



WEAVING THE WAY TO SUSTAINABILITY

5TH INTERNATIONAL
TEXTILE & LEATHER
EXHIBITION

23 - 25 OCT, 2024

EXPO CENTER, KARACHI, PAKISTAN

Exhibitor's Manual &
Guidelines

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General Information:

Dear Exhibitors,

Trade Development Authority of Pakistan, welcomes you to the 5th International Textile & Leather Exhibition (Texpo-24), scheduled to be held from 23rd to 25th October, 2024 at Karachi Expo Center.

2. The TDAP will make every possible effort to make your participation in the fair productive and successful. Our dedicated teams will be remain available for your assistance and facilitations during the fair.

3. Following instructions, guidelines, policies and rules have been developed for your information, cognizance, facilitation and adherence for successful participation in the 5th Texpo-24. All participants are requested to ensure that no rules to be violated during the participation.

BUILD-UP SCHEDULE

S. No	Description	DATE	Time
BUILD-UP SCHEDULE (Raw Space)			
1.	Handing over the space to the exhibitors/ Venders for Stall Set-up/ Constructions		
	<ul style="list-style-type: none">Hall # 6 & Foyer AreaHall # 1 – 5,	19 th October, 24 21 th October, 24	10:00 A.M 10:00 A.M
2.	Closing of Cargo Ramp	22 nd October, 24	08:00 P.M
3.	Hall to be vacated for cleaning and security clearance	22 nd October, 24	10:00 P.M
BUILD-UP SCHEDULE For (Shell Scheme & Designer studio)			
1.	Handing over the space to the exhibitors for Stall Set-up (Hall 1 – 5)	22 st October, 24	2:00 P.M
2.	Closing of Cargo Ramp	22 nd October, 24	08:00 P.M
3.	Hall to be vacated for cleaning and security clearance	22 nd October, 24	10:00 P.M



I. Stall Construction instructions:

- All participants must reach Karachi Expo Center as per the given schedule given at para (i).
- 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. Shortlisted construction companies list available on Texpo Website.
- Under the Shell 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 /SAMADBOND /Solution of any kind for pasting the Flex on the shell walls, neither it is allowed to use nails or a stapling on the shell walls.
- 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.
- The Exhibitors will be held responsible for any damage caused by their “non-official contractors”. Therefore, exhibitors 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.
- Construction work will not be allowed beyond given date and time (i.e. 22nd October, 2024 @ 8:00PM) penalty will be imposed @ 5,000 per hours.
- No set up will be allowed on 22nd October, 2024 after 10.00PM.
- 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 10th October, 2024.
- If someone will change their Space from Raw Space to shell or Shell to Raw Space then an additional Rs. 10,000 will be charged after 10th October 2024.
- No request for additional equipment will be entertained after 10th October 2024 (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 well before the event.
- **Exhibitors: 21st & 22nd October, 2024 (12:00 Noon till 5:00 PM).**

II. SCHEDULE EVENT:

S. No	Description	Date	Time
<u>Day -First</u>			
<u>Wednesday (23rd October, 2024)</u>			
	Hall to be opened for exhibitors only	23 rd October, 24	8:00AM
	Arrival of Delegates for exhibition	23 rd October, 24	9:30AM
	Hall to be closed for visitors	23 rd October, 24	4.30PM
	Hall to be closed for exhibitors	23 rd October, 24	5:00PM
<u>Day- Second</u>			
<u>Thursday (24th October, 2024)</u>			
	Hall to be opened for exhibitors only	24 th October, 24	9:00AM
	Arrival of Delegates for exhibition	24 th October, 24	10:00AM
	Hall to be closed for visitors	24 th October, 24	4:30PM
	Hall to be closed for exhibitors	24 th October, 24	5:00PM
<u>Day -Third</u>			
<u>Friday (25th October, 2024)</u>			
	Hall to be opened for exhibitors only	25 th October, 24	09:00AM
	Hall to be opened for General Public for exhibition	25 th October, 24	12.30 PM
	Hall to be closed for visitors	25 th October, 24	6:00PM
	Hall to be closed for exhibitors	25 th October, 24	8:00PM



III. DISMANTLING SCHEDULE

S. No.	Description	DATE	Time
DISMANTLING SCHEDULE (Hall Closed)			
	Tear-down commences	25 th October, '24	10:00PM
	Opening of Cargo Ramp	25 th October, '24	9:00PM
	Tear-down Completed	26 th October, '24	2:00PM
	Venue handing over Expo Center Team	26 th October, '24	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.



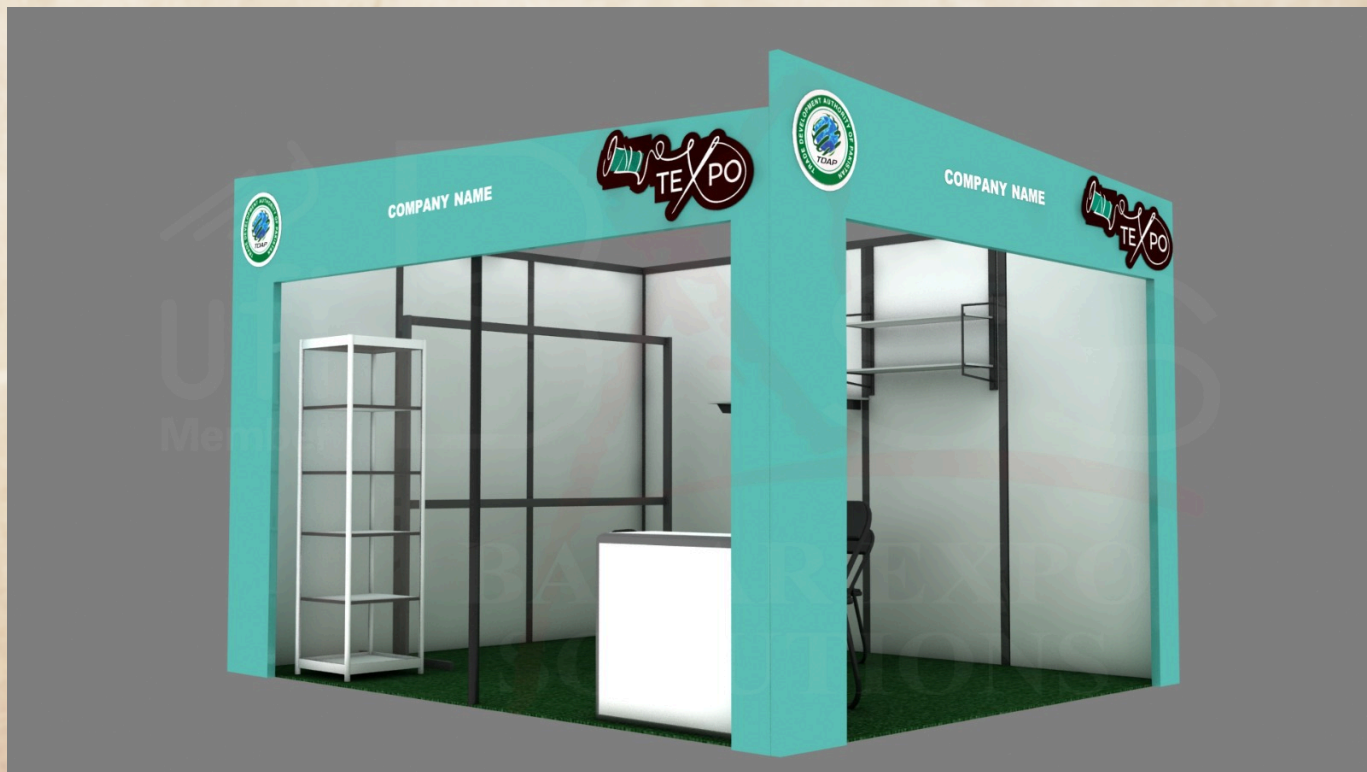
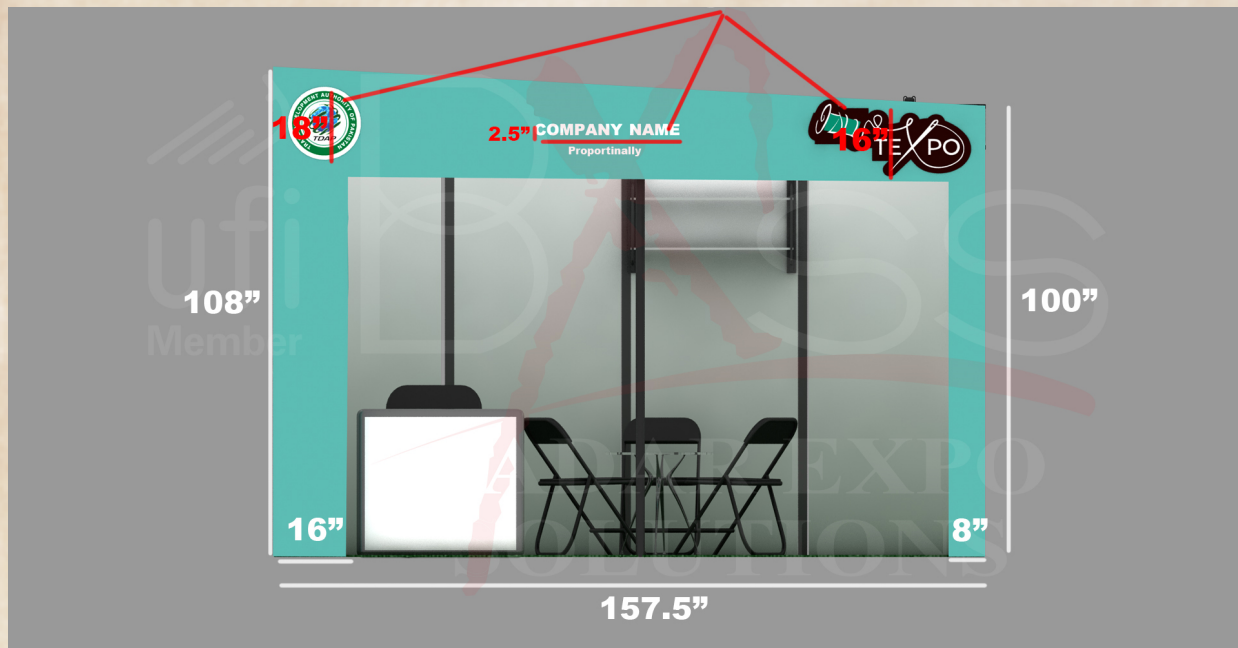
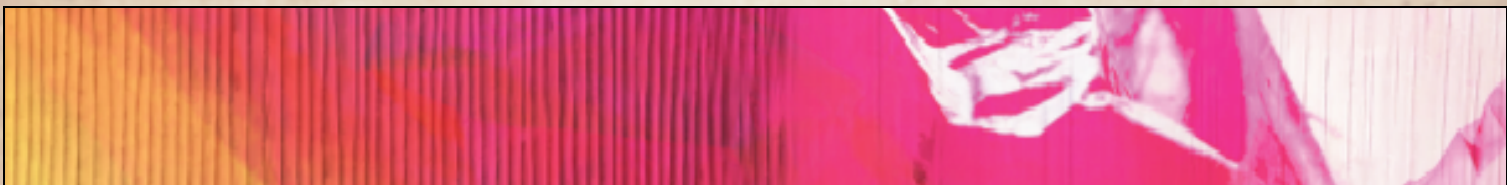
Moving in & out of the Exhibition Halls:

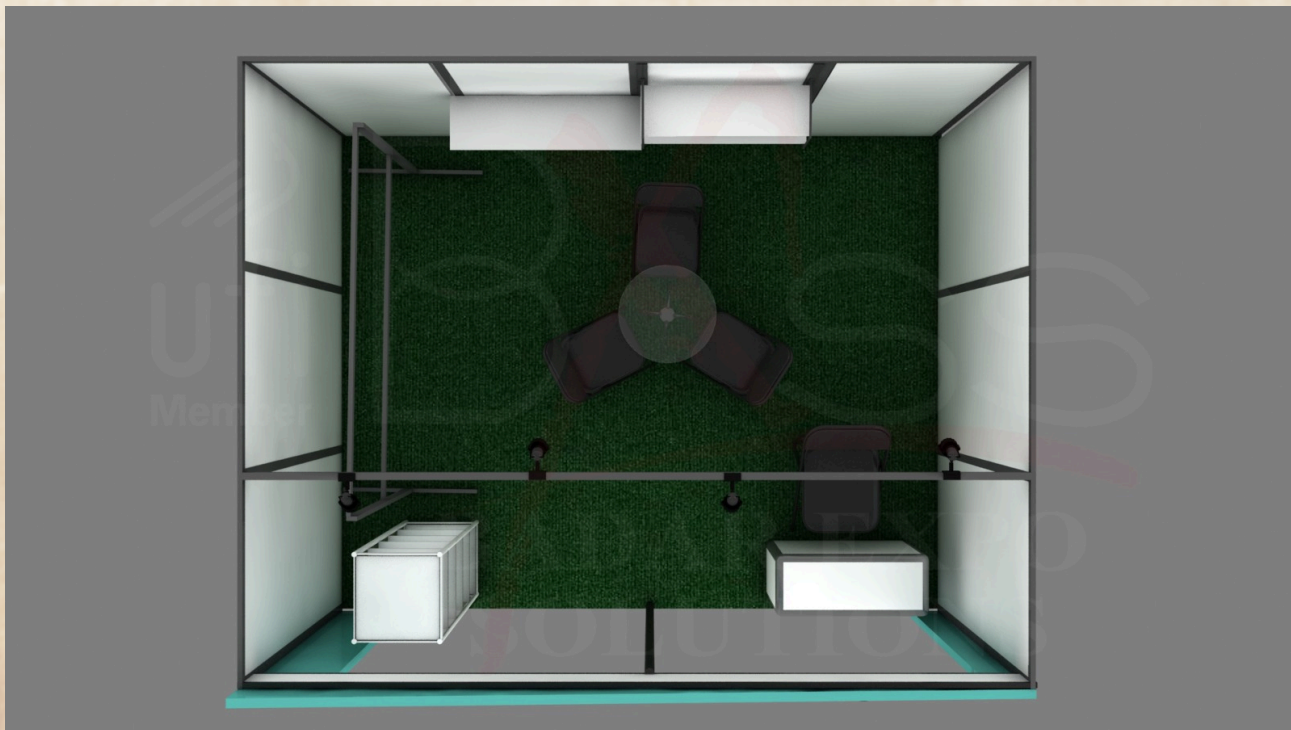
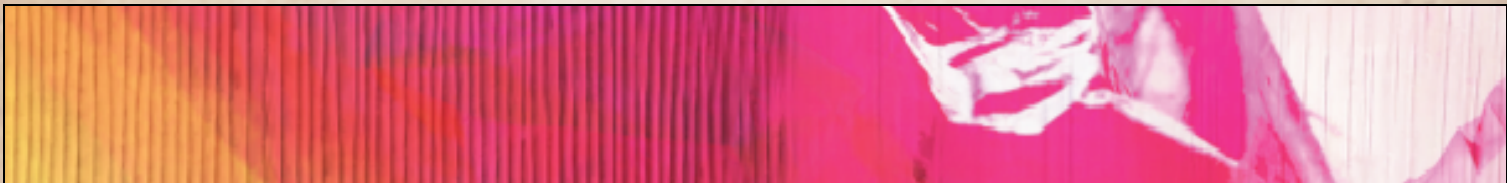
- All goods must be moved by rubber-tired trolleys over protective boarding, safeguarding the hall floors.
- The Exhibitor shall strictly follow the Schedule for moving its exhibits and other articles into/out of its stall/booth as per the Exhibitor Manual.
- All exhibits/component materials shall be 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

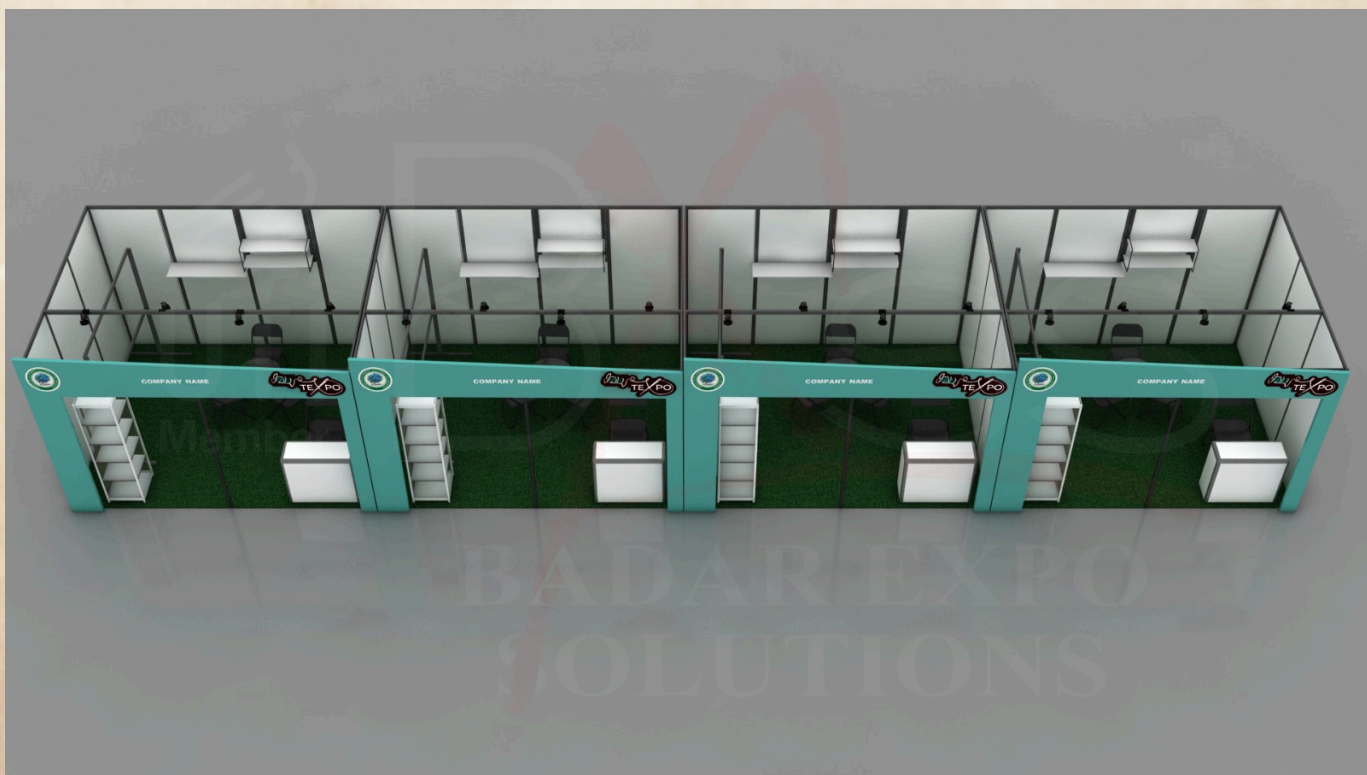
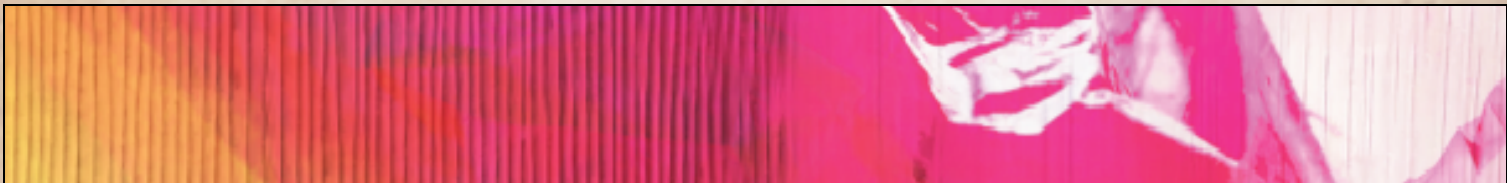
Stall reference pictures with dimensions

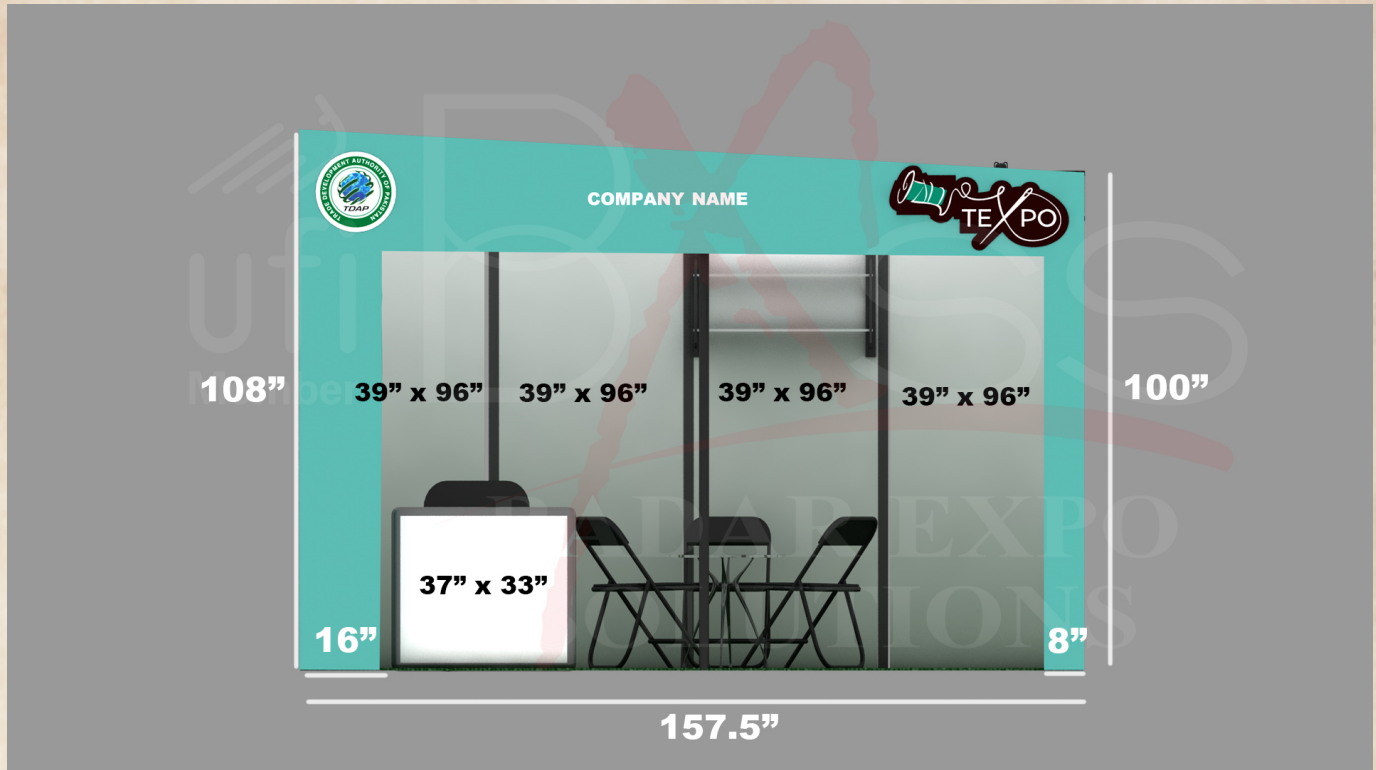
Package of Shell Stall: (4m Back walls x 3m Side walls)











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 x3Sq.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 stall:

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:** (Subject to availability)

S. No.	Item	Quantity	Price per day (for 1 item)
1	Mannequins	As per requirement	Rs. 6000
2	extra chairs	As per requirement	Rs.1000
3	wire cloths-hangers	As per requirement	Rs.1500 per dozen
4	Hanging Shelves	As per requirement	Rs.2000
5	Tall Glass showcase	As per requirement	Rs.8,000
6	Wooden shelf	As per requirement	Rs.2000
7	Brochure stand	As per requirement	Rs.6000
8	Round Table	As per requirement	Rs.3000
9	Waste Basket	As per requirement	Rs.500
10	Hanging Stand	As per requirement	Rs.4000
11	Moveable Cloth rails (as per requirement)	As per requirement	Rs.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 10th October, 2024. 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 15th October, 2024 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 10th October, 2024 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-2024

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	Rs.6000
2.	extra chairs	As per requirement	Rs.500
3.	wire clothes-hangers	As per requirement	Rs.1500 per dozen
4.	Hanging Shelves	As per requirement	Rs.2000
5.	Tall Glass showcase	As per requirement	Rs.8,000
6.	Wooden shelf	As per requirement	Rs.2000
7.	Brochure stand	As per requirement	Rs.6000
8.	Round Table	As per requirement	Rs.3000
9.	Waste Basket	As per requirement	Rs.500
10.	Hanging Stand	As per requirement	Rs.4000
11.	Moveable Cloth rails (as per requirement)	As per requirement	Rs.5000

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
Mr. Amir Musarat 0333 2117467	Ms. Iqra Laiq +92 300 2027068 iqra.laiq@badarexpo.com



Hall Wise Product Sectors

Hall#1

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

Hall #2

- o Hosiery Products
- o (PHMA)

Hall #3

- o Readymade Garments
- o (PRGMEA)

Hall #4

- o Home Textile
- o Towel
- o Upholstery
- o Services

Hall # 5

- o Denim
- o Sportswear
- o High-end Fashion
- o Readymade Garments

Hall # 6 Leather City

- o Finish Leather District
- o Leather Garment District
- o Gloves District
- o Leather Accessories Town

Foyer Area

- o Creative Corner by Textile Educational Institution



Thank
You