

Dear Exhibitor,

We would like to thank you very much for your kind support and participation in LEATHERTECH BANGLADESH 2023 to be held between 02 - 04 November, 2023 at International Convention City, Bashundhara, Dhaka, Bangladesh

This exhibitor's manual contains comprehensive logistics information and serves to assist you in making advance arrangements for your smooth participation in the Exhibition. Please read this Manual carefully and observe the general rules and regulations, exhibition schedule and the deadline for various orders specified in this Manual.

Detailed information on freight forwarding, booth construction and travel accommodation arrangements are also contained herein. For orders and enquiries, please contact the respective contractors directly.

Should you require any further information or assistance, please feel free to contact us.

We wish you every success at LEATHERTECH BANGLADESH 2023 and look forward to seeing you in Dhaka, Bangladesh.

Warm Regards

Saleem B
(Director)

LIST OF CONTACT

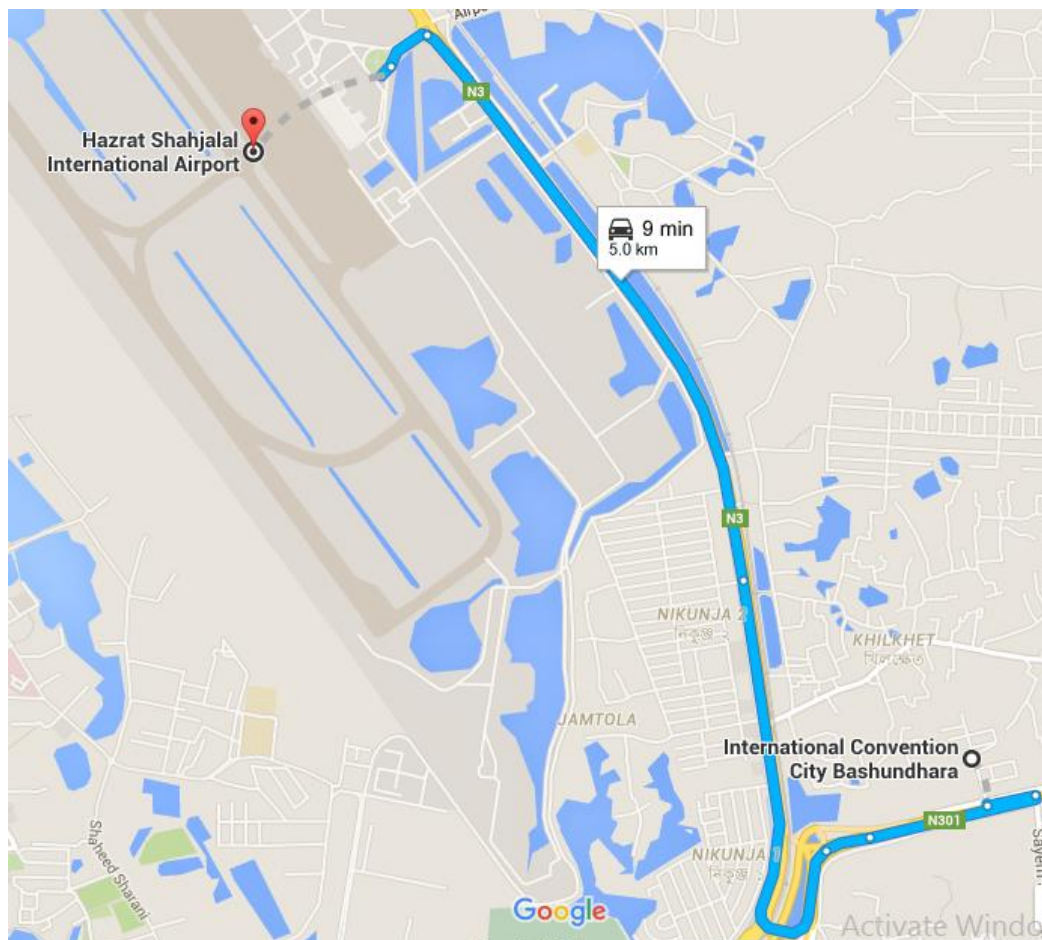
Organizer Team:

Mr. Saleem B (Director) Mobile : +88-01732-398998 Email : saleem@asktradex.com

Mr. Tipu Sultan (Director) Mobile : +88-01711-532312 Email : tipugarmentechdhaka@gmail.com

Mr. Prasanna (Project Manager) Mobile : +88-01945-83606 Email : prasanna@asktradex.com

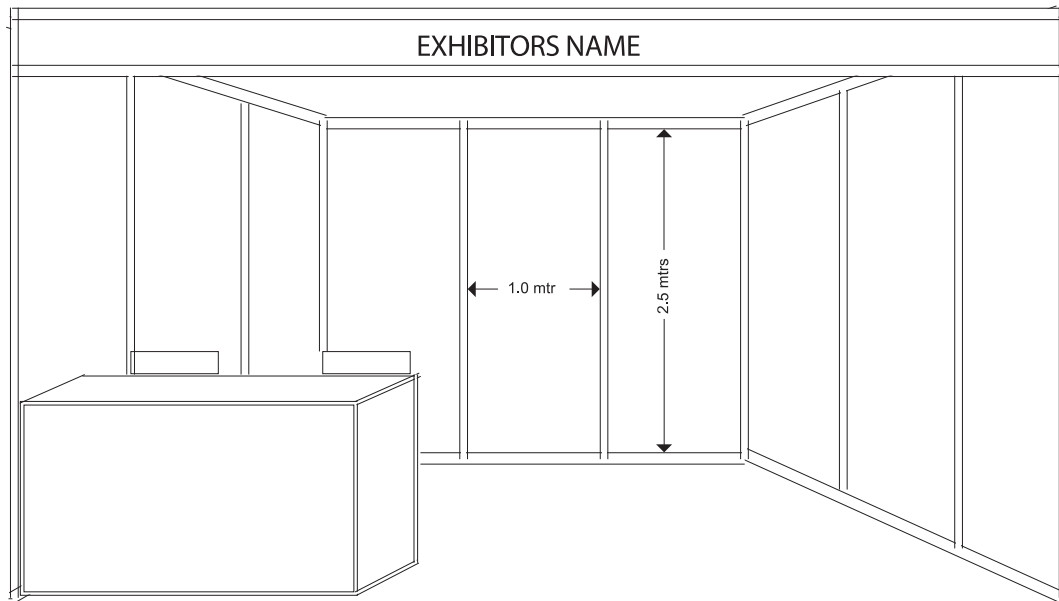
ROUTE MAP TO VENUE FROM AIRPORT



STANDARD BOOTH LAYOUT (9 Sq. Mtr.)

Modular Stall (Size 3.0 M x 3.0 M x 2.50 M Ht)

Perspective View of a 9 Sq. Mt. Stall



One Standard Booth of 9 sq. mtr. will be provided with the following:

- Built-up Booth with Octonorm Panels on all Three Sides (Two Sides for Corner Booths)
- Name Fascia with Company Name and Stall Number
- Wall to Wall Carpet inside the booth
- Three Spot Lights
- Three Wooden Shelves (or) Three Hanging Rods
- One Table
- Two Chairs
- One 5 amp Plug Point
- One Waste Paper Basket

GENERAL INFORMATION

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Name of the Exhibition	:	LEATHERTECH BANGLADESH 2023
Frequency of Exhibition	:	Annually
Venue	:	International Convention City, Bashundhara, Khilket, Dhaka
Organizer	:	ASK TRADE & EXHIBITIONS PVT. LTD., Regd. Off. 56 Shahid Tajudding Ahmed Sarani, 9 th Floor, Mohakhali, Gulshan PS, Dhaka -1212. BANGLADESH Marketing Office: House No. 1117, (3rd Floor) Road # 9 (Main Road) Sarkarbari, Mirpur DOHS, Dhaka-1216. BANGLADESH. Tel: + 88 9856260, 9856261 Fax: +88 02 9825559 Email: info@asktradex.com ; WEB: www.asktradex.com
Exhibition Dates & Timing	:	November 02, 2023 – From 11.00 am till 07.00 pm November 03, 2023 – From 11.00 am till 07.00 pm November 04, 2023 – From 11.00 am till 07.00 pm
Inauguration Ceremony	:	November 02, 2023 at 11.00 hours

Move In & Move Out Details:

	RAW SPACE	STANDARD BOOTH
Booth Construction	October 31, 2023 – 9.00 am onwards	NA

	RAW SPACE	STANDARD BOOTH
Move In of Exhibits	October 31, 2023 – 3.00 pm onwards	November 01, 2023 – 3.00 pm onwards
Move Out of Exhibits	November 04, 2023 – 7.00 pm onwards	November 04, 2023 – 7.00 pm onwards
Termination of Electricity	November 2 – 4, 2023 – 7.00 pm onwards	November 2 – 4, 2023 – 7.00 pm onwards
Booth Dismantling	November 04, 2023 – 7.00 pm onwards	November 04, 2023 – 7.00 pm onwards

IMPORTANT NOTE FOR EXHIBITORS WITH CUSTOM BUILT BOOTHS

1. The exhibitors and/or their contractors would not be permitted to undertake any substantial work such as carpentry, painting, welding, plastering, polishing and any other dust inducing works **INSIDE THE VENUE**.

2. **The Exhibitors and/or their contractors should complete their booth fabrication / designing and cleaning their area by 08.00 pm on November 01, 2023. The Exhibition entry will be closed after 9 pm on November 01, 2023.**

3. Exhibitors and their contractors are advised to bring pre-fabricated booths which can be assembled and fitted with ease in the shortest possible and time requiring only final finishing touches.

4. All exhibitors who have taken raw space must ensure that their booth dismantling is completed by 10.00 p.m. on November 04, 2023, in order to avoid any late charges imposed by the Venue Authorities.

Exhibitors' Access

To allow preparation work for exhibitors during fair period, the exhibition halls will be opened for exhibitors at 10:00 am. **All exhibitors are reminded to wear exhibitors' badges while entering the exhibition hall, failing which the entry will be restricted.** No exhibitors under 18 will be admitted.

Security & Theft Precautions

Exhibitors are reminded to keep a close eye on their small exhibits & personnel property, valuable working models and other sophisticated items at their stand in the exhibition hall and beware of pickpockets, for those small display items, please do not put them on the table, it should be securely locked.

Loading & Unloading / Transfer of Machines

We have appointed **M/s. HOMEBOUND BANGLADESH** as the official clearing & forwarding agents for **LEATHERTECH BANGLADESH 2023**. The contact details are provided below:

Ms. Shahina Akter

Deputy Manager, Customer Service (Import)
SW (A) 26, Gulshan Avenue,
Dhaka-1212, Bangladesh

DID: (88) 01711620092

Tel: (88) 02- 9894745

Fax: (88) 02- 9843416

Email: shahina.akter@homeboundbd.com

website: www.homeboundbd.com

Display Materials by Courier:

We have appointed **M/s. PAN ASIA EXPRESS COURIER** as the official agent for **LEATHERTECH BANGLADESH 2023**. The contact details are provided below:

Mr. SARFARAZ ALAM

INDIA: 3/1, Ibrahim Road, Kolkata – 700023

BANGLADESH: 154, Motijheel C/A, Dhaka - 1000

Mobile: +91-9339731222 WhatsApp: +91-9051913856

Email: panasiaex19@gmail.com

Rules & Regulations:

1. Terms of Reference:

a. In these Rules & Regulations, the term exhibitors shall include all employees, staff and agent of the company, partnership firm or individual to whom the space has been allotted for the purpose of participation.

b. The term Exhibition shall mean the tradeshow known as “LEATHERTECH BANGLADESH 2023”

c. The term Organiser shall mean: ASK TRADE & EXHIBITIONS PVT. LTD.,

d. The exhibition premises will include main passage. It will also include the general area and the parking lot.

2. Exhibitors are required to indemnify the organizers against any claim made against them in respect of damage to Exhibition halls and the venue caused by the exhibitors stand, exhibits and staff or by agents acting on the exhibitors behalf.

3. CONSEQUENTIAL LOSS: In case of Exhibition being cancelled or suspended in whole or in parts for cause not in the organizers control the organizers shall not accept any consequential liability.

4. STAND ALTERATION :

a. No alteration to the size of an Exhibitors stand is permitted without prior written approval of the organizers.

b. Conversion of an allotted stall to free design is not permitted

c. The Organisers reserve the right to require exhibitors to make such alterations to their stands as to avoid interference with the display of other exhibitors.

d. The organizers reserve the right to modify the layouts of stand sites and gangways etc.,

e. Exhibitors are particularly requested to avoid designs which block or box in other exhibitors stand.

f. Stands may not overhang the allotted area, nor are any obstructions permitted on gangways, fire points, extinguishers or emergency exits.

5. STALL INTERIORS: Though the exhibitors are free to decorate their stands to the best of their ability for projecting the right image of their products and company, they should not cause any permanent damage to the walls, panels and floors through use of nails, paints, or any other such activity

6. BARE SPACE participants have to submit their construction and decoration plan 30 days prior to the event date and take approval of the organizers of LEATHERTECH BANGLADESH 2023. Construction of booths can be taken only on specific approval of Construction plan by LEATHERTECH BANGLADESH 2023

7. Equipments, machineries and other exhibits which may produce excessive noise, vibration or may cause electrical interference or other annoyance will not be permitted to operate, albeit they may be permitted to display such exhibits. In this matter the decision of the organizers will be final.

8. The organizers reserve right to alter the floor plan.

9. The position of stalls with respect to aisles in the floor plan is purely pictorial and not guaranteed. In case of any variation, the stall number allotted will be taken as the basis for occupancy by the exhibitor

10. INSURANCE:

a. Insurance of the exhibits and the property of the stands will be the responsibility of individual exhibitors

b. The Organisers shall not be responsible in anyway for personal injury to the exhibitors or his staff, agents, invitees or licensees however caused.

11. PAYMENT TERMS: Payment or Hire/Rental charges shall be made as per contract (50% of Net Amount Payable as advance and Balance 50% payment by as prescribed in the form). Exhibitors will also be required to pay any additional taxes etc., as levied by the government from time to time.

12. DEFAULT ON PAYMENTS: The Organisers reserve the right to cancel any reservation of space in the event of an exhibitor not having paid any dues in rental charges on or before the due dates. Payment already received will be forfeited in such cases.

13. CANCELLATION: No cancellation or reduction in space will be accepted after the date of receipt of application forms by the organizers. In the event of cancellation advance money will be forfeited.

14. SECURITY: Although 24 hours security service will be in operation for the overall exhibition the security of the individual exhibits in the stall will be the responsibility of the exhibitors. Exhibitors should take all possible precautions to avoid loss or damage to the equipments both during and outside exhibitions hours.

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15. No Hoardings, Banners etc will be allowed on the Exhibition premises or on the roads in the vicinity unless it is pre approved by the organizers as per their rules and regulations. Such unauthorized display if any is liable to be removed by the organizers without notice.
 16. **SPACE NOT OCCUPIED** :a. Every exhibitor shall occupy the full area booked by him. Should an exhibitor fail to take possession of the stall at least 6 hours before the start of the exhibition the organizers reserve the right to dispose of the stall so unoccupied without notice. No refund of advance paid will be given for any such unoccupied stalls.
 17. No other representatives will be allowed at the stall other than the authorized persons as specified by the exhibitor in the application form.
 18. **NO SUBLETTING**: The exhibitors shall not assign, sublet or grant licenses in respect of the whole or part of the stand. Display / distribution of cards, handbills, literatures, advertisements, banners, or printed matters of companies / firms / persons who are not bona fide allottees and or not subsidiaries of exhibitors (or) exhibitors ultimate holding company.
 19. **REMOVAL OF EXHIBITS**: Exhibits must be removed from the hall before 6.00am on next day of the exhibition. Should an exhibitor fail to vacate his stand space or the premises by the time specified by the organizers, he shall be liable to reimburse any such costs incurred by the organizers as the result thereof
 20. No material exhibit will be allowed to be taken out of the hall without valid exit pass obtained from the office authorized by the organizers.
 21. **ELECTRICAL INSTALLATION**: All on-site electrical installation must be carried out by the officially appointed electrical contractor before the connection to the main supply.
 22. **FAILURE OF SERVICE**: The organizers endeavour to ensure supply of the services at the exhibition premises and of those supplies mentioned in the manual. As the supply of such services is not within the control of the management, neither they nor the organizers shall be liable to the exhibitors for any loss or damage, if any such services shall wholly or partially cease to be available. Nor shall the exhibitor be entitled to any repayments in respect of rental and or other charges to be paid under the contract.
 23. The organizers and those authorized by them respectively have the right to enter the exhibition stalls allotted at any time to execute work repairs and alterations and for other purposes.
 24. Any verbal agreements concerning any aspect of the contract or the exhibition are not valid unless confirmed in writing.
 25. **STALL POSSESSION**: Possession of the stall will be given two days prior to the inauguration day to the exhibitors and the interiors and display must be completed before inauguration.
 26. No inflammable, hazardous article shall be stored in the exhibition area.
 27. All exhibitors are subject to a general lien in favour of the organizers for all sums whether for unpaid rental or otherwise, due from an exhibitor to the organizers.
 28. **GOVERNMENT TAXES**: Government tax(es) extra as applicable.
 29. **JURISDICTION**: Any dispute between the organizers and the exhibitors is subject to the Jurisdiction of the court of Dhaka, BANGLADESH only.
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