

Date: _____

Order #: _____
To Be Filled by Event Manager

EXHIBIT SPACE RESERVATION FORM (INTERNATIONAL)

Company Name: _____

Address : _____

Ph 1 : _____ Ph 2 : _____ Fax : _____

Web Address : _____ Company Email: _____

Contact Person : _____ Designation: _____

Email: _____ Cell: _____

Products to be exhibited: _____

Head of Organization: _____ Designation: _____

| s.No. | Description of Stall/Space | Unit Rate (USD) | No. of stalls | Amount |
|-------|---|-----------------|---------------|--------|
| 1. | Shell Scheme (3m x 3m = 9 sqm) | 3,150 | | |
| 2. | Privilege Bare Space (3m x 6m = 18 sqm) | 6,000 | | |
| 3. | Platinum Sponsor (9m x 6m = 54 sqm) | 25,000 | | |
| 4. | Diamond Sponsor (9m x 6m = 54 sqm) | 17,500 | | |
| 5. | Gold Sponsor (6m x 6m = 36 sqm) | 12,500 | | |
| 6. | Silver Sponsor (6m x 3m = 18 sqm) | 8,500 | | |
| | Total Amount | | | |

QUICK FACTS

1) The Standard Shell Scheme Package will include, Information Counter, 2 Chairs, Floor Carpet, 3 Spot Lights, Fascia Board with Company's Name. 1 Single Phase 5 Amp Socket

2) Bare Space Exhibitors will build stall at their own cost, through organizer's approved contractors only as per parameters given in the Exhibitor's Manual.

Note: Permitted Height for Stall 14Feet
Under Mezzanine Height 8 Feet

Advanced paid with Reservation: _____ USD

Via Wire Transfer. _____

Balance amount is payable by _____ 2019: _____ USD

Signature of Authorized Person & Seal: _____ Dated: _____

Bank: Askari Bank, Model Town Lahore.

Mode of Payment **Title of Account:** PAPGAI **Swift Code:** ASCMPKKA

IBAN: PK06ASCM0001070100003742 **Account Number:** 01070100003742

The booking of stall without payment will be considered as TENTATIVE

Event
Manager

Production
Department

Database
Department

Accounts
Department

PRINTPAK 2019 SECRETARIAT

RULES & REGULATION OF PARTICIPATION

THE EXHIBITOR IS DEEMED TO HAVE READ, UNDERSTOOD & UNDERTAKES TO ACCEPT & FOLLOW THESE RULES & REGULATIONS STRICTLY AS INTERPRETED BY THE ORGANIZER

1. PARTICIPATION-ORGANIZER'S PREROGATIVES

The organizer reserves the right to accept or refuse any application to take part in the exhibition or regarding displaying any exhibit without assigning any reason whatsoever. All decisions of the organizer 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.

- The organizer reserves the right to cancel the exhibition and in such case, shall refund all payments received (without interest) made by the exhibitor to the organizer in relation to the exhibition and the exhibitor hereby waives all rights, action and claims whatsoever for compensation under this contract

2. PAYMENT/CANCELLATION OF BOOKINGS

In case of cancellation of the booking by the exhibitor more than 22 days prior to the event, 50% of the total rental payable by the exhibitor shall be forfeited (withdrawals/cancellation should be on company letterhead)

- An exhibitor cancelling or reducing his reserved space less than 22 days prior to the event shall not receive any refund.
- In case of non-receipt of full amount 22 days 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 organizer has approved the booth location.
- SETTLEMENT OF ACCOUNTS- All outstanding accounts must be settled before taking over possession of the space for stall build-up. Possession Form/Gate Pass will be issued only after all accounts are settled and cleared**

3. SPACE ALLOCATION & USE EXCLUSIVELY BY EXHIBITOR – NO SUBLETTING

- The organizer would do its utmost to allocate stalls/booths in order of choice given on the participation contract form. However, in case these choices are not available, alternative space will be allocated in a manner the organizer deems fit and all decisions to such effect taken by the organizer shall be final and binding upon the exhibitor.
- The organizer is entitled in its absolute discretion to change, withdrawal or otherwise deal with exhibition space allocated to an exhibitor or change the dates and/or venue of the exhibition or after 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 terms and conditions, shall not bind the organizer unless such variation is expressly agreed in writing between the organizer and the exhibitor.
- Exhibition space is let strictly to the exhibitor and subject to the previous consent of the organizers; sub-letting, assignment 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. In case of sharing of booth, the exhibitors shall fill two participation contract forms with particulars of each exhibitor separately designating the forms suffix "A" & "B"
- The organizer reserve 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 organizer, such machines/tools/devices/consumables or allied products are dangerous or causing inconvenience to other stall/booth holders or visitors, in case of resistance, the organizer reserves the right to remove such exhibitor or his representatives from the exhibition hall with reasonable force at the expense of the Exhibitor, without the Organizer being liable for any loss or damage which may be caused through such removal, in such case, no rental shall be refundable to the exhibitors.

4. STALL/BOOTH, EXHIBITOR & EXHIBITION HALL

- Exhibitor must strictly follow the rules & regulations of participation and coordination with the organizer.
- Shell scheme stalls are all uniform in design including fascia with exhibitors' names. No alteration or addition is allowed to be made to the standard fascia & lettering by exhibitors.
- All standard shells are framed with high quality material and the exhibitors are forbidden to apply any poster, wall paper, paint, drilling, nail or screw to the panels; the exhibitors, may however apply single or double-sided tapes on the existing panels.
- If required, Exhibitor of bare space scheme shall erect his own wall at edge and shall in no case use the partition wall of the adjacent exhibitor for any purpose.
- Height of the bare space stall shall not exceed 2.4 meter at edge. In case it is higher, it may be taken to a height as allowed by the organizer beyond 1m from the edge inside his booked space. In case of non-compliance with the rules & regulations, the organizer reserves the right to modify the stall layout during or after erection at the cost of exhibitor.
- 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 permanent exhibition hall structure.
- No pressurized container shall be used in the exhibition hall without the prior written approval of the organizer.

5. OPERATION OF STALLS/BOOTH

- The exhibitor shall be responsible for the good conduct of his stall attendants. The stall/booth shall not be left unattended at any time during the opening hours of the exhibition. The exhibitor's staff must be present at the relevant stall/booth at least 30 minutes before opening and leave the exhibition hall within 30 minutes after closing of exhibition.
- All exhibits shall be confined to the area of exhibition space allocated to the exhibitor; any exhibit placed outside shall be confiscated.
- The exhibitor shall not conduct any sales activity outside its allocated stall/booth area.
- Direct advertising by exhibitor is not allowed outside his allocated stall space in the entire venue premises including boundary grills, unless contracted for in writing.
- Any activity, particularly loud noise which in the opinion of the organizer, causes nuisance or annoyance to others, shall not be undertaken by the exhibitor, in particular, by the audiovisual equipment. The organizer reserves the right to confiscate any such equipment, which in his opinion, is creating loud noise and is offensive to others and disconnect power supply to such exhibitors.
- If an exhibit is displayed in working, safety and precaution must be taken for protection of the visitors through legible sign 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 organizer in writing with full details of the working machinery concerned, at least 15 days in advance and obtain the organizer's written approval to this effect.

6. MOVING IN AND OUT OF THE EXHIBITION HALL

- The exhibitor shall strictly follow the schedule for moving the exhibits and other articles in/out of its stall/booth.
- 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 organizer.
- All containers, packing items and any items or articles not for display, must be removed by the exhibitor from the exhibition hall before the day of opening.
- All exhibits/component materials shall be removed soon after closure of the exhibition and accomplished within 6 hours; materials left behind shall be deemed forsaken.

7. ELECTRICAL WORK FOR BARE SPACES STALLS/EXTRA ELECTRICAL LOAD

- All electrical works for the bare space stalls/booths shall be carried out by the contractor engaged by the exhibitor himself.
- DSL connectivity for internet will be available on payment.
- For details of charges and ordering procedure contact event manager on sales@printpakexpo.com

8. INSURANCE, INDEMNITY BY THE EXHIBITORS

- The exhibitor must have valid and adequate insurance cover against theft, fire, public liability, and damage to property, personal injury, third party loss, accidents, natural calamities, act of God and all other such risks in connection with its activities during the exhibition (including the moving-in and moving-out periods).
- The exhibitor's articles brought in the stall and taken out shall be entirely at the exhibitor's own risk, who shall hold full responsibility for the safety of its belongings at all the times.
- The exhibitor is deemed to indemnify the organizer against all actions, claims, demands, losses (including consequential losses), proceedings, damages, liabilities, costs and expenses incurred by it or made against the organizer in connection with (a) breach of these 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, and the exhibition and the exhibition hall.
- The organizer shall not be liable for any losses (including consequential losses), damages, demands, costs, claims, changes 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 etc howsoever caused for whatever reason. The exhibitor must insure against any such event occurrence.
- The organizer shall not be responsible for the loss or damage to any property of the exhibitor or any other person caused by storm, tempest, lightning, national emergency, civil unrest, war, labor disputes, defect in the exhibition hall, lockouts, explosions, act of God and general cases of force majeure whether or not ejusdem generis with the foregoing or any cause not within the organizer's control or for any loss or damage sustained in case that the opening or holding of event is perverted, postponed or abandoned or if any hall become totally or partially unavailable for the holding of the event due to any of the foregoing causes.
- The exhibitor shall indemnify and hold the organizer safe and harmless from all losses and damages to person or property and all claims arising out of the exhibitor's stand fittings.
- The exhibitor shall take out insurance policy cover at its own cost for indemnifying the organizer, including itself, its employees, contractors, and visitors against all risk in respect of participation.

9. EXHIBITS

- No exhibitors will be allowed into or out of the exhibition center without an official delivery order or clearance document. The exhibitor shall at its own cost make its own arrangements for transportation of exhibits to and from the exhibition center. Precautionary measures must be taken by the exhibitor to protect the public from moving of his working exhibits.
- The exhibitor shall not exhibit any counterfeit goods or any goods which infringe any third party's intellectual property rights (infringing goods) or any goods which are Prohibited or restricted by local laws or regulations (prohibited goods). The organizer shall have the right, without recourse, to physically remove any goods which it deems to be infringing goods or Prohibited goods, to cancel the exhibitor's right or participation and/or to close down the exhibitor's exhibition stand and in any such event the exhibitor shall have no financial or other claims against the organizers.
- The exhibitor agrees to indemnify and hold harmless the organizer against all claims, Liabilities, Losses, Suits, Proceedings, Damages, Expenses, Costs (including legal fees) and charges of any kind incurred on behalf of or made against the organizers arising out of the exhibition of any infringing goods or prohibited goods by the exhibitor, or acts by third parties as consequent thereof.

10. COMPLIANCE WITH LEGISLATION

- The Exhibitor must comply with all relevant legislation, rules and regulations of Pakistan including Sindh province and shall be solely responsible for obtaining all consents, approvals, authorities, licenses and the like as may be requisite to its participation in the exhibition.

11. GOVERNING LAW AND JURISDICTION

- This contract shall be governed by and construed in all respects in accordance with the laws of Pakistan including Sindh province and the exhibitor submits to the non-exclusive jurisdiction of Pakistani courts for all purpose relating to this contract/exhibition.

12. GENERAL TERMS & CONDITIONS

- The exhibitor hereby agrees to accomplish all the requisite formalities in the prescribed time limit as instructed by the organizer. The information received within the prescribed time will be treated as final and authentic. Any information received after the deadline shall not be entertained.
- All works carried out by the exhibitor in Pakistan must be in accordance with the current local laws and regulation in Pakistan. Any contravention of these regulations will be entirely at exhibitor's own risk, costs or consequences in respect of participation in the exhibition.
- Failure of the exhibitor at any time before or during the exhibition to comply with any of the exhibition rules & regulations shall automatically deprive the exhibitor of his right to participate any further in the exhibition and no claim whatsoever for refund of any rental paid shall be entertained by the organizer.
- The organizer reserve the right to alter, amend or withdrawal any of the rules & regulations and issue additional rules it deems necessary for orderly conduct of the exhibition. Any dispute arising out of the interpretation of these rules & regulations regarding the rights, duties and obligations of the exhibitor, shall be decided by the organizer whose decision shall be final and binding upon the exhibitor.
- For the purpose of these rules & regulations, the expressions organizer, exhibitor, exhibition & exhibition hall etc. mean the respective parties, event and the venue.
- Exhibitor includes any of its employees, agents, sub-contractors, sub-licensees, assignees, who shall not deploy persons under the age of 18 years for any assignment.
- Organizer includes the PGJDC's directors, officials, employees, event manager & its employees, official contractor/sub-contractors and authorized agents/assignees.
- EXHIBITOR SHALL BE LIABLE FOR ALL LOSSES, DAMAGES & COST RESULTING FROM A BREACH.**
- EXHIBITOR SHALL BE RESPONSIBLE FOR BEARING THE COST OF REPAIRING AND REPLACING DUE TO DAMAGES DONE TO BOOTH OR SHOWCASES.**