

KARACHI EXPO CENTER

General Terms & Conditions

1. BOOKING TERMS:

- 1.1 The Karachi Expo Centre has been established by the Government of Pakistan with the primary aim to provide modern facilities for trade related events & conferences.
- 1.2 Online booking will be made by the Organizations / Associations / business entities/ event management companies/ institutes, clearly specifying the type and details of the proposed event, along with dates, required space and status of the organizer etc. 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.
- 1.3 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.
- 1.4 Hoisting of flags at specified flagpoles in Expo and release of advertisement of exhibition should be approved in advance from the Expo Management.
- 1.5 The Organizer will provide an **Undertaking** assuming full responsibility for any damage to installations and the property while in use.
- 1.6 The 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.
- 1.7 Setup / Dismantling days are provided in package (excluding Outer Areas), free of charge, as per the following details:

Event Day(s)	Setup Day(s)	Dismantling Day	Timing
1	1	1	10:00AM to 10:00PM
2	2	1	
3	3	1	

- 1.8 Additional days for setup or dismantling will be charged @ 50% of the normal fee of the occupied area before/after the specified date of handing / taking over.
- 1.9 Minimum licensed area is defined as one Hall/one outer area. Congress Center level 1 and level 2 may be licensed separately. Outer areas (viz., A,B,C,D,E,) may also be licensed separately for outdoor shows, like heavy machinery/vehicles and food / restaurant exhibitions.

2. PAYMENT TERMS:

- 2.1 Rates of license fee for raw space inside the halls are inclusive of electricity, air conditioning and janitorial services for exhibition days only.
- 2.2 During setup/dismantling days which are included in the package free of charge, as per **Clause-1.7** above, the Expo Management is liable to provide minimum lighting/power. The requirement for extra power for build in stall structure would be arranged by organizer himself at its own risk and cost.
- 2.3 Extra janitorial services for stand cleaning or any other specific requirement will be charged as per rates specified in **Clause-3.10**. Parking space is also included in the package. Security for premises only is available; extra security for exhibitions will be charged as per **Clause-3.10**.
- 2.4 Tariff for open areas does not include provision of electricity or cabling thereof..
- 2.5 30% of advance will be paid through Pay Order in favour of Accounts Officer, TDAP – Karachi Expo Centre within ten (10) working days of the receipt of provisional booking letter, failing which the booking will stand, cancelled automatically.

2.6 In case, a booking is cancelled due to non-payment of 30% advance, following penalties would be applicable:

Cancellation of 1 st Booking	Booking blocked for the same event for the next fifteen (15) working days, from the date of cancellation
Cancellation of 2 nd Booking	Booking blocked for the same event for the next one (01) month, from the date of cancellation
Cancellation of 3 rd Booking	Booking blocked for the same event for the next twelve (12) months, from the date of cancellation

- 2.7 Once the booking is confirmed, the advance amount will not be refunded in case of cancellation.
- 2.8 For any change in dates, 30% advance is not adjustable.
- 2.9 If requested by the firm in writing 90 days before the date of the earlier confirmed date of event, adjustment of 50% of the submitted advance will be adjusted against the new requested dates & the remaining advance will be forfeited.
- 2.10 If a request for booking is received with less than 90 days of the confirmed event date, no adjustment will be made and complete advance will be forfeited.
- 2.11 The newly requested dates shall be **accepted / confirmed** on deposit of total 30% advance of the total invoice amount, **with request letter for adjustment** (i.e. 50% previous advance amount plus 50% fresh advance amount).
- 2.12 In case, more than one 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, 100% submitted advance for the withdrawn will be forfeited.
- 2.13 Minimum Area of any Outer Area to be rented out will be 70%. Rental charges of Outer Area only includes provision of Raw Space.
- 2.14 Minimum hours of any Outer Area to be rented out for Event, Setup and Dismantling Days will be eight (08) hours each.
- 2.15 A maximum of three (3) Outer Areas can be booked for the same dates.
- 2.16 The Event Organizer will arrange for power and any other utilities required for the setup, event, and dismantling days for Outer Area at his own cost.
- 2.17 Subsequent to dismantling, deductions will be made from the Security deposit for any damage caused to any installation, roads and/or property of KEC.
- 2.18 In case an event is already booked in any Hall adjacent to an Outer Area, first preference for renting out that Outer Area will be given to the Event Organizer, which has booked the Hall.
- 2.19 In case an event is already booked in any hall adjacent to an outer area A,/B/C/D or E, first preference for renting out that outer area will be given to event organizer, which has booked the hall.
- 2.20 Balance 70% payment 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.
- 2.21 Security deposit (refundable) of Rs.100,000/-per halls/Outer Areas and Rs.50,000/- each for Congress Centre Level-I & II and Foyer 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 (15), 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.
- 2.22 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.
- 2.23 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.
- 2.24 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.

2.25 The tariff rates are applicable on the basis of fiscal year. Current tariff rates are applicable from July 01, 2024 to June 30, 2025 only.

Location/Space	Gross Area (Sq. Mtr)	Workable Area (Sq.Mtr)	Tariff rates (Per Day)
Hall No.1	2675	45%	718,000
Hall No.2	3500	45%	871,000
Hall No.3	2675	45%	718,000
Hall No.4	3715	55%	1,126,000
Hall No.5	3791	55%	1,126,000
Hall No.6	3791	55%	1,126,000
Foyer Area	1034	60%	308,000
Congress Level - I	900	50%	153,000
Congress Level - II	910	50%	205,000

Location/Space	Gross Area (Sq. Mtr)	Workable Area (Sq.Mtr)	Tariff rates Event day (Per Day)	Tariff Rates Setup & Dismantling Day (Per Sq.m Per Hour)
Outer Area – A	4950	70%	456,000	2.00
Outer Area – B	5000	70%	460,000	2.00
Outer Area - C	2200	70%	203,000	2.00
Outer Area - D	2666	70%	245,000	2.00
Outer Area - E	5000	70%	460,000	2.00

2.26 Rates for the booking beyond June 30, 2025 will be charged as per revised tariff rates structure. Organizers / Event Management companies may plan their events accordingly.

3 **OPERATIONS TERMS:**

- 3.1 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.
- 3.2 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 as per the following workable area. 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.
- 3.3 Normal timings of 'Event & Setup' would conclude at 10 P.M. and not more than 12 hours in a day, whichever is earlier. In case the venue is required beyond 10 P.M. or more than 12 hours in a day, the per hour charges as per the respective licensed area.
 - a. Additional hour for setup beyond 10:00PM will be charged, 50% per hour of total 12 hour of normal fee of the each occupied area.
 - b. Additional hour for event beyond 10:00PM will be charged @ 100% per hour of total 12 hour of normal fee of each occupied area.
- 3.4 In case, air conditioning is required during setup day, it will be charged @ 50% of the normal rent of the area.
- 3.5 In case of exhibitions, which allow spot sales, the cargo shutters will be opened for the replenishment of stocks at mutually agreed fixed timings between the organizer and the KEC Management.
- 3.6 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.
- 3.7 Any entry ticket / fee, if charged from the visitors, must be informed to the Expo Management in advance & get 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.
- 3.8 Drilling, nailing or use of any sticking material, which may damage the building, either by organizer or any of the exhibitors, is not allowed, only microwave is allowed for ready to cook staff. Use of Fire Burners / Gas Cylinders inside the Halls / Complex is strictly

prohibited.

- 3.9 Parking will be at owner's risk. KEC management will no responsibility whatsoever. 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.
- 3.10 For additional security requirements, arrangement with the existing security agency will be made. The organizers will have to pay the additional charges for extra guards @ Rs.2,500/- per guard per 12 hour shift. Armed Guards are charged @ Rs.3,000/- per 12 hrs and supervisors / lady searchers are also charged @ Rs.3,000/- per 12 hrs shift. For extra janitorial with all accessories, Rs.2,500/- 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.
- 3.11 No private security or janitorial services will be allowed except the already working in the expo centre.
- 3.12 In case, the existing security agency cannot provide the required human resources, a request for allowing private security will be made before 03 days of the event. All details / NIC of security persons to be deputed will be provided along with application and get approved from KEC management.
- 3.13 Use of sub-standard stands and decoration tables / sub-standard counters in the stalls are not allowed and are subject to penalty.
- 3.14 Use of echo sound systems with noise level more than 6 dB is not allowed inside the halls / complex. Use of such sound systems on individual stands is not permissible.
- 3.15 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.
- 3.16 Substandard electric wiring is strictly not allowed, in case of any mishaps, Expo Management will not be responsible. A certificate in this regard, will be given by Expo Management or specimen is enclosed letter head, herewith.
- 3.17 Organizer is responsible for safety certificate / NOC for installation of Swings or other play items in the premises of KEC. Any damages / incident resulting in physical /loss to human life will sole responsibility of event organizer/exhibitor. In addition to black listing, TDAP may impose such financial penalties as it may deem fit.

4 ELECTRICAL / PLUMBING TERMS:

- 4.1 Load calculations/requirements shall be advised by organizer/exhibitor in advance (at the time of booking or at least 5 days before the event.)
- 4.2 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.
- 4.3 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.
- 4.4 Any short-circuit/damage, due to mishandling / unauthorized use by the exhibitor/organizer, will be the responsibility of organizer.
- 4.5 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.
- 4.6 In case of sudden electricity failure or severe jerks / voltage changes from the K-Electric, Expo Management will not be responsible for any damage /loss to the equipment / material of the organizer or any of their exhibitors.
- 4.7 KEC will only provide electricity to the food courts established in the mezzanine areas for microwave ovens for heating purpose only.
- 4.8 For cooking of any food item no utility connection will be provided by KEC Management. The event organizer would have to arrange electricity through generators on their own.

5. PENALTY:

- 5.1 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.
- 5.2 Event organizer, charging the General Public with fixed ticket, should be approved in advance from the Expo Management, any violation, TDAP may impose such financial penalties or/which may be deducted from their security deposit.