

S. NO.	DETAILS OF ACTIVITIES/ITEMS
1	Fixing and setting up of an exhibition space outside of dome (15 kiosks/stall, size 3x2mtr & 2x2mtr) (Octonorm panel with roof) with light, one table and 2 chairs, one dustbin per booth (42" TV in every stall)
2	Refreshment for 2700 person (Samosa/Sandwich, Wafers, Sweet & Juice)
3	VVIP High tea as per protocol - 150 person
4	Arrangement of VVIP high tea set up in specific area
5	36'x20'x3' high with 2 steps with new carpet underneath and stage for performances 24'x12'x3'x 1 nos. high 2 steps with new carpet underneath
6	Carpeting inside the hall and VVIP entry outside hall, cloth masking (for seating behind the stage & for VIP entry at the entrance);
7	10 VVIP chairs for stage with clothing
8	Stage side masking black (12'x12'x2) Sqft
9	Stage floral decorations – stage, lobby and 10-12 Bouquets
10	Lighting Lamp - 1
11	8 table with table cloth for stage
12	VIP Chair for VIP room - 30 Nos
13	Table with stretched masking for service - 4 Nos
14	50 No. 2 seater Sofa for from row
15	Banquet chairs 100 seating with white cover
16	Seating Indexing with sufficient number
17	"World AIDS Day" branding opposite main stage on glass railing
18	25-30 Standees (6x3ft)
19	Welcome Backdrop (Size 20x10 ft) flex with digital multicolour printing installed at the entry.
20	Arch Gate at VIP Entry
21	Umbrella Buntings will be provided by NACO. Agency needs to use the buntings for decoration purposes outside the venue.
22	Small Hoardings (same content as back drop with Direction mark) (4x6 feet) with installation at prominent locations of Delhi and the Venue at least approx. 70
23	Bunting 10 – Bunting to decorate venue size (as per venue) with installation
24	Branding on Iron Frame on 2-3 roundabout of 6 ft. x 12 ft. towards the route of venue at least – 12 Nos.
25	Red Ribbon cut outs– 100 Nos.
26	Designing and printing of invitation cards with emblem in gold embossing – 500 No. multi-colour, on glossy specialty paper 250 GSM with envelope on glossy 160 GSM
27	Designing and printing of Parking labels - 500 No.
28	Bouquets – 5
29	Green Welcome – 20
30	Mementoes 20 Nos through sublimation process, made of crystal with base printing - Spot selection from sample
31	Wash room accessories
32	Registration hostesses - 10
33	Stage Ushers & Hall Manager - 20
34	Transportation of equipment and material
35	Coordination Fee - 2700 participants for 1 day on the services
36	Q-Managers with sufficient number