



18th TRADE FAIR OF OIC MEMBERS & 12TH WEXNET EXHIBITION 2024
EXPO CENTRE LAHORE, PAKISTAN
(29th November-1st December 2024)

REGISTRATION FORM

EXHIBITORS IDENTIFICATION

Exhibitor (Name of Company) :	
Address:	
Country:	City:
Tel:	Fax:
E-mail:	
Contact person:	
ID Individual participants:	

BOOK YOUR STAND

(per sq. m)

Direct sale exhibition with

Exhibition on samples

Turnkey stand (9 sq.m. each and by multiple of 9)

Unit price per sq.m. (in US Dollars) 130

Quantity in sq.m.

Total HT

(Total excl. of tax)

17% VAT

Total TTC

Total incl. of tax

Bare space (18 sq.m. stand by multiple of 9)

Unit price per sq.m. (in US Dollars) 100

Quantity in sq.m.

Total HT

(Total excl. of tax)

17% VAT

Total TTC

Total incl. of tax

PAYMENT

By cheque

By Bank transfer

Beneficiary' bank name: National Bank of Pakistan
Account name: Trade Development Authority of Pakistan
Bank address: FTC Building Branch, Shahrah-e-Faisal, Karachi, Pakistan
SWIFT code: NBPAPKKA
IBAN: PK88 NBPA 0274 0030 3610 3026
Account No: 3036103026
Branch Code: 0274

FREE REGISTRATION IN THE CATALOGUE

1. Alphabetical index of exhibitors
2. Trade index: Activities or products
3. Products to be exhibited

Date _____	Signature and stamp
Name _____	
Position _____	

GENERAL TERMS & CONDITIONS FOR PARTICIPATION IN 18TH TRADE FAIR OIC

I. PARTICIPATION:

1. This Fair is open to the 57 Member States of the Organization of Islamic Cooperation (OIC), to OIC institutions, and to the various economic, public, and private operators in Islamic countries. States as observers within the OIC (Bosnia-Herzegovina, Central African Republic, Kingdom of Thailand, Russian Federation, Turkish State of Northern Cyprus), economic operators in Islamic communities from non-member countries can also take part in this Fair.
2. The Organizer reserves the right to accept or refuse any applicant to take part in the Exhibition or regarding displaying any exhibit without assigning any reason whatsoever. All decision of the Organizers to such effect shall be final. No reason for any such decision shall be given and no claim or objection from any Exhibitor in relation thereto shall be entertained.
3. The Organizer reserves the right to cancel the Exhibition/Fair and in such case shall refund all the payments (without interest) made by the Exhibitor to the Organizer in relation to the Exhibition and the Exhibitor hereby waives all rights, actions and claims whatsoever for compensation under this Contract.

II. PAYMENT/CANCELLATION OF BOOKINGS

The request forms for the reservation of stands, registration in the catalog, and/or other services must be returned, duly completed and stamped, to the ICDT on the given address and links of the registration form. All International Exhibitors from OIC member states will apply to the ICDT on the prescribed Application Form along with the Participation Fee (To be deposited in the TDAP Account as per details in this invoice) for the reservation of stands. Kindly note that:

- All bank charges shall be borne by the exhibitor.
- In case of cancellation of the booking by the Exhibitor less than six weeks prior to the Event, 25% of the total rental payable would be forfeited, while cancelling less than three weeks, 50% of the total rental would be forfeited, the total rental shall be forfeited in case an Exhibitor cancels or reduces his reserved space less than 10 days prior to the Event and Exhibitor shall not receive any refund.
- In case of non-receipt of full amount 1 month prior to the Event, the Organizer reserves the right to cancel the Exhibitor's booking, forfeiting 50% of the total rental payable by the Exhibitor and allocate the reserved space to any other Exhibitor; no claim whatsoever, of the Exhibitor shall be entertained in this respect.
- Any payment made does not necessarily guarantee allocation of the space until the stall / booth location has been approved by the ICDT/TDAP and communicated to the Exhibitor.
- **SETTLEMENT OF ACCOUNTS-All outstanding accounts must be settled before taking over possession of the space for stall build-up. Possession Form/Gate Passes shall be issued only after all accounts are settled and clearance obtained from ICDT and TDAP.**

III. SPACE ALLOCATION & USE:

1. The Organizer is entitled in its absolute discretion to change, withdraw or otherwise, deal with Exhibition Space allocated to an Exhibitor or change the dates and/or venue of the Exhibition or alter the size and dimension of the Exhibition space or change/close entrances, exits and accesses to the Exhibition space, even if such matters have been confirmed, and in such circumstances, the Contract between the Organizer and the Exhibitor shall continue to bind the parties, as appropriate. Any commitment in any correspondence which does not conform to or is in addition to these Rules and Regulations shall not bind the Organizers unless such variation is expressly agreed in writing by the Organizer.
2. Exhibition space is let strictly to the Exhibitor, sub-letting, assigning or parting with possession of any space in favor of other party is not allowed. The Organizer reserves the right to cancel the participation of the Exhibitor in case stall/booth sub-letting is noticed.
3. The Organizer reserves the right to close any machine or device of the Exhibitor and remove it at any time before or during the Exhibition, if in opinion of the Event Organizer, such machine or device is dangerous or causing inconvenience for other stall/booth holders or visitors. In case of resistance, the Organizers may remove such Exhibitor or his representatives from the Exhibition Hall with reasonable force, at the expense of the Exhibitor, without the Organizers being liable for any loss or damage which may occur by or through such removal.

IV. STALLS/BOOTHS/BARE SPACE & EXHIBITS

Following terms and conditions MUST be followed and prior special permission must be sought from the organizers in case of any exceptions needed. In case of non-compliance with the Terms and Conditions, Organizers reserve the right to modify stall layout during or after erection at the cost of the Exhibitor

Recognizing the importance of direct sales as an incentive to attract more participants, both parties agreed that the exhibitors will benefit from the possibility of direct selling on the 2nd and 3rd Day of the fair subject to paying the duties and taxes relating thereto, in accordance with the regulations applicable in Pakistan.

- Shell scheme stalls will have a uniform design including the fascia with Exhibitor's name. No alteration or addition is allowed to be made to the standard fascia and lettering by Exhibitors.
- The exhibitor must strictly follow the Rules and Regulations of Participation and cooperate with the Event Organizer's official contractor before the commencement of any work at the stall.
- All standard shells are framed with high-quality materials. The Exhibitors are forbidden to apply any paint, drilling, nail or screw on the panels; the Exhibitors, however, may apply single or double-sided tapes on the existing panels.
- No glue, scotch tape, self-adhesive paper, screw, nail, spike, pin or paint shall be used on floors, walls, pillars or any part of the Exhibition Hall permanent structure.

- Bare scheme stalls shall be constructed only by the Official Stall Building Contractor. However, if Bare Scheme Stall Exhibitor intends to deploy any other Non-Official Stall Building Contractor, he shall submit his Contractor's particulars to the Event Organizer for information & approval.
- Height of the bare space stalls shall not exceed 2.4 meter at edge. In case it is intended to be higher, it may be taken up to a maximum of 4.5 m beyond 1 m from the edge inside his booked space. Details of the registered vendor shall be shared on request.
- In case of non-compliance with the Rules and Regulations, Event Organizers reserves the right to modify stall layout during or after erection at the cost of the Exhibitor.
- The detailed design of the stall/booth shall be submitted to the Event Organizers for approval at least 1 months prior to the Event. After the approval of the design the Exhibitor shall not alter without the written consent of the Event Organizer.
- **EXHIBITOR SHALL BE LIABLE FOR ALL LOSSES, DAMAGES AND COSTS RESULTING FROM A BREACH OF THESE RULES AND REGULATIONS.**
- Size and accessories of the Shell scheme shall be handed over to exhibitors as per the booking form.
- Each stand could be manned by 1-2 authorized representatives of the exhibitors.
- All hall opening and closing timings shall be shared by organisers during the days of the event too which shall be binding on all exhibitors to follow.
- Exhibitors shall be liable for all losses, damages & costs resulting from failure to follow instructions in the exhibitors' manual.
- No storage facilities shall be provided for packaging cases, surplus materials, or other belongings of the Exhibitors
- 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 Organizers
- No sales activity shall be conducted by the Exhibitor outside his allocated stall/booth area.
- No direct advertising by Exhibitor is allowed outside his allocated stall space in the entire Expo Center premises including Boundary Grills, unless contracted for in written.
- No activity, particularly loud noise which in the opinion of the Event Organizer, causes nuisance or annoyance to others shall be undertaken by the Exhibitor, in particular, by the audiovisual equipment. The Organizers reserves the right to confiscate any such equipment which in its opinion, is creating loud noise and is offensive to others. The Event Organizer also reserves the right to disconnect power supply to such Exhibitors.
- Large and heavy goods that cannot be hand-carried by the Exhibitors can only be taken in/out through the cargo gates of the halls and not through the main entrance doors of the Expo Centre by cargo rollers only.
- Each Exhibitor shall strictly follow the Schedule for moving its exhibits and other articles into/out of its stalls/Booth as per the Exhibitor Manual.
- All exhibits/component materials shall be removed soon after the closure of the Exhibition and accomplished maximum within 24 hours, materials left behind shall be deemed forsaken

- Exhibits should be brought into the Exhibition Halls only when the stalls are completed in all respects to occupy and the same is being conveyed by the organisers.
- The International Exhibitor shall submit soft copy of marketing material well before 5th November, 2024 for uploading on website & Exhibitor's Directory.
- The Exhibitor must arrange for an authorised representative to be present at its stall to receive the Exhibits as the organizers shall not accept delivery on behalf of the Exhibitor nor can the organizers be held responsible for the subsequent safe custody of such items.
- If an exhibit is displayed in working, safety and precaution must be taken for the protection of the visitors through legible signs of "DANGER - DO NOT TOUCH" in English, displayed on a prominent place to warn the public. Exhibitor intending to demonstrate working equipment in his stall/booth must provide the Organizers in writing with full details of the working machinery concerned at least one month in advance and obtain the Event Organizer's written approval to this effect.
- All exhibits shall be confined to the area of the Exhibition space allocated to the Exhibitor. Any exhibit displayed outside his allocated booth shall be confiscated.
- Machines or similar heavy Exhibits **MUST BE IN POSITION** on the very first day of the stall set-up period to allow sufficient time for their installation/ operation for demonstration.
- The Exhibitor shall be responsible for damage to the structure or any part of the Exhibition Hall or other Exhibitor or Exhibits resulting from loading/unloading his Exhibits & bear its entire costs & consequences.
- No exhibit is allowed to be taken into the stall/booth once the Exhibition has been officially opened unless special permission is given by the Event organizer in writing.

V. MOVING IN & OUT OF THE EXHIBITION HALLS

TDAP Administration is responsible for the security and maintenance of the exhibition premises during the Exhibition period.

In this regard, it declines all responsibility for specific assignments entrusted to other individuals. To avoid commercial espionage, the Exhibition administration gives full freedom to each exhibitor to protect himself legally and under his sole responsibility against those who would like to photograph the stands, pavilions or locations and to use the pictures in their flyers and advertising brochures.

- The logistics of exhibits are exclusively and solely the responsibility of International exhibitors. However, the event organizers will extend all possible support and facilitation at the venue.
- Moving in & out of the Exhibition Hall, all goods must be moved by rubber-tired trolleys with 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 the closure of the Exhibition and accomplished within 24 hours; materials left behind shall be deemed forsaken. The costs incurred for the removal of any such item shall be borne by the Exhibitor.

VI. ELECTRICAL WORK

- All electrical works for the Bare Space stalls/booths shall be carried out by the Official Contractor appointed by the Event Organizer all charges thereof shall be borne by the Exhibitor.
- No electrical installation work shall be carried out without permission of the Event Organizer. Details of electrical installation shall be submitted to the Organizers for approval at least 7 days before the commencement of on-site works. **EXTRA ELECTRICAL LOAD & TELEPHONE LINE**
- One single phase, 220 volts (50 Hz), 10-amp connection will be provided to each Exhibitor. Shell scheme stall also includes 3 spotlights of 100 watts each in addition. Please refer to Forms on Event website for "Additional Utility Requirements & Electrical Items" for details of charges and ordering procedures.
- A limited number of telephone lines and DSL connectivity for internet will be available on payment on first come first served basis, available on Event website for details of charges and ordering procedures.
- No other contractor is allowed to carry out electrical, telephone, internet installations except the Official Contractor appointed by the Organizers.

VII. PROHIBITIONS

- It is strictly forbidden to put highly inflammable products, weapons and narcotics in the stands. The use of music devices for advertising is also prohibited on the stands and may lead to the seizure of the equipment.
- In this regard, the organizers plan to provide the exhibitors who so wish, with an animation podium as well as visibility spaces on payment basis.
- The transfer or subletting of all or part of the stand or location is prohibited.
- Nevertheless, certain prohibitions must be observed, under penalty of immediate exclusion from the Exhibition without notice, namely:
- Distribute samples or circulars outside the stands.
- Carry out, in order to attract the customer, any noisy demonstration or other, in any way or any advertising likely to disturb the occupants of neighboring stands and visitors.
- Place visible objects outside the stand.
- Damage, in any way whatsoever, the equipment made available to them. In addition, exhibitors are strictly prohibited from leaving staff in the stands outside the opening hours of the Exhibition, with the exception of guards provided by approved companies.
- Prohibited Goods as per Government of Pakistan Rules along with Gold and its Jewelry, Precious Stones and its Jewelry will not be allowed for import and display.
- In addition, exhibitors are strictly prohibited from leaving staff in the stands outside the opening hours of the Fair.
- Exhibitors shall close their stands at the end of the day and TDAP/EMC shall not be liable in case of loss/damage.
- The Security guards shall be for over all venue Security not for individual stands.

VIII. INSURANCE, INDEMNITY BY THE EXHIBITORS

By signing the application to participate in the Fair which will be organized from 29th November to 1st December 2024, each exhibitor adheres to the insurance policies of the venue management and event organizers covering civil liability and fire. Theft is not covered by insurance. In case of a claim, exhibitors cannot claim any compensation from TDAP beyond what is granted by the Expo center Lahore.

Each exhibitor can get insurance coverage of the exhibits from the insurance agents of their freight forwarders. This arrangement absolves TDAP from any liability related to the exhibits.

- The Exhibitor must have valid and adequate insurance cover against theft, fire, public liability, damage to property, personal injury, third party loss, accidents, natural calamities, acts of God and such other risks normally or as required by the Organizers, in connection with its activities during the Exhibition (including the moving in and moving out periods).
- The Exhibitor's articles brought into the stall and taken out shall be entirely at the Exhibitor's own risk, who shall be responsible for the safety of its belongings at all the times.
- The Exhibitor agrees to indemnify the Organizer against all and any action, claims, demands, losses (including consequential losses), proceedings, damages, liabilities, costs and expenses incurred by or made against the Organizers in connection with (a) breach of any of these Terms and Conditions, Rules and Regulations, by the Exhibitor or (b) any act, omission, default or negligence, loss or damage caused by the Exhibitor in connection with any other person, property, the Exhibition and the Exhibition Halls.
- The Organizers shall not be liable for any loss (including consequential losses), damages, demands, costs, claims, charges or other expenses of any kind suffered or incurred by the Exhibitor in connection with the Exhibition including, but not limited to, any theft, fire, defect in the Exhibition Halls howsoever caused, cancellation or early closure of, or delay in the opening or closing of the Exhibition for whatever reason of any kind arising in respect thereof. The Exhibitor must insure against any such event occurrence.
- The Organizers shall not be responsible for the loss or damage to any property of the Exhibitor or any other person caused by theft, fire, storm, tempest, lightning, national emergency, civil unrest, war, labor disputes, defect in the Lahore Expo Centre Exhibition Halls, lockouts, explosions and general cases of force majeure whether or not ejusdem generis with the foregoing or any cause not within the Organizers' control or for any loss or damage sustained in case that the opening or holding of the Event is prevented, postponed or abandoned or if any Hall becomes totally or partially unavailable for the holding of the Event due to any of the foregoing causes.
- The Exhibitors shall take out insurance policy cover at their own costs for indemnifying the Organizers, Event Manager, visitors, themselves & their staff against all risks in this respect.
- The Exhibitor shall indemnify and hold the Organizers safe and harmless from all losses and damages to person or property and all claims arising out of the Exhibitor's stand fittings on account of the causes stated above.

- Any work carried out by the Exhibitor in Pakistan must be in accordance with the current local Laws and Regulations in Pakistan. Any contravention of these Terms and Conditions / Rules and Regulations will be entirely at Exhibitor's risk, costs or consequences in this respect.
- Failure of the Exhibitor at any time before or during the Exhibition to comply with any of the Exhibition Rules and Regulations shall automatically deprive the Exhibitor of his right to participate any further in the Exhibition and no claim for refund of any rental paid shall be entertained by the Organizers.
- The Event Organizers reserve the right to alter and amend any of the Rules and Regulations and issue additional rules it deems necessary for the orderly conducting of the Exhibition. Any dispute or difference arising out of the interpretation of these Rules and Regulations, regarding the rights, duties and obligations of the Exhibitor shall be decided by the Event Organizers whose decision shall be final and binding upon the Exhibitor.
- For the purposes of these Rules and Regulations, the expressions Organizer, Event Manager, Exhibitor, Exhibition & Exhibition Hall mean the respective parties, event and venue.
- 'Exhibitor' includes any of its employees, agents, contractors, sub-contractors, sub-licensees, assignees, who shall not deploy persons under 18 years for any assignment.
- Organizer includes the TDAP, ICDT and Event Manager's employees, directors, officers, official contractors, sub-contractors and authorized agents/assignees.

IX. CORRESPONDENCES/FORMS FILLING DATES

- The Exhibitor hereby agrees to accomplish all the requisite formalities including provision of information in the prescribed time limit as instructed by the Organizers. The information received will be treated as final and authentic. Any information received after the deadline shall not be entertained.

X. FORCE MAJEURE

A "Force Majeure" shall mean any event or circumstance that is beyond the reasonable control of the Organizers including but not limited to theft, fire, defect in the exhibition facility, storm, any act of God, pandemic or plague, ordinance, rule, orders, decree or regulation regardless of whether legislative or executive. On delivering an FME notice the Organizers shall be excused from the performance of its obligations. The Exhibitor shall indemnify and hold harmless the Organizers from any loss or damage and in no event shall the Exhibitor have any claim of damages or compensation of any kind against the Organizers, and if it is not possible to hold the Exhibition as per the schedule the Organizers shall refund such amount that the Organizers have received from the Exhibitor, after deducting the expenses deemed reasonable by the Organizers. The Organizers shall be entitled to reschedule the Exhibition at its sole discretion. In case the Exhibition is rescheduled, the Exhibitor shall apply for participation at such Exhibition afresh and on payment of such fees as is fixed by the Organizers.

XI. CANCELLATION OF EXHIBITION

If, due to unavoidable circumstances, such as, without limitation, the premises on which the Exhibition is or is to be conducted becomes, in the sole discretion of the Event Organizers unfit for occupancy, or on account of Force Majeure Event, the Event Organizers shall not be held responsible for any direct, indirect or consequential losses, damages, increased costs, delays, harm, loss to good will or reputation, and the Exhibitor shall not be entitled to any claim any compensation in connection with such cancellation. If the Exhibition has not commenced, the Exhibitor shall be returned the fees that it has paid. If the Exhibition is cancelled after it has commenced, the Exhibitor will return such percentage of the fees (after deducting any costs and expenses) as is equal to the percentage of the duration of the Exhibition that stands cancelled.

XII. JURISDICTION

In case of a dispute, only the Pakistani courts will be competent to judge. No derogation will be accepted from this jurisdiction clause.
