

4TH INTERNATIONAL TEXTILE EXHIBITION

TEXTILES & LEATHER

26TH - 28TH MAY 2023

EXPO CENTER, KARACHI, PAKISTAN



WEAVING THE WAY TO SUSTAINABILITY

EXHIBITOR MANUAL



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Exhibitors Manual & Guidelines



General Information:

Dear Exhibitors,

On behalf of the trade Development Authority of Pakistan, we welcome you to the fair 4th International Textile & Leather fair, 26 – 28 May 2023 at Karachi Expo Center.

- The TDAP will make every possible effort to make your participation in the fair productive and will remain available for any assistance that may be required during the fair.
- Adherence to the following guidelines will facilitate your participation and ensure that no rules to be violated.

BUILD-UP SCHEDULE

S. No.	Description	DATE	Time
BUILD-UP SCHEDULE (Shell Scheme & Designer studio)			
	Handing over the space to the exhibitors for Stall Set-up (Hall 1 – 5)	24 th May, '23	2:00 PM
	Closing of Cargo Ramp	25 th May, '23	05:00 PM
	Hall to be vacated for cleaning and security clearance	25 th May, '23	07:00 PM
BUILD-UP SCHEDULE (Raw Space)			
	Handing over the space to the exhibitors/ Venders for Stall Set-up Hall (1 – 3)	23 rd May, '23	02:00 PM To 10:00 PM
	Hall (4 – 5)	22 nd May, '23	09:00 AM To 10:00 PM
	Closing of Cargo Ramp	25 th May, '23	05:00 PM
	Hall to be vacated for cleaning and security clearance	25 th May, '23	07:00 PM



I. Stall Construction instructions:

- All participants must reach Karachi Expo Center as per the given schedule.
- Facilitation will be done on a first come – first served basis.
- Under the Raw Space scheme; the construction of stalls and display of products will primarily be the responsibility of the exhibitors (engaged vendor). However, TDAP’s team will be available to help/guide in this matter.
- Under the Schell scheme; all arrangements regarding the displaying of products within the stall will be the responsibility of the Exhibitors, however, **stand builders will assist you with setting up the stand** and TDAP’s team will be available to help/guide in this matter.
- It is not allowed to use GLUE /SAMADBIND /Solution of any kind for pasting the Flex on the shell walls, neither is it allowed to use nails or a stapling on the shell wall.
- Use the Wooden frames with flex or vinyl pasting is allowed within the shell scheme / shell walls for branding.
- Exhibitors shall be responsible for the removal of all packaging waste and rubbish materials resulting from the set up from the Exhibition Hall.
- No storage facilities shall be provided for packaging cases, surplus materials, or other belongings of the Exhibitor.
- Exhibitors are held responsible for any damage caused by their “Approved non-official contractors”. Therefore, the former are also required to supervise construction workers to comply with rules set by TDAP/ EMC.
- All containers, packing items, and any item or article not for display, must be removed from the Exhibition Hall before the day of opening.
- No pressurized container shall be used in the Exhibition Hall without the prior written approval of the TDAP.
- No set up will be allowed on 26th May, 2023 morning.
- Construction work will not be allowed beyond given date and time (i.e. 25th May, 2023 @ 7.00PM) penalty will be imposed @ 5,000 per hours.
- All exhibitors are responsible for the sealing their stall(s) after setup/ decoration.



- Under shell scheme only minor changes in the stand are possible on the set up day. If you need any major changes in the stand set up or additional equipment, the request must reach this office before 17th May, 2023.
- If Someone will change their Space from Bare to Shell or Shell to Bare then an additional 10,000 will be charged after 22nd May 2022 in account of labour charges
- No request for additional equipment will be entertained after 18-5-2023 (on attached Order Form).
- Any additional service without prior intimation to this office will not be provided.
- **ENTRY PASSES:** 4 free exhibitor entry passes will be provided to each company.
- The Entry Passes can be collected by the authorized representative of the company and Associations from Karachi Expo Center Expo well before the event.
 - **Exhibitors: 24th – 25th May, 2023 (12.00 Noon till 5.00PM).**

II. **SCHEDULE DURING EVENT:**

S. No	Description	Date	Time
<u>Day -First (26th May, 2023)</u>			
	Hall to be opened for exhibitors only	26 th May, '23	8:00AM
	Hall to be opened for Delegates/visitors for exhibition	26 th May,'23	10:00AM
	Hall to be closed for visitors	26 th May,'23	5:00PM
	Hall to be closed for exhibitors	26 th May,'23	6:00PM
<u>Day- Second (27th May, 2023)</u>			
	Hall to be opened for exhibitors only	27 th May, '23	9:00AM
	Hall to be opened for Delegates/visitors for exhibition	27 th May,'23	10:00AM
	Hall to be closed for visitors	27 th May,'23	6:00PM
	Hall to be closed for exhibitors	27 th May,'23	7:00PM
<u>Day –Third(28th May, 2023)</u>			
	Hall to be opened for exhibitors only	28 th May, '23	09:00AM
	Hall to be opened for General Public for exhibition	28 th May,'23	10:00AM
	Hall to be closed for visitors	28 th May,'23	5:00PM
	Hall to be closed for exhibitors	28 th May,'23	8:00PM



III. DISMANTLING SCHEDULE

S. No.	Description	DATE	Time
DISMANTLING SCHEDULE (Hall Closed)			
	Tear-down commences	28 th May, '23	8:00PM
	Opening of Cargo Ramp	28 th May, '23	8:00PM
	Tear-down Completed	29 May, '23	8:00PM
	Venue handing over to TDAP	29 May, '23	6:00PM

IV. Stall Dismantling instructions:

- Exhibitors shall be responsible for removal of all packaging waste and rubbish materials resulting from dismantling from the Exhibition Hall.
- The dismantling of the stall (s) shall strictly be as per given schedule.

A. GENERAL TERMS & CONDITIONS:-

Adherence to the following guidelines will facilitate your participation and ensure that no rules to be violated.

- Exhibitors shall be liable for all losses, damages & costs resulting from failure to follow instructions in the exhibitor's manual.
- **No electronic devices (laptop, mobile phones etc.) should ever be left at the booth unattended.**
- Wi-Fi for all exhibitors will be available. This can be activated on your own laptop or iPhone at the fairground by connecting to the TDAP's network and following the instructions given there.
- Please ensure you have sufficient business cards high quality brochures, highlighting the salient characteristics of items on display will be needed for proper introduction of your company and products to the customers.

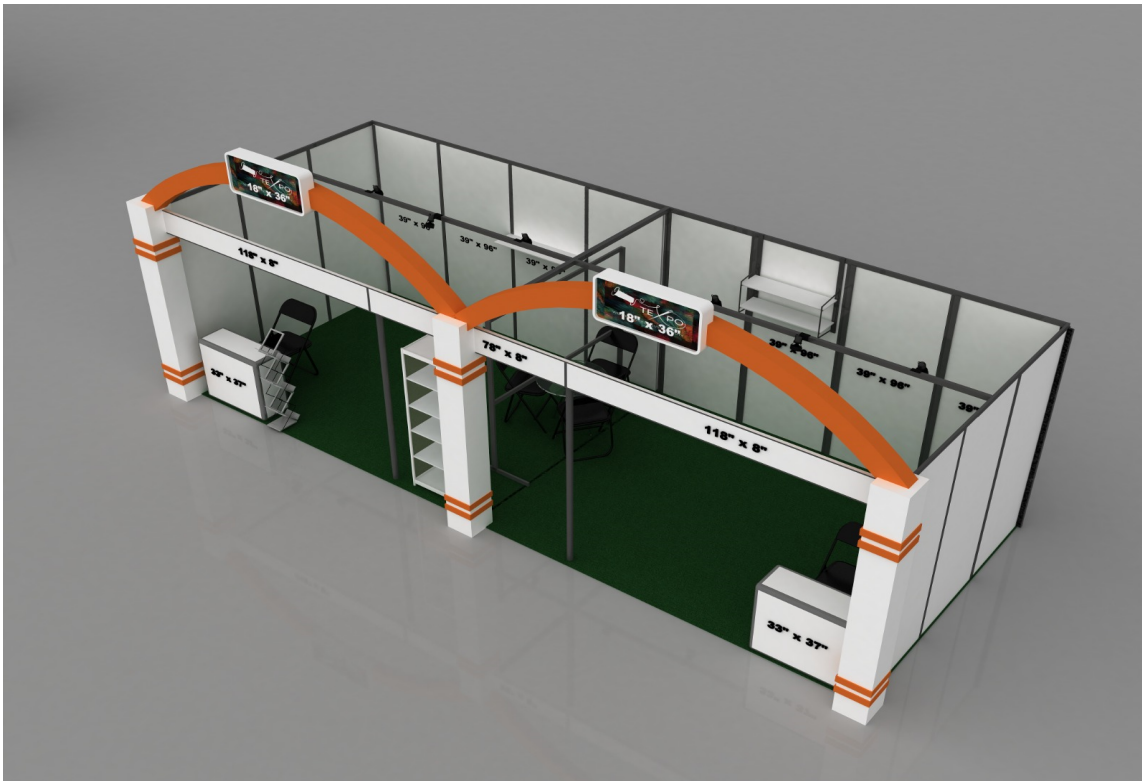


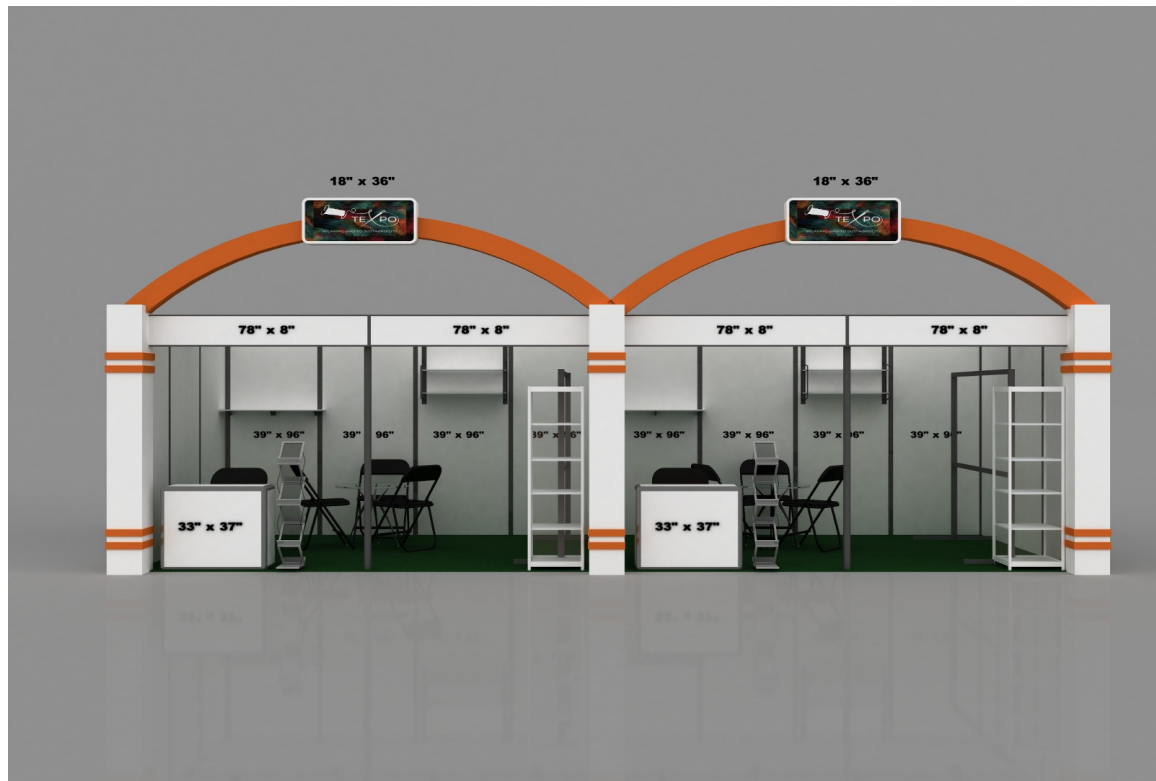
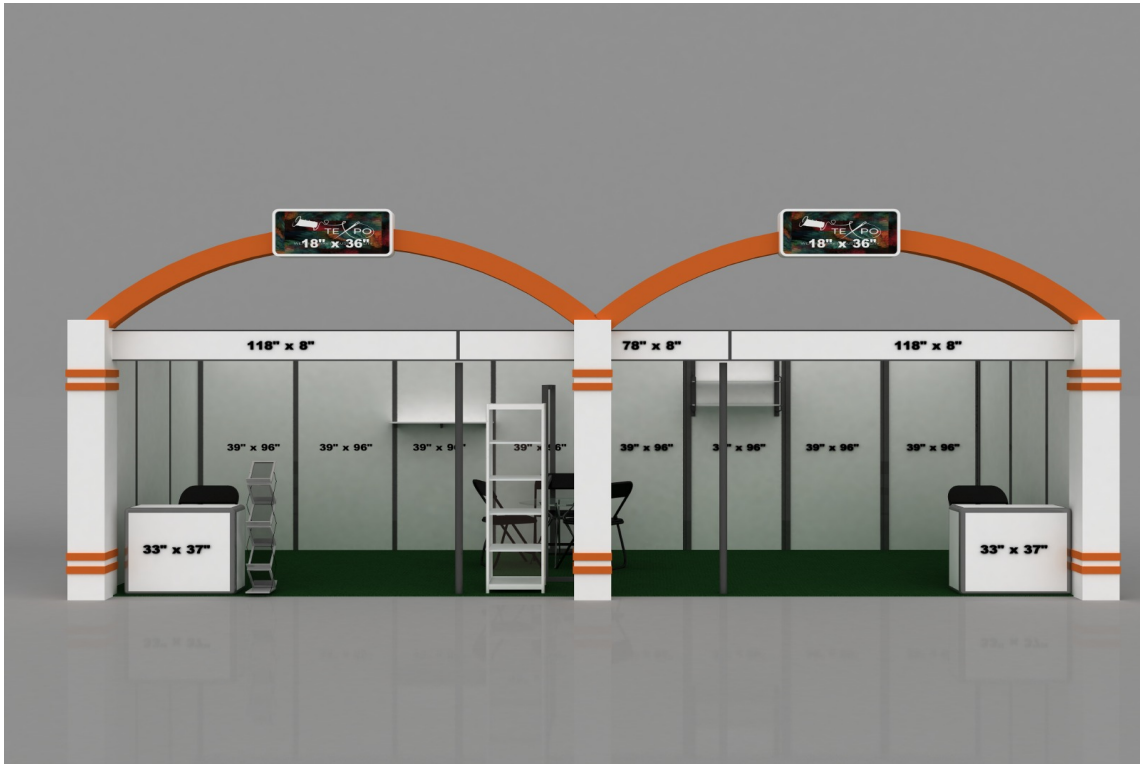
Moving in & out of the Exhibition Hall:

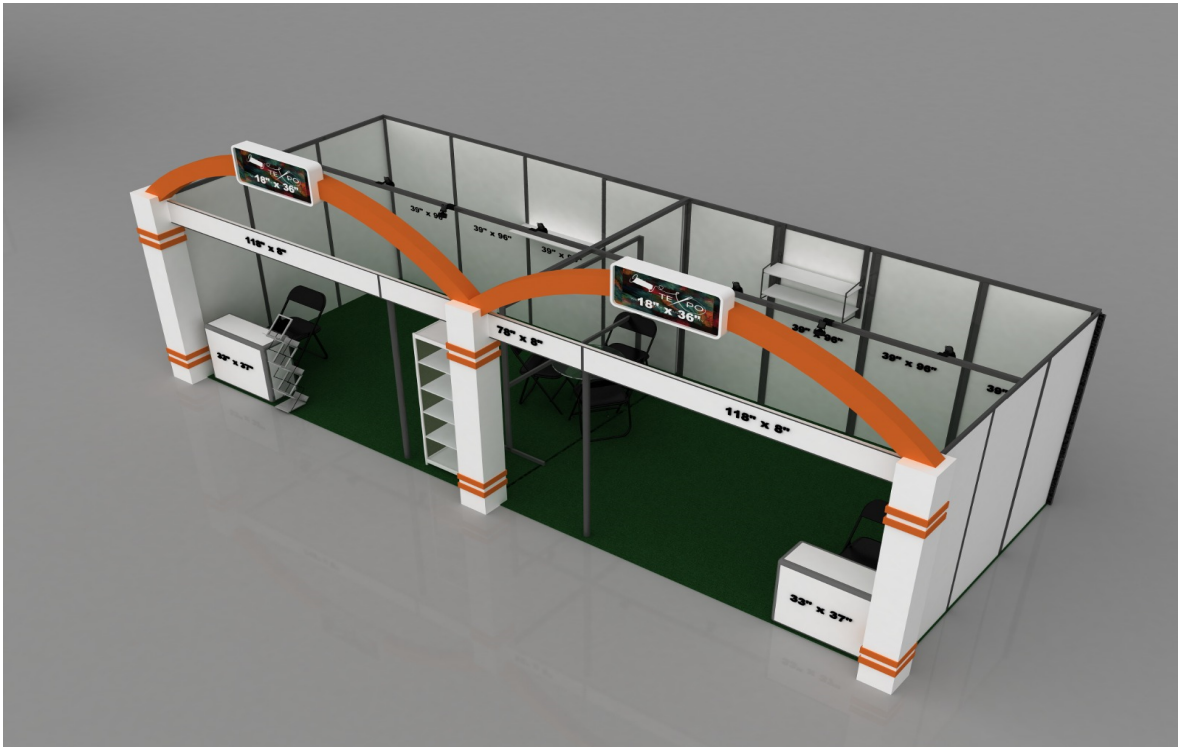
- All goods must be moved by rubber-tired trolleys over protective boarding, safeguarding the hall floors.
- The Exhibitor shall strictly follow the Schedule for moving its exhibits and other articles into/out of its stall/booth as per the Exhibitor Manual.
- All exhibits/component materials shall be removed soon after closure of the Exhibition and accomplished maximum within 24 hours, materials left behind shall be deemed forsaken; the costs incurred for the removal

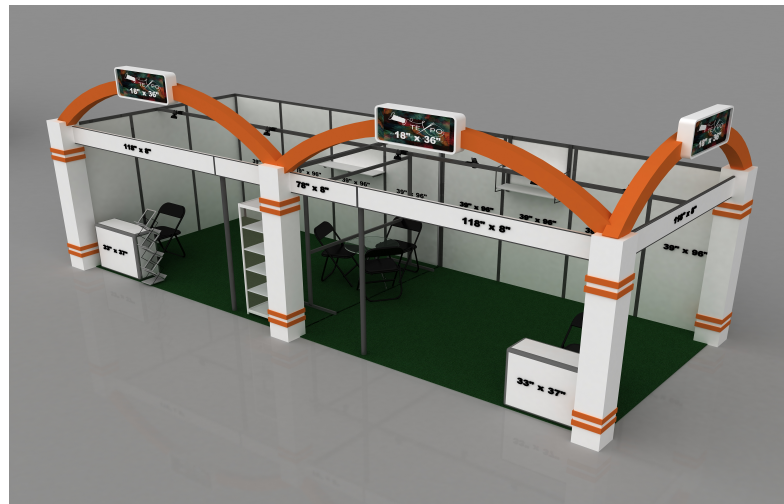
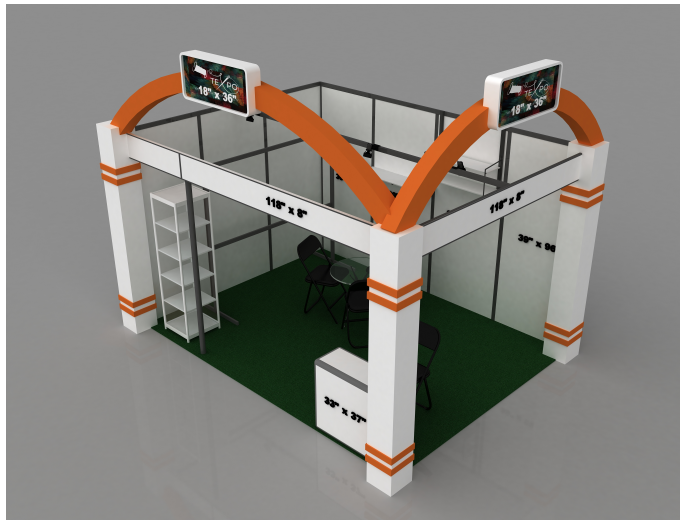
Stalls reference pictures with dimensions

Package of Shell Stall: (4m Back walls x 3m Side walls)









B. Stand Dimensions: -

- The Corner booth will have two sides visibility.
- The liner both will have one side visibility.
- The Sizes of each booth would be 12Sq.m (4Sq.m width x 3Sq.m Depth)
- There would be four (4) panels in back wall width each measuring 1mx3M (1m width and 3m height).
- There would be three (3) panels in side walls width each measuring 1mx3M (1m width and 3m height).
- Standard height of stall would be 3m.
 - The visible dimensions of the fiberboard panels (without the metal brackets) 2.75 m.

(Note: The dimension / size may vary in few cases due to different locations and shapes of the stands. Please refer to the layout plan or contact this office if you need the exact dimensions of your respective booth)



List of items to be provided at every Shell Scheme stand:

S. No	Items	Quantity
Customized front fabrication as per approved design		
Back/Side Walls		
Stand construction using Octa norm system aluminum		
Walls in white decorative panels		
1.	10 Amp Power-point	01
2.	Information Counter with lock	01
3.	100W Spot Lights	03
4.	Chairs	04
5.	Round Table	01
6.	Waste Basket	01
7.	Hanging Stand	01
8.	Moveable Cloth rails (as per requirement)	01
9.	Hanging Shelves	03
10.	Tall Glass showcase	01
11.	Wooden Shelf	01
12.	Brochure stand	01

Additional items to be provided on cost basis **but on order only:**

S. No.	Item	Quantity	Price per day (for 1 item)
1	Mannequins	As per requirement	3000
2	extra chairs	As per requirement	500
3	wire cloths-hangers	As per requirement	1500 per dozen
4	Hanging Shelves	As per requirement	2000
5	Tall Glass showcase	As per requirement	8,000
6	Wooden shelf	As per requirement	2000
7	Brochure stand	As per requirement	3000
8	Round Table	As per requirement	3000
9	Waste Basket	As per requirement	500
10	Hanging Stand	As per requirement	4000
11	Moveable Cloth rails (as per requirement)	As per requirement	5000



Note:

- Confirmed order via email along with 100% payment made in advance.
- All items are subject to availability.
- If any of the item is damaged, full cost to be borne by exhibitor.
- Last date for additional items is **18th May, 2023**.
- All items shown in the pictures are as reference and may be little different from actual ones.

Please note that Additional items and Order Items will not be provided in your booth unless you order them on the attached form. They cannot be made available on the setup day because they will not be at the fairground and must be brought from the warehouse at additional cost.

Mannequins are not included in the package but they can be ordered up to 18th May, 2023 for a rental price quoted by the vender for the whole fair. Rental is payable directly to the stand construction company on delivery to your booth. It will NOT be possible to rent additional mannequins at the fairground.

Kindly communicate any additional and/or special requirements for your stand to this office no later than 17th May, 2023 and we will inform you whether it can be provided within our contract with stand construction company or exhibitor will need to pay for such a service.



ORDER FORM FOR ACCESSORIES AT TEXPO-2023

Name of Exhibitor/ Company:	Hall #:	Booth #:

S. No.	Quantity provided at the booth free of cost	Item	Required	
			Yes	No
		Will be in your booth unless you specify "NO"		
1.	01	10 Amp Power-point		
2.	01	Information Counter with lock		
3.	03	- 100W Spot Lights		
4.	03	Chairs		
5.	01	Round Table		
6.	01	Waste Basket		
7.	01	Hanging Stand		
8.	01	Moveable Cloth rails (as per requirement)		
9.	03	Hanging Shelves		
10.	01	Tall Glass showcase		
11.	01	Wooden Shelf		
12.	01	Brochure stand		

To be provided on cost basis: (Subject to availability)

S. No.	Items	Qty.	Price per day (for 1 item)
1.	Mannequin (specify Female/ Male)	Quantity	3000
2.	extra chairs	As per requirement	500
3.	wire clothes-hangers	As per requirement	1500 per dozen
4.	Hanging Shelves	As per requirement	2000
5.	Tall Glass showcase	As per requirement	8,000
6.	Wooden shelf	As per requirement	2000



7.	Brochure stand	As per requirement	3000
8.	Round Table	As per requirement	3000
9.	Waste Basket	As per requirement	500
10.	Hanging Stand	As per requirement	4000
11.	Moveable Cloth rails (as per requirement)	As per requirement	5000
12.		As per requirement	

Regards,

Venue Team- TDAP Contact	Vender Contact- Badar Expo Solutions)
Mr. Zameer Soomro +0092-21-99207212, 333 2231658 zameer.soomro@tdap.gov.pk	Mr. Sohail Baloch +03000204495 sohail@badarexpo.com Ms. Iqra Laiq +92 300 2027068 iqra.laiq@badarexpo.com



Hall wise product sectors:

Hall#1

Fabrics, Yarn & Cotton
Art Silk & Synthetic Textile
Carpet
Accessories
Services

Hall #2

Hosiery Products
(PHMA)

Hall #3

Readymade Garments
(PRGMEA)
Leather
(Pakistan Tanners Association -PTA)
Leather Garments
(Pakistan Leather Garments Manf. & Exhibitors Association (PLGMEA))
Leather Articles & Accessories
Gloves
Personal Protective Equipment's (PPE)

Hall #4

Home Textile
Towel
Upholstery
Services

Hall # 5

Denim
Sportswear
High-end Fashion
Readymade Garments





*Thank
you!*