

**KARACHI EXPO CENTER**  
**GENERAL TERMS & CONDITIONS**

**BOOKING**

1. Requisition for booking will be made by the Organization / Association, clearly specifying the type and details of proposed event along with dates, required space and status of the organizer etc. The Expo Centre has been established by the Government with the primary aim to provide modern facilities for trade related events & conferences. Requests by Private individuals and non trade organizations for reservation of halls shall not be entertained as a policy. TDAP reserves the right to accept or reject the request on the basis of criteria and policy on the subject. No organizer shall advertise any proposed event at Karachi Expo Centre unless booking is confirmed in writing (issued after the receipt of 30% advance amount) by TDAP. Hoisting of flags at specified flagpoles in Expo and release of advertisement of exhibition should be approved in advance from the Expo Management.
2. Organizer will provide an **Undertaking** assuming full responsibility for any damage to installations and the property while in use.
3. Organizer will obtain on its own '**Third Party Insurance**', both for the visitors & the vehicles inside the premises during the days of an event, from a first class insurance company. The sum insured may be finalized in consultation with the insurance company. Organizer will have to undertake to settle the claims for damages / compensation on this account and TDAP will not be held liable in any case whatsoever.
4. Setup / Dismantling days are provided in package, free of charge, as per the following details:
  - a) Two (2) days for One (1) day Event.
  - b) Three (3) days for Two (2) day Event.
  - c) Four (4) days for Three (3) or more day Event.

Additional days for this purpose are charged @ 50% of the normal fee of the occupied area before / after the specified date of handing / taking over.
5. Minimum licensed area is defined as one Hall. Congress Center only may be licensed separately. In that case, further sub division into level 1 & 2 is not allowed. Outer carpeted area (extending from Expo monument / tower till Hall No.4) may also be licensed separately for outdoor shows, like heavy machinery / vehicles and food / restaurant exhibitions but as a composite unit.

**TERMS OF PAYMENT**

6. Rates of license fee for raw space inside the halls are inclusive of electricity, air conditioning and janitorial services for exhibition days only. During setup/dismantling days which are included in the package free of charge, as per Clause-4 above, the Expo Management is liable to provide minimum lighting/power. The requirement for extra power for build in stall structure would be arrange by organizer himself at its own risk and cost. Extra janitorial services for stand cleaning or any other specific requirement will be charged as per rates specified in Clause-20. Parking space is also included in the package. Security for premises only is available; extra security for exhibitions will be charged as per Clause-20. Tariff for open areas does not include provision of electricity or cabling thereof. Tariff, in case Halls are required for inauguration/annual functions which will not have any kind of exhibition/display, will be charged @ 75% of the normal rent of the Halls. Eight hours for setup and eight hours for dismantling are allowed in this case more time is required for setup / dismantling, the normal tariff would be charged.

7. **30% of license fee will be paid through Pay Order in favour of Accounts Officer, TDAP – Karachi Expo Centre within one week of the receipt of provisional booking letter, failing which the booking will stand, cancelled automatically. Once the booking is confirmed, the advance amount will not be refunded in case of cancellation. Any change of dates 30% advance is not adjustable, if requested by the firm for the any change only 15% advance is adjusted & remaining 15% advance will be forfeited. The remaining 15% amount may be adjusted against new dates. However, the newly requested dates shall be confirmed on deposit of total 30% advance (i.e. 15% previous advance amount plus 15% fresh advance amount, total 30% advance amount). The advance amount may be adjusted against new dates, in case of postponement of event, provided the new dates of event are conveyed in writing 90 days before the date of the earlier confirmed date of event. In case, more than 01 halls are reserved and the event organizer wishes to hold the event in the reserved dates but wishes to withdraw from any one (or more) halls, it must be intimated 90 days before the earlier confirmed date of event in written; otherwise, the event organizer will have to pay 30% of the total rent of the hall from which it wishes to withdraw.**
8. **Balance 70% of license fee will be paid through Pay Order in favour of Accounts Officer, TDAP, Karachi Expo Centre three days prior to the taking over of physical possession of the licensed area.**
9. Security deposit (refundable) of Rs.75,000/-per hall and Rs.35,000/- each for Congress Centre / Open carpeted Area shall be paid through Pay Order in favor of Accounts Officer, TDAP, Karachi Expo Centre at the time of taking over of the licensed premises. Security Deposit will be refunded within fifteen days, after adjusting deductions on account of damages/theft/losses to Karachi Expo Centre property, which will be determined through a joint survey at the end of an event.
10. Depending on the requirement and availability, the management of Karachi Expo Centre may license separate pieces of space to more than one organizer. In that case, the usage of Congress Centre, Ground Floor will be allowed to the organizer using Hall-2. Separate entrance / exit will be provided for Hall-1 and Hall-3. The organizer using Hall-2 will be entitled to the use of outer fence facing University Road for display banners. The organizer using Hall-3/Hall 4 will use the outer fence facing Sir Shah Suleman Road for display of banners. The organizer using Hall-1 will display its banners on the outer fence between PIA Planetarium and Gate No. 1 of the Karachi Expo Centre. The main entrance / exit for pedestrians and vehicles and also the Parking Space will be shared by all the organizers.
11. In case of Force Majeure conditions which include natural calamity, any weather distortion including heavy rains, floods, the management would not be liable to pay any damages/compensation or adjust/refund the rental amount.
12. In case of any law & order situation, strikes, riots, if the event is postponed or cancelled, the management is not liable to refund or adjust the advance amount / rental amount.

## **OPERATIONS**

13. For co-ordination with Karachi Expo Centre Management, the organizer will furnish one week in advance, the name(s) of person(s), with whom the process of handing / taking over will take place.
14. Before taking over the premises, organizer will submit and get approved complete work plan, providing details of activities/works to be carried out before/during the event. Construction of stalls is not allowed in atrium, corridors. Mezzanine floors inside the halls may be used for meetings and food stalls serving ready to eat snacks only. KEC Management reserves the right to stop any activity, which was not approved.
15. Timings of 'Event' should not go beyond 10 P.M. and not more than 12 hours in a day. In case the venue is required beyond 10 P.M., the per hour charges as per the respective licensed area would be as under:

Hall-1& 3 (each)	Rs.27,000/-per hour for extra time beyond 10 P.M.
Hall-2	Rs.33,000/-per hour for extra time beyond 10 P.M.
Hall-4,5&6 (each)	Rs.40,000/-per hour for extra time beyond 10 P.M.

16. In case, air conditioning is required during setup period, it will be charged @ 25% of the normal rent of the area, subject to technical clearance by the Incharge Expo Centre. In case of exhibitions, which allow spot sales also, the cargo shutters will be opened for the replenishment of stocks at fixed timings only mutually agreed between the organizer and the KEC Management.
17. **Organizer will be responsible for N.O.C. / permission / payment and related dealings with City Government, etc. in respect of event, advertising material, payment of excise duty, etc. Any entry ticket / fee, if charged from the visitors, must be informed to the Expo Management in advance & got approved. A copy of the N.O.C. / permission, etc. will have to be deposited with K.E.C. Management before taking over possession of the premises.**
18. Drilling, nailing or use of any sticking material, which may damage the building, either by organizer or any of the exhibitors, is not allowed. Use of Fire Burner / Gas Cylinder inside the Halls / Complex is strictly prohibited.
19. Parking will be at owner's risk. TDAP takes no responsibility. Any subcontract for parking, if awarded to any party by the organizer or any sort of parking fee / ticket, if charged, should be got approved from the Expo Management.
20. For additional security requirements, arrangement with the existing security agency will be made. The organizers have to pay the additional charges for extra guards @ Rs.1275/- per guard per 12 hour shift. Armed Guards are charged @ Rs.1350/- per 12 hrs and supervisors / lady searchers are also charged @ Rs.1200/- per 12 hrs shift. For extra janitorial, Rs.1050/- per 12 hrs per janitorial are charged. The management would not take any responsibility for theft / damages due to neglect of security agency / janitorial suppliers.
21. Use of sub-standard stands and decoration tables / sub-standard counters in the stalls are not allowed and are subject o penalty.
22. There should not be any stall other than food in the outside area, if the area is agreed to be used as food court.
23. Use of echo sound systems with noise level more than 6 d.b. is not allowed inside the halls / complex. Use of such sound systems on individual stands is not permissible.
24. The floor plan should be designed in a way that it should not compromise the basic safety elements like fire exits, main doors, fire boxes, washrooms and cargo shutter.

#### **TELEPHONE / COMMUNICATION**

25. Line rent is as under:

Local Line	:	Rs.3, 000/- (To be deposited at least two (2) days before
STD Line	:	Rs.7, 000/- the event through Pay Order) ISD
Line	:	Rs.10, 000/-
26. Facility is provided up to the pillar / wall sockets. Further laying up to each stall will be the responsibility of organizer.
27. Telephone sets are available for rent at Rs.100/-per set (for the whole exhibition period).
28. Total number of required telephone lines be advised along with marking/identification on floor plan at least two (2) days before the event.

a. Rates are charged as per following details.

Local calls:	Rs.10/-for every five minutes.
Internet calls:	Rs.10/-for one call.
Mobile calls:	Local Rs.8/-per minute.
Non Local	At actuals + 50% service charges
STD / ISD :	PTCL Rates with 50% service charges.

- b. Billing details of each connection will be provided immediately after the disconnection notice from the organizer during or after the exhibition.
- c. Bills must be paid within one week, after the event is over, otherwise the Deposit will be forfeited.

### **ELECTRICAL / PLUMBING**

29. Load calculations/requirements shall be advised by organizer/exhibitor in advance (at the time of booking or at least 5 days before the event.)
30. Electricity connections (single phase; 15 Amps/dual circuits) are provided in the floor and up to the pillar sockets. Further requirement of load/extensions of cable/lights will be the responsibility of organizer. But the load shall be checked with the building manager/site in-charge before any change is made.
31. The whole complex has the sanctioned load of 1600 KW. Each hall has been provided with 200A load. Out of which 50A load is available for single phase lighting only. Provision of extra 200A load has also been made for additional requirements of load (three / single phase). Cabling and other arrangements will however, be the responsibility of organizer, subject to prior approval of Expo Management.
32. Any short-circuit/damage, due to mishandling / unauthorized use by the exhibitor/organizer, will be the responsibility of organizer.
33. In case of electricity failure, stand-by generator of 500 KVA for lighting load only is available. However, the expenses for diesel of stand-by generator will be borne by the organizers. Backup for air conditioning load and stall light is not available.
34. In case of sudden electricity failure or severe jerks / voltage changes from the KESC, Expo Management will not be responsible for any damage /loss to the equipments / material of the organizer or any of their exhibitors.

### **PENALTY**

35. **Any violation of Terms & Conditions by the organizer or any of the exhibitors will attract penalties. In addition to black listing, TDAP may impose such financial penalties as it may deem fit.**

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