

SELLER GUIDE

- A stall of size 2M x 2M will be allotted for the display of products.
- Only two representatives from one organisation will be allowed to participate in the event.
- One Organisation will receive only One Seller kit, which includes two Seller Badges with QR Codes.
- Two representatives from one Organisation will be provided with Food & Refreshment and the QR Code Badges (Seller Badges) shall be used for the same.

June 15, 2022 (Wednesday)

- Seller Registration starts at 2.00 PM
- Stall arrangements to be completed by 7.00 PM

June 16, 2022 (Thursday)

- Reporting Time: 8.00 AM
- Inauguration: 9.00 AM
- Event Timings: 9.00 AM to 7.00 PM
- B2B Meets as per the schedule: 10.30 AM to 7.00 PM
- Morning (11.00 AM) & Evening (3.30 PM) Tea with Snacks
- Lunch: 12.30 PM to 2.00 PM
- Seminars: 4.30 PM to 7.00 PM
- Dinner: 7.00 PM to 8.30 PM

June 17, 2022 (Friday)

- Event Timings: 11.00 AM to 7.00 PM
- B2B Meets as per the schedule: 11.00 AM to 7.00 PM
- Morning (11.00 AM) & Evening (3.30 PM) Tea with Snacks
- Lunch: 12.30 PM to 2.00 PM
- Seminars: 4.30 PM to 7.00 PM
- Dinner: 7.00 PM to 8.30 PM

June 18, 2022 (Saturday)

- Event Timings: 11.00 AM to 8.00 PM
- B2B Meets as per the schedule: 11.00 AM to 2.00 PM
- Morning (11.00 AM) & Evening (3.30 PM) Tea with Snacks
- Lunch: 12.30 PM to 2.00 PM
- Public Entry: 2.00 PM to 8.00 PM
- Dinner: 7.00 PM to 9.00 PM



Helpline Numbers

Seller Registration : Mrs. Rugma B. Nair (9747523202)
Venue Arrangements: Mr. Krishna Kumar P. (Mob: 98950 92640)
Business Sessions & : Mr. Savio Mathew (Mob: 98957 59648)
B2B Meetings Ms. Sareena Johnson (Mob: 90205 45569)
Overall Coordination : Mr. Van Roy S. (Mob: 94460 33729)


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June 16 to 18, 2022

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FACILITIES TO SELLERS

- Fully converted AC Stall (2M X 2M) to display Products.
- Admission restricted to 2 persons from each registered MSME.
- Complementary Tea, snacks, lunch and dinner provided during the Event days to 2 persons.
- 1 No. system table, 2 Nos. chairs, 2 Nos. wall racks of size 1M X 30 cms width, 5 Amps power plug, fascia, spot light, 1 No. waste basket in each stall.
- Facility for one to one meetings.
- Database of Buyers.
- Attending Seminars on June 16 & 17, 2022

Additional facilities, if required, can be availed directly from the vendor on direct payment basis (**Mr. Pradeep, Neo Cochin Infrastructure Services, Mob: 9946446246**) based on the availability.

INSTRUCTION TO SELLERS

- No sales allowed during Business Meet.
- Sample products to be brought and displayed in stalls.
- Products are not allowed to be dumped in the stalls.
- Products for display purpose only to be brought and the same has to be showcased beautifully in the stall.
- Every Registered Seller shall have a valid E-mail ID.
- An authorised representative of the respective MSME shall be present at the stall throughout the Event days.
- The representative must have good communication skills (in English) at the stall.
- Preferably to have decision makers at the stall during Business interactions.
- Registered sellers have to adhere to the instructions as given by the Organisers.

June 16 to 18, 2022

Jawaharlal Nehru International Stadium Ground Kaloor, Kochi.



K-bip
Kerala Bureau of
Industrial Promotion



www.keralabusinessmeet.org

Stall Layout

