

Dear Exhibitor,

Greetings!!!

At the outset, we thank you for supporting and being a part of the 11th edition of **LEATHERTECH BANGLADESH** which is being organised during **DECEMBER 04 - 07, 2025** at the **International Convention City, Bashundhara, DHAKA, BANGLADESH**.

We have drafted the Works Manual for the guidance of the Exhibitors. It contains very useful information on different aspects of the Show. Kindly take out some time out of your business schedule and go through the Manual. It will not only save your time but also guide you about your requirements at the Venue. For any assistance, our Office Bearers, will be available on the spot during the Show to address your necessities please.

Yours sincerely,

TEAM LEATHERTECH



ABOUT ORGANISERS

ASK Trade & Exhibitions Pvt Ltd, one of the leading International B2B Tradeshows organisers in Bangladesh, with **"Bringing Business to do Business"** as our motto. We have so far organised over 125 trade shows across 10 verticals since 2002. Through our events, we have enabled hundreds of companies to gain market entry, exposure, get visibility, enhance brand value, add contacts, increase revenue thus facilitating trade and economy through trade shows across multiple industry sectors in India and Bangladesh.

ASK Trade & Exhibitions Pvt., Ltd is a professional exhibition organising firm that has proficiency of turning intangible ideas into a creative reality. ASK has offices in Chennai, Bangalore, Bangladesh & China representative office in Delhi. We symbolise the growth and potential of the B2B trade show medium. Our expertise lies in identifying the emerging sectors which have scope and potential for organising a trade show and creating a platform for the industry to interact and engage and play the catalytic role in the growth and progress of various sectors by bringing global technology to the doorsteps of local players.



ABOUT LEATHERTECH BANGLADESH

The Bangladesh Leather and Footwear Sectors (domestic as well as export) are poised to leapfrog given the quality and the capability of the Bangladesh Factories to manufacture high quality products. The sector is in anticipation of LWG certification post which the markets are bound to expand and exports higher. Bangladesh is working towards consolidating its position as a reliable supplier.

Bangladesh Leather Sector has 200 plus footwear and leather products factories and 161 tanneries. Bangladeshi entrepreneurs are investing in compliant factories to produce high-quality footwear and expected to increase exports.

LEATHERTECH Bangladesh is an Industry Networking Forum

Over the years LEATHERTECH Bangladesh has become an opportunity to get together, network and source Technology, Solutions and Processes from various suppliers from across the world being showcased at this largest International TECHNOLOGY Tradeshows for the sector.

EXHIBITION DATE, TIMINGS & VENUE DETAILS

EXHIBITION NAME **LEATHERTECH BANGLADESH**

EXHIBITION DAYS **DECEMBER 04 – 06, 2025**

EXHIBITION TIMINGS

PRE-EVENT DAYS

Date	Opening Time	Closing Time	Hall No.
December 02, 2025	0900 hrs	-	The Expo Zone, ICCB, Dhaka
December 03, 2025	-	2100 hrs	The Expo Zone, ICCB, Dhaka

EXHIBITION DAYS

Date	Opening Time	Closing Time	Hall No.
December 04, 2025	1100 hrs	1900 hrs	The Expo Zone, ICCB, Dhaka
December 05, 2025	1100 hrs	1900 hrs	The Expo Zone, ICCB, Dhaka
December 06, 2025	1100 hrs	1800 hrs	The Expo Zone, ICCB, Dhaka

POST-EVENT DAY

Date	Opening Time	Closing Time	Hall No.
December 06, 2025	1800 hrs	2400 hrs	The Expo Zone, ICCB, Dhaka

Note: a) Entry of Visitors is permitted from 1100 hours to 1800 hours on first two days and 1100 hrs to 1700 hrs on the Last Day.

b) Possession of bare space will start on December 02, 2025 from 09:00 hrs.

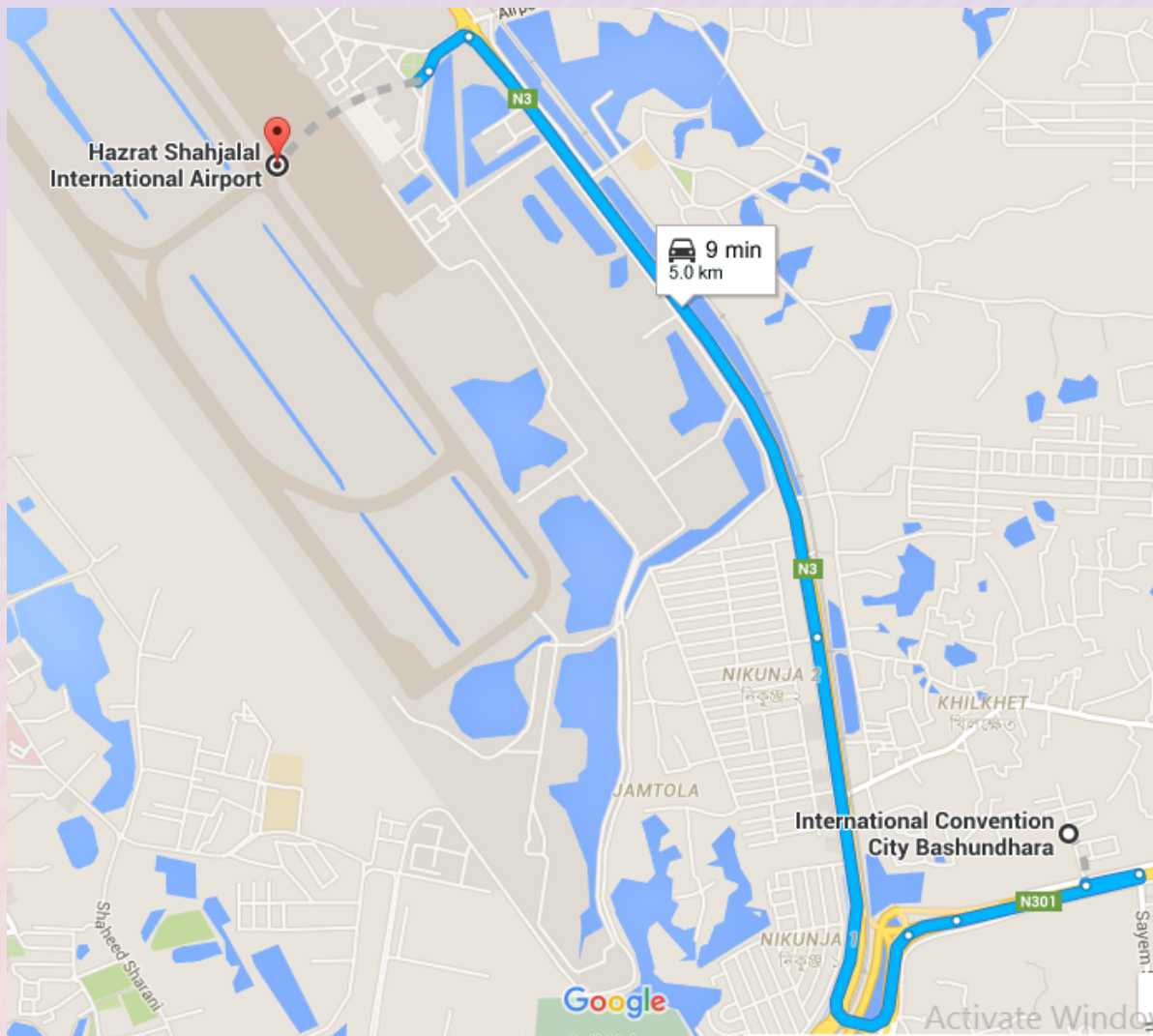
OFFICIAL CLEARING & FORWARDING AGENTS:

Ms. Shahina Akter
Deputy Manager, Customer Service (Import)
M/s. HOMEBOUND BANGLADESH
SW (A) 26, Gulshan Avenue, Dhaka-1212, Bangladesh
DID: (88) 01711620092
Tel: (88) 02- 9894745
Email: shahina.akter@homeboundbd.com website: www.homeboundbd.com

ORGANISER'S CONTACT DETAILS

Name	Mobile Number	Email
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Mr. Md. Ashraf Shakib	+88-01674517071	shakib.asktradex@gmail.com
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ROUTE MAP TO THE EXHIBITION VENUE FROM THE DHAKA INTERNATIONAL AIRPORT



ASK TRADE & EXHIBITIONS PVT LTD

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 Website: www.leathertechbangladesh.com Tel: +880-2-9882475, 9882480, 9882487

RULES & REGULATIONS

FOR EXHIBITS:

The products related to LEATHER & FOOTWEAR MACHINERY, LEATHER, SHOE MATERIALS, CHEMICAL & ACCESSORIES, will only be allowed for display at the exhibition.

Manufacturers, Traders and Companies dealing with LEATHER & FOOTWEAR MACHINERY, LEATHER, SHOE MATERIALS, CHEMICAL & ACCESSORIES.

and Representatives of LEATHER & FOOTWEAR MACHINERY, LEATHER, SHOE MATERIALS, CHEMICAL & ACCESSORIES Products & Services in BANGLADESH.

PARTICIPATION & SUBLETTING:

There is no legal right of participation accruing to anybody. The Organisers have the sole discretion to deny participation to any applicant without assigning any reason.

Subletting or transferring of stall space to a third party is not allowed. The Exhibitors will not be allowed to display products, which are not mentioned above.

PAYMENT:

All payments should be remitted to the organiser's bank account mentioned in the Proforma Invoice sent by the organisers at the time of confirmation.

Full & final payment should be made on or before October 31, 2024. Failure to remit the instalments in time, the organising committee will be not issuing the STALL ALLOTTMENT LETTER and CERTIFICATE OF PARTICIPATION.

No participant will be allowed to bring in the Exhibits into the Exhibition Ground, if any arrears, either towards Space Rentals / Electricity / Compressed Air / Water Charges / or charges of any other nature are outstanding.

USE OF STALL SPACE:

The exhibitor is required to exhibit the products and to man the stall with competent personnel during the Exhibition hours.

The exhibitor will be liable for any damage to walls and floors etc., of the structures in which the exhibits are housed/displayed.

In Shell Scheme Stands : Basic Light Fittings, Fascia, Carpet, 2 Chairs, 1 Table, 3 Spot Lights with an Electric Socket outlet and 1 Dustbin will be provided (per 9 sq. mtrs). All other decorations, furnishings, fittings, display, lightings etc., will have to be carried out by the exhibitor at their own cost.

In Bare Space: Only bare space will be provided. For additional services, the Exhibitor must order and make payment prior to the exhibition.

CANCELLATION:

In case of cancellation of participation by any of the participants at any stage, refund will be made by the sole discretion of the Organisers.

The Organisers are not liable for any kind of refund in case of postponement or cancellation of the Exhibition by The Organisers due to force majeure and reasons beyond its control.

In the event of such postponement or cancellation of LEATHERTECH BANGLADESH, the Organisers shall not be liable for any losses or damages, consequential or otherwise, arising out of such postponement or cancellation, to the participants.

STALL FABRICATION:

Exhibitor in Bare Space must submit to the Organisers by email prasanna@asktradex.com, the design and drawing of their stall (floor plan & elevation) in 2D & 3D view (two- & three-dimensional view) showing the position of machines/exhibits, fittings, furniture and office cubicles etc., along with their dimensions in Meters, latest by 15th November 2024.

Height: The height of any adjoining wall/fixture with other stand should not exceed 3.0 Mtrs. The front fascia may go up to 3.5 Mtr.

However, stand towards permanent wall may build up to 4.0 Mtrs. Modifications/ alterations suggested by the Organiser will be binding on the exhibitor.

Stands must be completed in all respects by 21:00 hours on 20th NOVEMBER 2024. Thereafter no work will be permitted to be carried out in the Halls, due to cleaning & security purposes.

It is proposed to hold the Inaugural Function on Thursday, November 21, 2024, at 11:00 hrs. The exhibitor should, therefore, ensure that the stall is completed in all respects by the deadline date and time.

Note: It is highly desirable on the part of the exhibitor to plan arrival of exhibit-cases well in advance at the venue, immediately on commencement of the entry period, as per the table below. The exhibitor is also advised to discuss and plan their schedules of bringing in exhibits with the approved Freight Forwarders, On-site Material Handling Agents and with site managers to ensure trouble free handling of exhibits.

STALL DECORATION & DISPLAY:

To achieve uniformity in display and appearance of the entire exhibition and to ensure proper presentation of all exhibits, Exhibitors are advised to strictly follow the guidelines for stand construction, decoration & display as mentioned below:

- a) Organizer will demarcate the stands within the Halls. Exhibitor may take assistance from the Hall Managers for locating their stand.
- b) There will not be vehicle movement inside the Halls after 2100 hours on December 03, 2025. As such, exhibitor is advised to ensure that the exhibits are installed/ placed in the stall before the cut-off Date/Time.
- c) Exhibitor shall ensure that his booth is built & dismantled in a safe, systematic and organized manner, within the specified build-up & dismantling period.
- d) Bare space design must be approved by the organizer. No construction of stands will be allowed without approval of the organizer.
- e) In case actual display arrangement of a stand is not in conformity to the approved layout plan or guidelines, the Organizer shall remove such installation from the Stand at the cost and risk of the Exhibitor. Decision of the Organizer in this regard will be final and binding.
- f) Up to 40% of the open side can be blocked at the maximum height of 3 Mtrs and rest 60% can only be blocked at the height of 1mtr.
- g) For display, any kind of support from the permanent structures in Exhibition Halls is subject to prior written approval from the organisers.
- h) Fabrication of fixtures, in the venue is prohibited. Exhibitor is advised to bring prefabricated stands for assembly in the Exhibition Halls. If any Exhibitor fails to abide the above guidelines, he will have to pay penalty which will be decided by the Venue/Organizer.
- i) Exhibitor is advised not to use any vacant space around their stands for storage or otherwise. This could be hazardous and could restrict the movement of service personnel. Organizer reserves the right to remove such material at the risk & cost of the Exhibitor.
- j) Any type of Installation of Air-conditioners inside the stand is not permitted.
- k) Grouting/drilling of holes in the floor or walls is prohibited.
- l) Spray painting is not allowed inside the Exhibition Hall.
- m) No suspended structures are permitted from the ceiling of the exhibition Halls.

BUSINESS VISITOR GUIDE:

A Business Visitors' Guide on exhibitors and exhibits will be published in English for use by exhibitors and visitors to the exhibition. The Guide will contain Alphabetical list of Exhibitors along with their Contact Details and Products on Display.

Exhibitor is to fill necessary information online on or before 10 November 2024. Uploaded information will only be printed in Business Visitors' Guide. The Organisers are not responsible for exhibitor's mistake.

Under 'Products on Display', exhibitor should list only those products which are actually on display within the booth of the exhibitor.

NAME BOARD & STALL DISPLAY ETC.:

a) The exhibitor is not permitted to put up any Name or Sign Board of his own outside the stand. However, the exhibitor will be free to put up his company's or firm's logo, monogram or name inside the stall.

b) Dividers or partitions will not be allowed in front of the stall or the border lines of the stall or in front of the passages/alleys.

c) Use of bright and/or coloured decorative lights, neon signs of any size, shape or colour (including those depicting exhibitor's name or logo) or any other similar electrical decorative material is strictly forbidden.

d) Use of any type of loudspeakers or musical instruments which cause inconvenience to other exhibitors is forbidden.

e) Exhibitor is permitted to set up office / consultation cabins, but the height of the cabins should not obscure the display of adjacent stalls.

f) Exhibitor, who has applied for space under Shell Scheme, would be provided a fascia indicating Company Name and Stand Number.

g) Stands under Shell Scheme will not have Company Logo printed on the Name Boards/Fascia.

OTHER SERVICES:

a)Furniture: The exhibitor must order any additional furniture on the prescribed form online on or before 20 November 2025. Orders received after the due date and on site order will attract additional 20% increase in the rates.

b) Removal of Waste & Cleaning: The organiser will arrange for cleaning of the Exhibition Hall's passages and collect waste material after the exhibition hours from the exhibitors' stalls. Housekeeping boys are not allowed to enter anyone's stand without the permission of the exhibitor.

c) Other Facilities:

The following facilities will be provided at the Exhibition:

- Reception & Information Counters.
- VIP Lounge.
- Cafeterias and Snack Bars..
- Car Parking.
- Drinking Water (water Dispensers at specific points).

****** WISHING YOU ALL THE VERY BEST FOR YOUR PARTICIPATION******