Accommodation, Catering and Travel. It covers the complete hospitality, food and transportation arrangements for 5000 participants, guests, officials and VIPs.

1. Accommodation

Accommodation means arranging suitable places for guests and participants to stay during the event.

It includes:

- Hotel and guest house bookings.
- VIP, VVIP and delegate accommodation.
- Room allocation and reservation management.
- Check-in and check-out arrangements.
- Hotel coordination and guest assistance.
- Hospitality desk and room-service coordination.
- Special arrangements for dignitaries and officials.

2. Catering

Catering means providing food and beverages to guests, participants, officials and event staff.

It includes:

- Breakfast, lunch, dinner and high tea.
- VIP and VVIP dining arrangements.
- Tea, coffee, snacks and refreshments.
- Packed meals and buffet arrangements.
- Drinking water facilities.
- Special dietary and hygienic food arrangements.
- Food counters and service staff management.

3. Travel

Travel means managing the transportation of guests, VIPs, delegates and participants from their arrival point to the event venue, hotels and other locations.

It includes:

- Airport and railway station pick-up and drop.
- Luxury cars and VIP vehicle arrangements.
- Bus, tempo traveller and cab services.
- Local transportation and shuttle services.
- Vehicle allocation and route planning.
- Drivers and transport coordinators.
- Arrival and departure management.

Combined Definition (Scope of Work)

Accommodation, Catering and Travel Management:

Planning, organizing and managing complete accommodation, catering and transportation facilities for all VIPs, VVIPs, dignitaries, delegates, officials, participants and event staff. This includes hotel bookings, room allocation, food and beverage arrangements, hospitality services, airport and railway station transfers, local transportation, vehicle deployment, pick-up and drop-off facilities, and all related coordination to ensure smooth and comfortable participation throughout the event.