



**INTERNATIONAL** *Events & More*

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**Is a Destination Event Management  
Company in India.**

Through innovative designs and flawless execution, we produce  
a memorable and unique events of all shapes, sizes and styles.

# INCOGNITO

## Qualified & Efficient Core Team



Ashim Haldar  
(Founder & CEO)  
BAA, BArc, MBA



Chinmay Goel  
(Co Founder & Partner)  
National Academy of  
Event Management &  
Development (NAEMD),  
BMS Degree



Kaushik Kelaskar  
(COO)  
National Academy of  
Event Management &  
Development (NAEMD),  
BMS Degree

# INCOGNITO

## Events

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- Specializing in the creation of exceptional events for Corporate and Private Clients, we design, plan and manage every project from concept building to final execution.

### CORPORATE

- Conference
- Seminars
- Meetings
- Business Dinners
- Product Launch
- Trade Fair
- Press Conference
- Gala Dinner

### PRIVATE

- Destination Weddings
- Wedding Reception
- Wedding Mehendi Function
- Wedding Sangeet Function
- Engagement Ceremony
- Birthday Parties
- Holiday Parties

### LIVE SHOWS

- Exhibition
- Fashion Show
- Opening Ceremony
- Concert
- Auto Show
- Award Functions
- Training Sessions

# INCOGNITO Services

Our group of seasoned professionals understands that breakthrough ideas are only as good as the discipline supporting them. At Incognito we believe that there is a sublime connection between the mastery of logistics and the creation of astonishment.

## Branding

- Gate Branding
- Booths
- Social Wall
- Banner & Poster
- Swag
- Social Media
- Digital Branding
- Projection Mapping

## Accommodation & Transportation

- Delegate Accommodation Booking & Venue Sourcing
- Delegate Transportation
- Guest Lodging & Fooding
- Hotel Management
- Guest Pickups/ drop-offs
- Delegate Pickups/ drop-offs
- Ground Transportation

## Governmental Paper-works

- All marriage Registration & papers
- Any Event related Paperwork & Permits

## Volunteers

- Volunteer Support
- Volunteer Management

## Entertainment & Decor

- DJ's
- Live Band Concert
- Performance as per requirement
- 3D Modelling Layout
- Venue & Stage Décor
- Exotic Flower Décor
- Red Carpet facilitation

# INCOGNITO Services

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## Venue sourcing & Negotiations

We have a comprehensive knowledge of venues in India & Other Countries and are able to negotiate the best possible rates, keeping your base costs to a minimum.

## Accommodation Sourcing

we can offer you a range of preferential hotel rates at venues across India & Other Countries, including online and telephone booking mechanisms.

## Agenda / Programme Development

we have extensive experience of putting together engaging conference programs that fit your specific communication objectives, encouraging delegate attendance and aiming to exceed audience expectations on the day.

## Speaker Co-ordination & Management

we can recommend the best speakers for your event and manage their participation, from securing a date, agreeing fees, conducting pre-event briefings and ensuring smooth-running logistics on the day.

# INCOGNITO Services

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## Sponsor / Exhibitor Sales & Customer Care

As a commercial event organizer in our own right, we have a proven ability to involve your partners and other third parties in your events, generating additional income by designing and selling sponsorship packages that provide real business value.

## Audio-Visual & Set Production

We are a specialist in AV & set production to deliver innovative solutions that fit your budget, reinforcing your brand and key messages while maximizing the 'Wow-factor' for delegates.

## Registration, Delegate Payments & Badging

we provide a wide range of cost-effective pre-event registration and badging solutions that maximize conversion from pre-registrations to actual attendees on the day, including processing delegate fees (if applicable) and pre-booking individual delegate agendas for the day.

## Delegate Marketing, Advertising, Website and Brochure

Our in-house marketing team are experienced at generating a targeted audience and making sure the event proposition matches the audience needs. Clients also benefit from access to our own extensive in-house database of exclusive 'event-goers'.

# INCOGNITO

## Event Design

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**Concept Design:** Our seasoned team will conduct an analysis of your pre-defined objectives and work with you to craft compelling ideas that effectively bring unique and diverse elements into your event's overall message and vision.

**Theme and Content Development:** The theme of an event is the driving force in capturing the targeted audience. Content development is derived from carefully identifying your definition, design and concept of the event. Prior to implementation of the final product, a design mockup will be provided for review and approval.

**Event Site Selection:** Proper venue selection, taking into account an event's size and scope, is critical. Incognito's Event Management team will research, physically inspect, select and secure suitable venues for you, though we highly recommend you also participate in a site visit before final approval. Once a venue is approved, our event management team will conduct and manage necessary follow-up logistical visits.

**Entertainment:** Entertainment is an integral component in creating the perfect ambiance for an event. We will work closely with you to identify your entertainment needs, and will utilize our broad network of industry contacts to book the right talent for your event. Contract negotiation and booking will be managed by Incognito while advising you of pertinent decisions.

# INCOGNITO

## Event Design

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**Food and Beverage Planning:** Incognito will act as the primary liaison with the venue to determine food and beverage requirements, inclusive of dietary restriction options. Venue menu tastings will be organized and scheduled for you.

**Décor:** The physical environment sets the tone for how guests feel when they arrive at an event. We always strive for a positive and memorable first impression. It's imperative we communicate your vision through the final set-up.

**Audio Visual Production and Management:** Unlike other event management organizations, Incognito is uniquely positioned with a robust in-house IT team, enabling us to offer a full range of services to manage our clients' audio/visual requirements. This seamless combination guarantees instant access to our unparalleled IT expertise.

**Speakers and Speech Writing:** We will assist you in identifying and soliciting speaker participation. We are also positioned to assist in the preparation of program script and speech content.

# INCOGNITO

## Extraordinary Design

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- Our team will handle setting up all of your decorations according to your dream vision. From linens, tables, and chair to centerpieces and backdrops or the floral works, we will really transform your dream into a reality.
- A great Event Starts with a Great Theme. Events are always more engaging and fun when a theme is applied to an Event. A theme can be a great way to engage your guests and take them on a pleasant journey for the duration of your Event.



# INCOGNITO

## Extraordinary Design

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# INCOGNITO Thematic Design



# INCOGNITO Thematic Design



# INCOGNITO

## Thematic Props Design



# INCOGNITO

## Thematic Sports Event Design

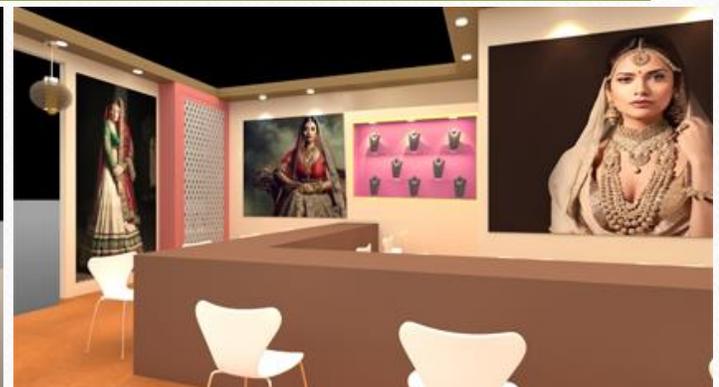
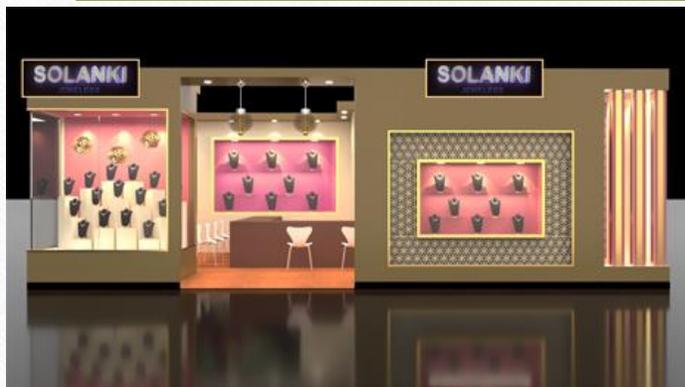


# INCOGNITO

## Live Concert Design



# INCOGNITO Trade Fair Stall Design



**incognito**

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## **INTERNATIONAL** *Events & More*

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