



HiPC 2015 Sponsor Logistics Manual

Version	Date	Comments
2.0	Nov 19, 2015	Final version

Important Contact Information (details described later in this document for each item):

For:	Contact:
Conference venue	Mr. Bappa Bhattacharjee, ATTN: HiPC 2015 F&B Manager, Park Plaza Bengaluru phone: +91 80 49094909 mobile: +91 77 609 77978 Marathahalli, Outer Ring Road Bangalore 560037 India Phone: +91-832-2454545 E-Mail: fbm@pkbengaluru.com
Sponsorship and benefits	Jigar Halani jigar@hipc.org Ravi Kumar ravikumar.d59@wipro.com Booths: Mukul Chahal - mukul@cimglobal.net (M: +91-9739937911)
Finance, invoice, payment	US Dollars: Ajay Gupta intlfinancechair@hipc.org Indian Rupees: Venugopalan Nair indiafinancechair@hipc.org
Shipping sponsorship material	Note that this year we are not offering to include any publicity brochures. Please bring any publicity material, if any, to the registration desk area. HiPC will provide a table for such material.

	<p>Ship any equipment to the address above and send email to: Mukul Chahal - mukul@cimglobal.net Jigar Halani jigar@hipc.org Ravi Kumar ravikumar.d59@wipro.com</p> <p>Please note that sponsor is responsible for clearing any customs if getting any equipment from outside of India.</p>
Sponsor logo on HiPC website	Jacky Jacky@hipc.org
Industry exhibition and conference banner logos	Jacky Jacky@hipc.org

Important Dates:

Information:	Due Date:
Shipping booth material to the conference venue	Ensure delivery of any demo/booth material on or after 14-Dec-2014 ; Deliveries before 14-Dec-2014 MAY NOT BE STORED BY THE HOTEL!
Logos and information for sponsorship website	Review http://hipc.org/hipc2015/sponsors.php

Sponsorship Information, Sponsorship Options and General Questions:

Email:

1. Jigar Halani jigar@hipc.org
2. Ravi Kumar ravikumar.d59@wipro.com

Sponsorship Material/Equipment for Booths:

1. All booth equipment/material must be coordinated by the sponsor with respect to customs clearance, checking with hotel, etc. All such material should reach the conference venue **no sooner than 14-Dec-2015.**
2. All material destined for the conference (booth equipment/fliers etc.) MUST have with the sponsor's name/logo on it.
3. Please mark a copy of all related email (including confirmation/tracking of the shipment) to Mukul (mukul@cimglobal.net), Jigar Halani (jigar.halani@hipc.org), Ravi Kumar (ravikumar.d59@wipro.com)

Sponsor logo on HiPC website:

1. If you are a sponsor, your logo should already be on the HiPC web site at:

<http://hipc.org/hipc2015/sponsors.php> and <http://hipc.org/hipc2015/exhibits.php>

2. If your logo is missing or your sponsorship category is incorrect, please contact the following immediately for corrective actions:

Jacky Jacky@hipc.org
Copy to: jigar.halani@hipc.org

HiPC 2015 – Exhibition Floor Layout:

The following are provided for each booth space:

- Booth frame (ex: Octonorm)
- Fascia
- One table
- Two chairs
- One power outlet
- One lamp

A reminder - you must contact Mukul Chahal (+91-9739937911), the booths coordinator for any additional amenities like additional power, lamps, display stands, furniture, projectors etc.

Industry Exhibition - Booth size:

1. **The main contact person for all booths related coordination is Mukul** - mukul@cimglobal.net. Mukul and CIM Global is authorized by HiPC to help setup all the booths. If you would like just raw space, please let us know (names above).
2. Standard booth size will be 3m x 2m x 8 ft. Large booth size will be 6m x 2m x 8 ft. A booth frame with basic furniture (facial, 1 table, 2 chairs, 1 light and 1 power strip) will be provided.
3. The “booth names” should be sent to Jigar, Mukul and Ravi before 7th December 2015.
4. The booths will be ready for the sponsors by the evening of **15-Dec-2015** and will need to be removed by the evening of 18-Dec-2015.
5. You must contact Mr. Mukul Chahal directly for other amenities not listed above, like additional power, equipment or additional furniture. All such extra equipment/power must be purchased/paid by sponsors directly from the Hotel or vendor (Mr. Mukul).
6. Sponsors to communicate extra power requirements by 5th December 2015 latest to Mr. Mukul Chahal.
7. For any further questions, contact:

Jigar Halani Jigar.Halani@hipc.org
Copy to: mukul@cimglobal.net

Lunch for booth staff:

Lunch area will open 10 minutes before the scheduled time to allow the exhibit booth staff to finish lunch and return to manning their exhibits. Exhibit booth staff are encouraged to avail themselves of this early access. Lunch break will not be extended under any circumstances.

Conference Banner:

We will use your logo currently displayed on the HiPC web site, for printing on the conference banner. If the logo we currently have is not suitable for large-scale printing, we will contact you for a high quality one (min 300 dpi).

Latest Updates:

Latest updates and information for the sponsors (latest version of this document) can be found at HiPC sponsor web page at <http://hipc.org/sponsors.htm>