provided by the Organizer, freight vehicles will not be allowed to park inside BIEC complex. However, freight vehicles may be parked in the designated parking area outside BIEC complex before off-loading of exhibition goods. Movement of freight vehicles will be managed by the official security agency in coordination with the official site handling agencies. Only Goods carrier vehicles would be allowed to enter inside the exhibition premises. Personal vehicles such as cars, Jeeps, Vans, SUV etc. carrying goods will not be allowed during setup and dismantling period.

During exhibition from 13th April to 15th April 2026

During exhibition days from 13th April 2026 to 15th April 2026, vehicles (personal and/or freight vehicles) will not be allowed inside BIEC Complex. They are to be parked in designated parking areas only.

Post-exhibition period 15th April 2026 Between 5:00 pm to 10:00 pm.

Freight vehicles for removing exhibition goods must enter from the main gate of BIEC, as per schedules provided by the Organizer & official site handling agencies and will not be allowed to park inside BIEC complex before and after reloading of exhibition goods. However, freight vehicles may be parked in the designated parking area outside BIEC complex only before reloading of exhibition goods. Movement of freight vehicles will be managed by the official security agency in co-ordination with the official site handling agencies.

Camp office

Camp office to facilitate exhibition services will operate from Hall 03 front office, from 11th April 2026 to 15th April 2026. The Contact details of the Camp office are as follows, Ph: 9248669027 / 9342185915



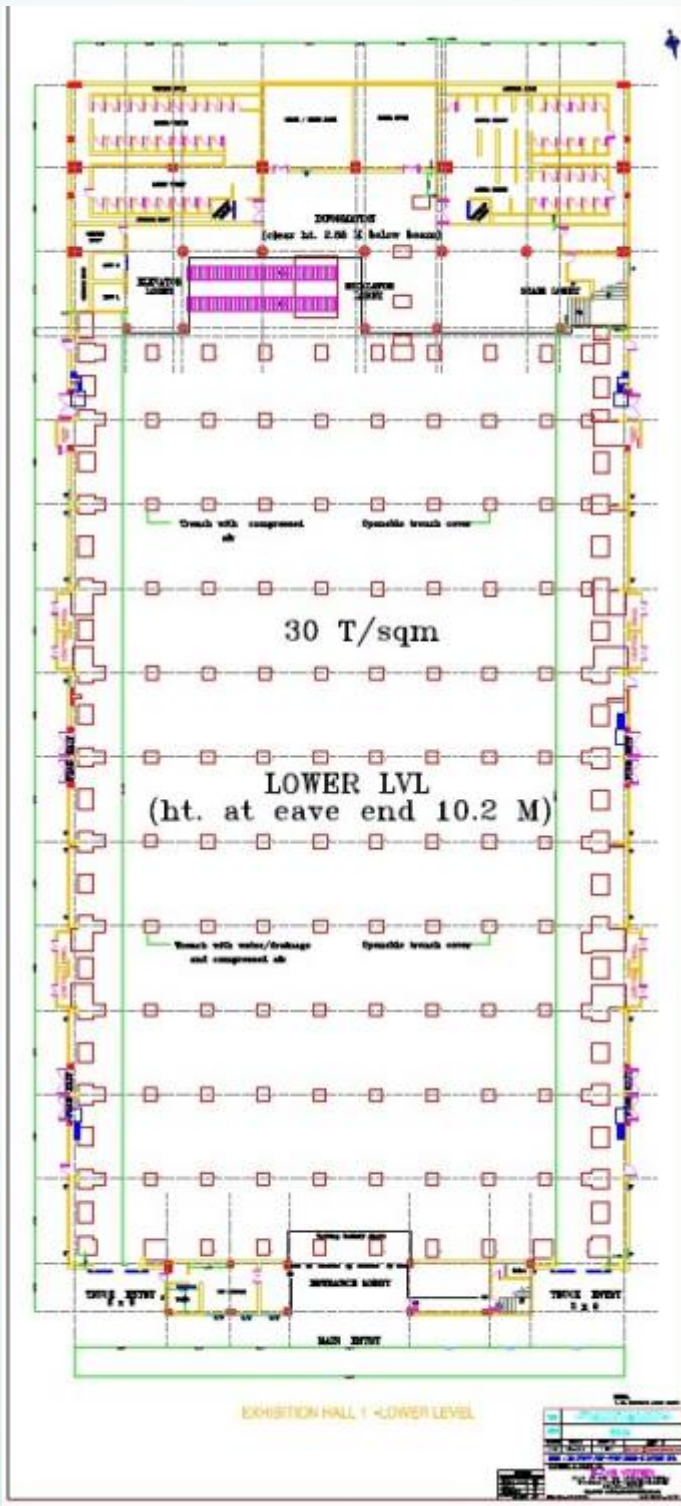
EXHIBITION HALLS

Halls	Load Bearing capacity of the Floor (tons/sqm)	Ceiling height at center (m)	Ceiling Height on sides (m)	Dimensions of freight gates
Hall No 03	30	14	09	5 x 9

There are height and weight restrictions at specific locations in all the halls



EXHIBITION HALL LAYOUT





House keeping

Organizer will provide for daily overall cleaning of the exhibition halls and common areas after show hours. However, it will be the responsibility of the exhibitors to keep their individual stands tidy. Exhibitors are advised to keep their waste bins on the aisles after show hours, which will be cleared by the official housekeeping agency. Exclusive housekeeping services for individual stands can be provided by the official housekeeping agency at a cost. Exhibitors may directly contact the agency for such services. Agencies other than the official housekeeping agency will not be permitted to operate in the BIEC complex.

Fire Precautions

Firefighting equipment will be installed at various points in the Exhibition halls. However Exhibitors are advised to take due precautions and provide necessary fire extinguisher equipment in their own stands. To ensure clear access to fire exits, no obstructions or display material will be allowed in the aisles and emergency exits. Fire tenders will be stationed at the exhibition site during the period of the exhibition.

Food Court

A multi-cuisine food court will be operational at BIEC during the Exhibition. The fast food outlets will operate from ground floor of Food Court and Food Plaza between Hall no. 1 & 2. The fast food outlets and a specialty restaurant will operate from the ground and first floor of the food court respectively. In addition, dry snack bars will operate from Exhibition Halls. Bottled drinking water will be available from food counters. Outside caterers will not be allowed to operate in BIEC.



SUPPORT SERVICES

Please find below the details of services offered by our partners.
You can get in touch with them for any of the mentioned services

PRINTING MATERIAL

Company Name	BLUE PRINT SPACE DESIGNS
Contact Person	Mr M C Ali
Mobile No	+91 – 91493 10179
Email	blueprintspacedesigns@gmail.com

DESIGNING OF BRANDING MATERIAL (Flex/Poster/Backdrop)

Company Name	Wings 2 Idea Ad Agency
Contact Person	Mr. Faiyaz
Mobile No	+91-9910634969
Email	wings2idea@gmail.com

LOGISTIC SERVICES

Company Name	RE Rogers
Contact Person 1	Mr Vikas, Assistant Manager – Operations
Mobile No	+91- 9066325321
Email	vikasn@rogersworldwideindia.com
Contact Person 2	Mr Abhilash M N – Assistant Manager - Operations
Mobile No	+91 9902950946
Email	abhilash@rogersworldwideindia.com



EXTRA POWER/ EXTRA FURNITURE

Company Name	BLUE PRINT SPACE DESIGNS
Contact Person	Ms Priya Goud
Mobile No	+91- 90525 38612
Email	blueprintspacedesigns1@gmail.com

HOSTESS & MANPOWER

Company Name	SRUSHTI EVENTS
Contact Person	Sunil B Shetty
Mobile No	+91- 97387 21107
Email	srushtieventsblr@gmail.com

Company Name	ELEGANT HOSTESS
Contact Person	Sufiya Khan
Mobile No	+91-72048 52933
Email	eleganthostess123@gmail.com

BARE SPACE DESIGN

Company Name	BLUEPRINT SPACE DESIGNS
Contact Person	Mr. M C Ali
Mobile No	+91 –91493 10179
Email	blueprintspacedesigns@gmail.com

INTERNET SERVICES

Contact Person	P Chandra Sekhar
Mobile No	+91 9036099974
Email	pchandra.sekhar@tatatel.co.in

EXHIBITORS KINDLY NOTE

Please be informed that use of Flex are not allowed at BIEC as per the instructions of Bruhat Bengaluru Mahanagara Palike (BBMP). All Banners are to be made on Fabric or vinyl printing Only. Sudden inspection may be conducted by the BBMP officials of the venue and in case Banners are found, the stall Owners as well as organizers will be penalized for it. Please ensure that you strictly use Fabric or vinyl printing only to avoid any inconvenience at the venue.



▶ **ADDITIONAL ACCESSORIES RATE LIST**

			
PKF-001 RS 2000	PKF-002 RS 1500	PKF-003 RS 1500	PKF-004 RS 3000
			
PKF-005 RS 3000	PKF-006 RS 3000	PKF-007 RS 2500	PKF-008 RS 2500
			
PKF-009 RS 2000	PKF-010 RS 1000	PKF-011 RS 1000	PKF-012 RS 1500
			
PKF-013 RS 2000	PKF-014 RS 1500	PKF-015 RS 1500	PKF-016 RS 1500



BLUEPRINT SPACE DESIGN



PKF-017 RS 1500



PKF-018 RS 1500



PKF-019 RS 1000



PKF020 RS 1200



PKF-021 RS 1000



PKF-022 RS 1000



PKF-023 RS 1000



PKF024 RS 1000



PKF-025 RS 2500



PKF-026 RS 2500



PKF-027 RS 2500



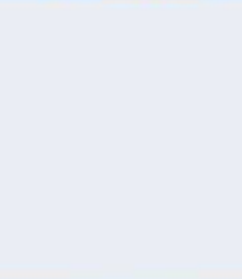
PKF028 RS 2500



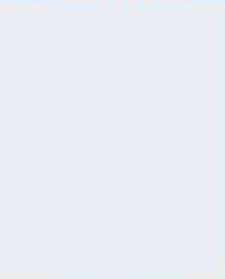
PKF-029 RS 3000



PKF-030 RS 1500




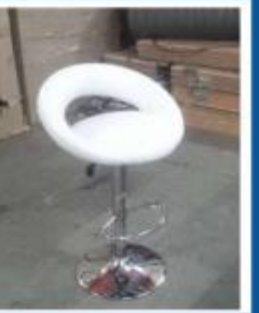




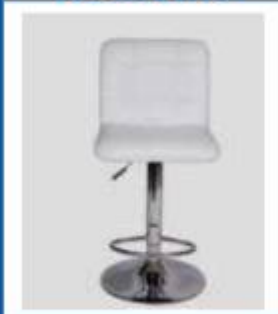









PKF-031 RS



PKF032 RS



			
PKF-033 RS 1500	PKF-034 RS 1500	PKF-035 RS 1500	PKF036 RS 1500
			
PKF-037 RS 1200	PKF-038 RS 1200	PKF-039 RS 1200	PKF040 RS 1200
			
PKF-041 RS 2000	PKF-042 RS 2000	PKF-043 RS 2000	PKF044 RS 2000
			
PKF-045 RS 1500	PKF-046 RS 1500	PKF-047 RS 1500	PKF048 RS



PKF-049 RS 1500



PKF-050 RS 1200



PKF-051 RS 1200



PKF-052 RS 1500



PKF-053 RS 2500



PKF-054 RS 2500



PKF-055 RS 2000



PKF-056 RS 2000



PKF-057 RS 4000



PKF-058 RS 4000



PKF-059 RS 3500



PKF060 RS 3500



PKF-061 RS 3000



PKF-062 RS 3000



PKF-063 RS 2500



PKF064 RS 2500



			
PKF-065 RS 1500	PKF-066 RS 1500	PKF-067 RS 1500	PKF068 RS 2000
			
PKF-069 RS 1500	PKF-070 RS 1500	PKF-071 RS 1500	PKF072 RS 2000
			
PKF-073 RS 1000	PKF-074 RS 1000	PKF-075 RS 1000	PKF-076 RS 1200
			
PKF-077 RS	PKF-078 RS 2500	PKF-079 RS 2500	PKF-080 RS 2500



PKF-081 RS 2000



PKF-082 RS 2000



PKF-083 RS 2000



PKF-084 RS 2000



PKF-085 RS 2000



PKF-086 RS 5000



PKF-087 RS 5000



PKF-088 RS 1000



PKF-089 RS 1000



PKF-090 RS 1000



PKF-091 RS



PKF-092 RS



PKF-093 RS 300



PKF-094 RS 300



PKF-095 RS 500



PKF-096 RS



			
PKF-097 RS 5000	PKF-098 RS 4000	PKF-099 RS 2500	PKF-100 RS 4000
			
PKF-101 RS 5000	PKF-102 RS 4000	PKF-103 RS	PKF-104 RS 1500
			
PKF-105 RS 2000	PKF-106 RS 2000	PKF-107 RS 2000	PKF-108 RS 1000
			
PKF-109 RS 1000	PKF-110 RS 1000	PKF-111 RS 1500	PKF-112 RS 1000



LED TV 42 Inches 7500/ Full exhibition
LED T V 50 inches 9000/ Full exhibition
LED TV 55 inches 10500/ Full exhibition
ED V 65 Inches 13500/ full exhibition

Terms & Conditions

Registration

- All requests have to be made in writing and form should be submitted with the Company seal and signature.
- The stall cannot be confirmed until full payment in advance is received.
- In case the event is postponed or cancelled, liability of the organizers is limited to refund of the fees paid by exhibitor.
- No refund is possible if the participation is withdrawn or event is rescheduled due to condition beyond organizers control.
- Every effort will be made to meet your requests. This will however not be recognized as a condition for participation.
- If balance payment is not made by 07th April 2026, organizer reserve right to cancel booking, with no refund of advance payment.
- Only the agreed exhibits may be displayed. Exhibits may be removed subject to permission from the organizers. The Organizers will not be responsible for any damages, in case of the application being signed by a third party (e.g. representative). The exhibitors are requested to insure all their exhibits, before getting them to the Venue.



POSSESSION OF STALLS

- The space (Bare Scheme) will be allotted on 11th April 2026 after 08.00 a.m.
- The space (Shell Scheme) will be allotted on 12th April 2026 after 04.00 p.m.
- The stalls should be vacated by 11:55 p.m. on 15th April 2026

Exhibitors must occupy the space allotted not later than 8.00 a.m. on 13th April 2026 or else the organizers reserve the right to re-allot the stall.

- The Organizers' reserve the right, to reallocate or resize spaces under special circumstances. The organizers also reserve the right to cancel booking
- Approved on basis of misleading or false information, or if the requirements for participation (rental charges are not received in full at the mentioned dates prior to the event) are no longer met by the applicant.
- The exhibitors should accept that changes might take place in the other stands at the beginning of event. No claims for damages by either party would be entertained.
- Under 9 sqm. shell scheme stall, fascia board with company name, one table, two chairs, three spot lights, registration desk, electric point, Carpet and company entry in the official show catalogue.
- Under bare scheme/ Open to Sky Bare Space only electric connection will be provided. Other structure and furniture has to be arranged by participants themselves or through official vendor.
- The exhibitors are responsible for the setting up of their structure; it's maintenance during the event and the dismantling after the event.
- The height of stand and decoration materials should not exceed 4.00 mtr.
- Music systems and special lights used inside a stand should not cause inconvenience or annoyance to other exhibitors or visitors. Any complaint received will result in termination of such display.
- Exhibits must be positioned / displayed / demonstrated such that they will not intrude into the pathway / public space or cause hazard to visitors / other Exhibitors.
- Any exhibit or process, which generates noxious or toxic fumes, or smoke of any kind, is strictly prohibited. Also no fuel or inflammable material is allowed in the exhibition premises.
- All stand designs are expected to be ready on the first day of the exhibition, four hours before the inaugural time. Also dismantling of the displays will not be allowed before the closing time on the last day of the exhibition. Exhibitors are only permitted to distribute brochures or other advertising material from within their own stand. The display, distribution or presentation in any form outside the demarcated area is prohibited.



ADVERTISING

Advertising of all kinds is permitted but only within the stand hired by the exhibitor, on behalf of the exhibitor's own company and only for exhibits manufactured or distributed by exhibiting firm.

Exhibitors can also opt for advertisement in the exhibitor directory (soft Copy) available for download to all exhibitors and visitors at the venue by contacting our team member who has booked your stall and paying the advertisement rates.

EXHIBITORS BADGES

Entry to the fair grounds is not permitted without the exhibitor's badges. The exhibitor batches can be collected from the venue on the set up dates from the registration counter by submitting

GATE PASS

Exhibitors are requested to note that they would require a Gate pass for security purposes, in case they wish to take any exhibits / items out of the fair grounds. The Gate pass would be available on written request at the office. A final Gate pass would be needed on last day for the exhibitors to move out of the fair grounds.

ELECTRICAL CONNECTIONS

The prefabricated stall holders should get their electrical works done from the electrical contractor appointed by the organizers only.

Exhibitors are getting their own generator sets & electricians, should seek the prior permission of the organizers.

Requisitions for Power Points and Power Required (kW) should be made before 10th April 2026. Basic electric power supply would be provided in the stall for charging mobiles or running TV and Laptops . For loads exceeding domestic consumption, extra power needs to be purchased. Details about your electrical load consumption have to be informed well in advance. The Electricity Charges for each KW power would be Rs 3000 + 18% GST.



CLEANING OF HALLS

The general cleaning of the venue is the responsibility of the organizers. Cleaning of individual stalls & exhibits is the responsibility of the exhibitors. Such cleaning should be done every day prior to the opening of the event.

CANCELLATION OF STALL

In case of withdrawn / cancellation, organizer reserves the rights of no refund as per the following conditions:

- Cancellation before 8 months of the exhibition i.e. - 25% of the charges.
- Cancellation before 6 months of the exhibition i.e. - 50% of the charges.
- Cancellation before 4 months of the exhibition i.e. - 75% of the charges.
- Cancellation within 2 month of the exhibition i.e. - 100% of the charges (No Refund)

SECURITY

While all reasonable steps for the protection of property and exhibits are taken, including the employment of private security officers, the organizers do not by regulations governing the exhibition, accept any responsibility for loss of or damage to the exhibitors or contractor's properties within the Exhibition grounds.

EXHIBITORS INSURANCE

Exhibitors shall make sure that they are fully covered by insurance including, but not restricted to, all risks on their property exhibits or articles of any kind, public liability and comprehensive protection against any loss or damage caused by any circumstance(s) whatsoever, whether by reason of Fire, wear, theft accident or any other cause. The Exhibitor shall insure itself against, indemnity and hold the Organizers harmless in respect of all costs, claims, demands and expenses to which the Organizer's staff, agents of any act or default of the Exhibitor, his servants, agents, contractors or invitees. If the Organizers so demand, the Exhibitor shall provide proof to the Organizers that the Exhibitor has adequate insurance cover. Exhibitors must ensure that their temporary staff and servants, agents or contractors are insured against claims for Workmen's Compensation. The period for which such insurance shall be maintained shall run from the time the Exhibitor or any of his servants, agents or contractors first enter(s) the exhibition grounds, and shall continue until he has vacated the exhibition grounds and all exhibits and property have been removed.



EXHIBITOR BOOTH REPRESENTATIVES

Exhibitor's stands should be manned at all times during exhibition hours only by the employees or their authorized representatives. Such representatives must at all times wear identification badges provided by the Organizer. All representatives in the exhibition stands must be decently attired and bear good moral character. Entry into other exhibitor's stands, without their consent, is forbidden.

SAFETY MEASURES

The safety of Exhibitors, visitors as well as that of exhibits is of paramount importance. Exhibitors must strictly comply with all relevant fire and other safety regulations. All electrical wiring and fittings must conform to the appropriate safety norms. Exhibitors should also install guards or protectors on machine/exhibits during demonstration to avoid injury or damage by flying chips, spark, heat, splashing of oil, coolant etc. Usage of in flammable, poisonous, explosives (including gas cylinders), radioactive and other hazardous material, is strictly prohibited.

NOISE & SMELL

Exhibitors will not be permitted to display/demonstrate any equipment or exhibit which causes high levels of pollution in terms of noise and smell.

REGISTRATION OF BUSINESS VISITORS

Pre-Registration: To avoid queues and facilitate fast track registration into the exhibition premises, business visitors are encouraged to register online through our Website. Visitors can also receive Invitation on request.

Spot Registration: Business visitors can also register on the spot during the exhibition from 13th April 2026 - 15th April 2026 against a duly filled visitor registration form along with their business card at Visitor Registration counters located at the of exhibition site.



GENERAL

In addition to any rights or reservations already specified, the organizers reserve the following rights:

1. The information, terms & conditions in this catalogue/page are subject to alteration or deletion or alteration the organizers will keep the exhibitors informed.
2. All matters in connection with the exhibition not provided for by these terms & conditions, shall be settled or determined by the organizers, whose decision in relation thereon shall be final.
3. To remove from the exhibition grounds the goods of an exhibitor, who may contravene any of the rules or regulations in force?
4. In case of cancellation or postponement of the exhibition caused by natural calamities (act of God), or fire or rain, Governments instructions and/or any other reasons, no refund will be given and the exhibitors shall comply with the decision of the organizers.
5. For event that has already commenced if the Organizers are compelled to cancel or shorten an event that has already begun, as a result of unprecedented circumstances, exhibitors are not entitled to assert claims for repayment or exemption from the stand rental charges.

FAILURE TO EXHIBIT

If any organization, having applied for space, fails to exhibit its products for whatever reasons, shall be liable for full payment plus any additional costs incurred by Organizer as a result of such failure to exhibit. An Exhibitor fail to occupy allotted space by the date and time specified for installation of exhibits, the Organizer reserves the right to take over such space and reallocate or use the same as they deem fit.

DAMAGE TO PROPERTY

The Exhibitor is liable for any damage caused to the building, floor, walls, panels and carpet or to the standard items and fittings & fixtures provided within the stand. The Exhibitor should not apply paint, adhesive or any such material, which would damage the fittings, fixtures and furniture provided by the Organizer.



Registration process for Units participating through



(applicable only for events approved by MSME)

Steps for MSME units to register for the Expo (Applicable only for events approved by MSME)

1. Open the website <https://my.msme.gov.in>
2. Click on PROCUREMENT AND MARKETING SUPPORT (PMS) button (in red color) from the available options
3. In the next screen two options will be seen, Click on Trade fairs domestic (in purple Color) button
4. In the next screen enter your udyam registration number in full and registered mobile number click on validate.
- you will receive an OPT on your registered email id which you will have to enter here for validation
5. The next screen shows your details
6. Scroll down to part 2 (scheme related to be filled
Click on the drop down and select (exhibition name) from the list
7. Select others in the next option to whom space rent paid
8. click relevant check boxes if applicable for your unit under point 3
9. Select relevant options for Assistance taken in last 3 years and if so the details
- 10 In part 3 Enter the receipt no, date and other details as provided to you in the invoice
11. Upload the pdf file of the invoice copy by choosing the file from your pc location
- 12 Click the declaration check box for voucher uploading
- 13 Click the declaration check box if it is unselected and select it
- 14 Enter the provided verification code
- 15 submit the application

Note: The Event Organizers are will not be responsible if the exhibitor fails to do the necessary registration on MSME website for the participation in the expo. This is a process to be done exclusively by the exhibiting unit and no way connected to the event organizers.



Registration process for Units participating through

Process for Reimbursement for units participating through MSME (applicable only for events approved by MSME)

The following documents need to be submitted as per the enclosed checklist

- (1) Covering letter on Letter Head of unit/ enterprise
- (2) Claim Form (Annexure - D) filed by the unit/ enterprise
- (3) Print out of Online Application Form No. : UAM/DTF/_
- (4) Copy of UDYAM Regn- Certificate (self certified) :
- (5) Original invoice(s)/ Bill(s) :
- (6) Original Receipt Voucher(s) :
- (7) Participants Feed Back Report with photos (02) :
- (8) Original Mandate Form (duly verified by the Bank)
- (9) Cancelled cheque of the concerned bank (original)
- (10) Original Pre-Receipt (signed & stamped) (in tripartite)
- (11) Aadhar copy
- (12) GST certificate
- (13) PAN Copy
- (14) TIN and Tan if available

3 Sets of the documents need to be submitted to the MSME office (1 Original + 2 Xerox copies)

Note: All claims for reimbursement as per the above mentioned list need to be submitted by the exhibitors within 30 days to their MSME offices failing which they may not be eligible for reimbursement.

Please check the my.msme.gov.in website for any update



Instructions for Exhibitors & Vendors

► Possession of Space:

Entry will be given only to Bare Space Exhibitors on 11th April 2026 after 8:00 am.

Entry will be given to Shell space exhibitors on 12th April 2026 after 13:00 hours.

Note: 1. Stall Possession will be given only after production of No Due Certificate issued by the organizer.

2. Heavy machinery required to be moved to the shell space should be brought in on 11th April 2026 itself after 14:00 hours.

► Material Handling:

Exhibitors have to deploy their representatives at the venue for the collection of material.

The Event organizing teams are not authorized to collect material on behalf of the exhibitors.

► Vehicle Entry Pass:

A soft copy of the vehicle entry pass will be provided. Exhibitors must share this with their vendors and vehicle drivers, who must present it at security for entry.

► Transportation Guidelines:

Passenger autos and cars are not permitted for material movement to the hall. Please arrange appropriate transportation.

► Safety Compliance:

All vendor staff must wear shoes. BIEC staff will deny entry to individuals without proper footwear as per safety norms.

► Service Badges:

All team members of the exhibitor teams working in the hall during set up dates should possess service badges which can be collected from the venue on the day of setup.

► Setup Deadline:

All setup work must be completed by 10:30 PM on 12th April 2026. No setup activities will be allowed on the morning of 13th April 2026.

► Exhibitor Badges:

Exhibitors can collect their batches on 11th April 2026 from the registration desk present at the venue anytime after 2:00 PM .

► Event Participation:

Exhibitors must be present at their stalls throughout the event hours.

► Exit Pass & Dismantling:

Exit passes will be issued on the last day, 15th April 2026, after 4:00 PM.

Exhibitors must remain in their stalls until the event officially closes on 15th April 2026.

Ensure a copy of the exit pass is shared with vendors before leaving.

Additional copies will not be issued to third parties.

Dismantling:

Dismantling and material removal must be completed by 11:55 PM on 15th April 2026.

Please ensure that all your material is moved out of the venue by 11:55 PM as the organizers will have to handover the venue.

There is no provision to store material at the venue and exhibitors have to make their own arrangements in case material has to be kept on hold for transportation.

For any queries, please contact the event management team.

Sd/-
Team Media Day

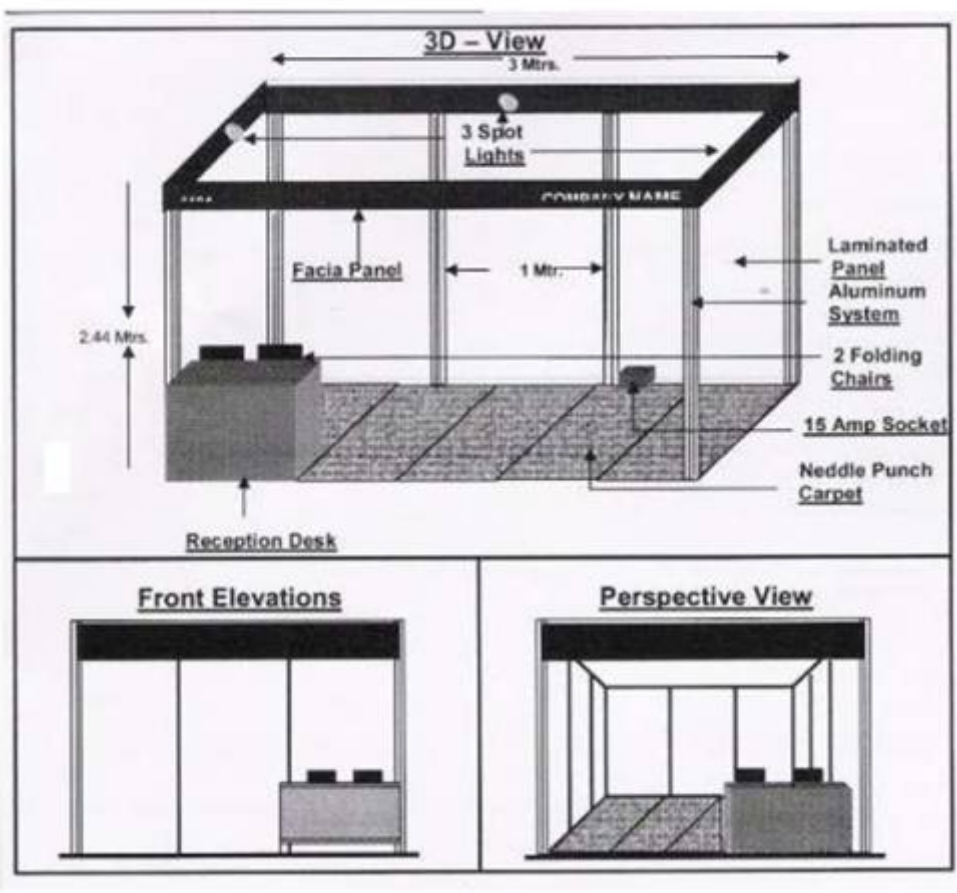


Standard Shell/ Bare Scheme Package

Shell Scheme:

Shell scheme includes floor rental, back inside walls, fascia board with company name, registration fee, electric point, and carpet & company entry in the fair catalogue.

Stand Area in m ²	9	12	15	18	21	24	27	Shell Stand Specifications: a) Walls: 2.44 (8ft) high in white laminated 3mm thick plywood panel joined by aluminum section. b) Fascia: 30.5cm (1ft) high, with exhibitor's name and stand number in cutout PVC sticker in English. c) Flooring: Needle punch carpet laid directly onto the floor. d) Lighting: 3 spotlights mounted on the panels accordance with number of table below. e) Furniture: Reception counter, folding chairs
Spot Light	3	3	4	6	6	7	9	
300 watts	1	1	1	2	2	2	3	
Reception Counter	1	1	2	2	2	3	3	
Folding Chair	2	2	3	4	4	5	6	



Bare Scheme (Raw):

Bare space includes floor rental, registration fee, electric point (300 watts), carpet & company entry in the fair catalogue.

The maximum permissible height of stall should not exceed 4 meters



Stall Reservation Details

SHELL SCHEME PER SQUARE METER

Shell Scheme Includes: Floor rental, back and side walls, fascia board with company name, table, chairs, spot lights, 5 AMPS Shocket, carpet and company entry in the official show catalogue.

Stall area can be booked in multiple of 3 meter like 9, 12, 15,18 and so on

		In Rupees*	In USD
Min. 9 sqm	(1 side open)	9500/ sqm.	250
Min. 18 sqm	(2 side open)	9500/ sqm.	250
Min. 36 sqm	(3 side open)	9500/ sqm.	250
Min. 75 sqm	(4 side open)	9500/ sqm.	250

RAW (BARE) SPACE (inside hall) PER SQUARE METER

Bare Space Includes: Plain Floor Space, Company Details in Fair Catalogue.

		In Rupees*	In USD
Min. 18 sqm	(1 side open)	9000/ sqm.	220
Min. 27 sqm	(2 side open)	9000/ sqm.	220
Min. 36 sqm	(3 side open)	9000/ sqm.	220
Min. 75 sqm	(4 side open)	9000/ sqm.	220

Power Requirements

Your power requirement has to be intimated to the team before 08th April 2026. 1KW Connection will be provided during setup date. No fee power will be provided during exhibition dates and the power has to be purchased at Rs 3,000 per KW. Power in stall will be disconnected if payment is not made by evening on the date of usage.

*Add 18% GST.



STANDARD SHELL SCHEME STALL VIEW



STANDARD SHELL SCHEME VISUALS – 9 SQM



STANDARD SHELL SCHEME VISUALS – 12 SQM



STANDARD SHELL SCHEME VISUALS – 15 SQM



STANDARD SHELL SCHEME VISUALS – 18 SQM



STANDARD SHELL SCHEME VISUALS – 21 SQM



STANDARD SHELL SCHEME VISUALS – 24 SQM

STANDARD SHELL SCHEME VISUALS – 36 SQM



Exhibitor directory Details

The exhibitor directory will be distributed to all the visitors / exhibitors/ media partners attending the event . For this purpose we request you to kindly provide us with the following details.

01	Company's Name/Organization Name	
02	Fascia Name (Display Name at Stall):	
03	Contact Person:	
04	Designation:	
05	Complete Address with Pin Code and Country	
06	Primary Telephone/Mobile No.:	
07	Secondary Telephone No	
08	Primary mail id for contact	
09	Alternate mail id for contact	
10	Website	
11	Product/Services/Activities (Max. 150 words):	

Note:

The organizer will not be responsible for "*absence of your company profile*" in the fair catalog due to delay/failure in receipt of the above details.



SPACE APPLICATION FORM

Exhibiting Company Name (in Block Letters) :

Contact Mr./Mrs:

Address:

City: Pin Code: Country:

Area Code: Phone: Mobile:

Email: Website:

Stall Booking Charges per square meter

Shell Scheme	Rs. 9500/-	\$250
---------------------	-------------------	--------------

Floor Rental, Three Spot Lights, One Table, Two Chair (Per 9 SQM), Electric Point, Back and Side Walls, Fascia Board with Company Name, Carpet, Company Details in Fair Catalogue.

Bare Scheme	Rs. 9000/-	\$220
--------------------	-------------------	--------------

Plain Floor Space, Company Details in Fair Catalogue

*GST in 18% Extra

PAYMENT PARTICULARS

We hereby apply for the participation and will abide by the rules and regulations of the exhibition as stated in this application form

We are enclose DD/Cheque payable at par to **"Media Day Marketing"** Payable at Bangalore

SPACE REQUIREMENT: SQM.

DD/CHEQUE NO. Dated: For INR/USD:

IN WORDS

Drawn Bank Towards payment for our stand /booth

Name: Designation:

Date: Stamp & Signature:

BANK DETAILS	
ACCOUNT HOLDER NAME	MEDIA DAY MARKETING
BANK	PUNJAB NATIONAL BANK
ACCOUNT NO.	10911132000131
BRANCH	Dliskhannagar
IFSC CODE	PUNB0109110
MICR CODE	500024068
PAN NUMBER	AAAYFM5806E

CONTACT	
 MEDIA DAY MARKETING	
16-2-741/D/24, 2 nd Floor, Fazilat Manzil, Besides TV Tower Malakpet, Hyderabad, 500036 Telangana State, India	
Mobile: +91-9341473494, 9248669027, E-mail: info@mediaday.co.in	

GST NUMBER: 36AAYFM5806E1ZX



**MEDIA DAY
MARKETING**

We **Work** for
Your **Success**

Organizer



**MEDIA DAY
MARKETING**

GET IN TOUCH



**MEDIA DAY
MARKETING**

16-2-741/D/24, 2nd Floor, Fazilat Manzil, Besides T.V Tower Malakpet,
Hyderabad, 500036 Telangana State, India

Mobile: +91-9341473494, +91-9248669027

E-mail: info@mediaday.co.in

www.mediaday.co.in