

INFORMATION & ORDER MANUAL



International Plastic & Packaging Industry Exhibition

15 ~ 18 April 2009

Karachi Expo Centre

1000hrs – 1800hrs

Organisers:

Pegasus Consultancy (Pvt) Ltd

Dear Exhibitor

The Organiser have specially prepared this information & Order Manual to assist exhibitors with their participation in the

Plasti&Pack Pakistan 2009

Exhibitors are requested to read the manual carefully and thoroughly in order to be familiar with the preparations and procedures of the event.

To facilitate your participation and to ensure a smooth operation, exhibitors must adhere strictly to the deadlines stipulated in the order forms.

While every effort will be made to maintain the procedures and rates quoted in this manual, these may vary in accordance with any changes and fluctuation in the cost of labour or materials occurring prior to the exhibition, which may be beyond the control of the Organiser.

Should you need further information or assistance, please contact Pegasus Consultancy. During the exhibition period, Pegasus Consultancy can be contacted at the Show Management office located within the exhibition hall.

We look forward to the pleasure of welcoming you in PLASTI&PACK Pakistan 2009.

Organiser



Pegasus Consultancy (Pvt) Ltd
2nd Floor Business Center, Mumtaz
Hassan Road, Karachi-74000, Pakistan
Tel: (92) 21 111 PEGCON (111-734266)
Fax: (92) 21 241 0723
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PAKISTAN FACTS & FIGURES

GEOGRAPHY:

Area	:	796,095 sq km
Capital	:	Islamabad
International Airports	:	5 major airports (Islamabad, Karachi, Lahore, Quetta and Peshawar)
International Seaport	:	Karachi and Bin Qasim
Telephone Country code	:	+92
Area code	:	21 (Karachi) 42 (Lahore) 51 (Islamabad)
Time Difference	:	GMT +5 hours
Location	:	South Asia

DEMOGRAPHY / RELIGION:

Pakistan has a population of 173 million with an ethnic composition of Muslim (97%), Hindu (1.5%), Christian (1%) and other minorities (0.5%)

LANGUAGE:

Urdu is the national language of Pakistan and English is the official language.

CLIMATE & SEASONS:

The four well-marked seasons in Pakistan are: -

- 1) Winter Season (December to March)
- 2) Summer Season (April to June)
- 3) Monsoon season (July to September)
- 4) Post-Monsoon season (October to November)

GENERAL INFORMATION

1. THE EXHIBITION

Plasti&Pack Pakistan 2009

International Plastic & Packaging Industry Exhibition

2. THE VENUE

Karachi Expo Centre
Karachi, Pakistan

3. DATE & OPENING HOURS

15 ~ 18 April 2009 1000 - 1800 hours

4. VISITOR ADMISSION

Trade Visitors & Professionals Only

5. THE ORGANISER

PEGASUS CONSULTANCY (PVT) LTD (PCL)

2nd Floor Business Centre, Mumtaz Hassan Road, Karachi-74000, Pakistan

Tel: (92) 21 111 PEGCON (111-734266) Fax: (92) 21 241 0723

Email: info@pegasusconsultancy.com Website: www.pegasusconsultancy.com

Contact Person: Mr. Muhammad Aamir / Mr. Imtiaz Qadeer

E-mail: aamir@pegasus.com.pk / imtiaz@pegasus.com.pk

6. OFFICIAL CONTRACTORS / AGENCIES

6.1 OFFICIAL STANDBUILDER

Official stand builder can be contacted on any queries of shell scheme, upgraded shell scheme and customized design.

Exhibition Services (Pvt) Ltd. (ESL)

3rd floor, Business Centre, Mumtaz Hassan Road
Karachi_74000, Pakistan.

Tel :(+92 21) 2418551, 2418534 Fax: +92-21 241-0723

Contact Person: Mr. Saif-ur-Rehman / Mr. Muhammad Tahir Abbas / Mr. Fawad Ather

Email: saif@pegasus.com.pk / tahir@pegasus.com.pk / fawad@pegasus.com.pk

The Official Standbuilder's responsibilities are as follows:

1. Authorized contractor for standard shell scheme booth & electrical orders.
2. Render constructions design advice on booth decoration and construct booths with extra features, depending on instructions and budgets of exhibitors.
3. Provide captions and other accessories as deemed appropriate by exhibitors.

6.2 NON-OFFICIAL STANDBUILDERS

The Organiser also permits transactions between exhibitors and other outside contractors. However, in such cases, some problems that are beyond our control may arise - inconveniencing both the exhibitors and Organiser. The Organiser therefore needs to regulate outside contractors as follows:

- All outside contractors need approval from **Pegasus Consultancy (Pvt.) Ltd** referred to as **PCL in this manual** before the construction of booth / stand.
- In case an exhibitor appoints an outside contractor, the name of the latter should be forwarded to PCL **no later than 30 days** prior to the official date to begin overall interior construction of the stand. Approval of contractors will be notified within ten working days from receipt of constructor details.

6.3 Rules & Regulations for Non-Official Standbuilders

- Such contractors must never be negligent or cause serious damage to exhibits. They must never be suspended from work in previous exhibitions.
- Need to have services, appliances and equipment as required by concerned exhibitors. These include experienced personnel and adequate capabilities as well as a contactable address at all times.
- Ready to furnish a guarantee Cheque (to cover any damage arising from construction work in the hall) in the amount of **US\$ 100.00 per sqm to a maximum of US\$ 5,000.00** to PCL, one month prior to the start of construction of booths. The deposit will be returned to the non-official contractors after clearance of booths/materials at the end of the exhibition.

Total refund will be effected once the Organiser are satisfied that there is no damage (of any kind) at the Karachi Expo Center site to the full and complete satisfaction of Trade Development Authority of Pakistan (TDAP) who are the rightful owners of the property.

- Need to send an executive staff to meetings with organisers from the Official Standbuilder at least once.
- Need to station a staff with communications equipment from the start of construction until the clearance of booth to co-ordinate and assist if necessary with the exhibitor concerned.
- Send construction plan and an additional copy to PCL for approval at least 30 days prior to actual construction. All non-official contractors must inform PCL in writing if there is alteration or modification in the design before the stand construction.
- Co-operate fully with exhibitors, PCL, and all other contractors for the overall success of this exhibition.

PCL will issue badges to access the exhibition site only to the Official Standbuilder and the approved non-official contractors. No one else is permitted into the exhibition halls during construction and clearance.

If an approved non-official contractor fails to comply with this set of regulations, PCL reserves the right to suspend or terminate the construction concerned. In such a case, the affected exhibitor will need to use the official contractor on site.

6.4 OFFICIAL FREIGHT FORWARDER

The Organiser has appointed Cargo Link (Pvt) Ltd to perform all site-handling work for the exhibition. The Official Freight Forwarder have a full range of mechanical lifting and handling equipment and skilled supervisors and manpower present throughout the move-in and move-out periods.

For International & Local Companies:

CARGO LINK (Pvt) Ltd

Room# 312, 3rd Floor, Business centre,
Mumtaz Hassan Road, Karachi – Pakistan

Contact : Mr. Syed Ali Affan / Mr. Naveed Khan / Mr. Ajmal Jamal Syed
E-mail : affan@cargolink.com.pk / naveed@cargolink.com.pk / ajmal@cargolink.com.pk
Mobile : +92 300 8256758 / +92 321 3899731 / +92 321 3899729
Tel : +92 21 2417933, Ext : 325
Fax : (92) 21 2410662

Their scope of services includes the following:

- Unloading of exhibits from trucks at the exhibition site
- Moving-in of exhibits into the hall
- Unpacking of exhibits
- Positioning onto the exhibition stand
- Repacking of exhibits
- Moving of exhibits out of the hall
- Loading of exhibits onto trucks at the exhibition site
- Issuance of gate pass to move out exhibits from KEC.

Document Deadlines:

The following documents must be received by the Official Freight Forwarder no later than the deadlines shown below:

	Photographs, brochure and catalogues	1 April 2009
Sea Freight	- 1 Original and 3 copies of Invoice / Packing List - 1 Original and 2 Copies Of Lading	6 April 2009
Air Freight	- 1 Original and 3 copies of Invoice / Packing List - 1 Original and 2 Copies Of Lading	8 April 2009

Consignment Deadlines:

All exhibits **must** arrive in Karachi **no later than:**

Sea freight - 6 April 2009
Air freight - 8 April 2009
Films & video tapes, slides - 1 April 2009

Late arrival surcharges (based on the handling tariff) will be applied as follows:

(a) Seafreight consignment arriving after

- *6 April 2009 - 25% Surcharge*

(b) Airfreight consignment arriving after

- *8 April 2009 - 25% Surcharge*

In any such cases Cargo Link (Pvt) Ltd will make all reasonable efforts to ensure delivery before the show opens; however no guarantees can be given. The surcharge will apply regardless of delivery date to the show site.

Consignment Instructions:

All exhibition goods dispatched either by sea freight or air freight shall be consigned “**Freight Prepaid**” as follows:

Consignee: Pegasus Consultancy Pvt Ltd
<Name of Exhibitor>
For: Plasti & Pack Pakistan 2009
C/o Cargo Link (Pvt) Ltd
Room # 312, 3rd Floor, Business Centre
Mumtaz Hassan Road, Karachi
Phone: (92) 21 2417933, Ext: 325
Fax: (92) 21 2410662
Contact: Mr. Syed Affan Ali / Mr. Naveed Khan / Mr. Ajmal Jamal Syed
Email: affan@cargolink.com.pk / naveed@cargolink.com.pk / ajmal@cargolink.com.pk

All documents such as the Bill of Lading and Airway Bill must show the consignee as indicated above. (5% outlay commission will be imposed on all ‘collect freight’)

NOTE:

All documents must indicate the following declaration:
“FOR PLASTI & PACK PAKISTAN 2009 EXHIBITION IN KARACHI, PAKISTAN AND THEREAFTER FOR RE-EXPORT AFTER THE EXHIBITION”

A pre-alert should be sent to Cargo link (Pvt) Ltd once the shipment departs the Origin Port / Airport for the preparation of all necessary documentation for the clearance. For additional information or clarification, kindly contact **Mr. Syed Affan Ali / Mr. Naveed Khan** of Cargo Link (Pvt) Ltd directly.

All exhibitors (or their forwarding agents) are advised to utilize the services of this on-site handling agent. No other forwarding agents will be allowed to handle exhibits with their own lifting and handling equipment.

This is to allow for more effective co-ordination and control of exhibition movement within the confines of the exhibition hall and also to minimize damages to the exhibition stands as well as the exhibition hall.

To avoid unnecessary problems during clearance, we would like to advise all exhibitors to use the Official Freight Forwarder.

6.5 For hotel bookings, please contact:

Rakaposhi Tours (Pvt.) Ltd.
12-C, 31st Com. St., Phase V, DHA,
Karachi-75500, Pakistan
Tel: (92) 21 5864848 – 5864949 Fax: (92) 21 5870652
Email: info@rakaposhi.com.pk
Contact: Mr. Khaqan

RULES & REGULATIONS**7. HALL SPECIFICATIONS**

		HALL 1,2,3 & 5
A	Floor Area	9,118.8 Sqm
B	Kind of Floor	Concrete
C	Floor Strength	N.A
D	Ceiling Height	2.7m - 7m (max height for stand is 5m)
E	Freight Doors	Hall 1 & 3 – 5.4m (W) x 4.8 (H) Hall 2 – 5.4 (W) x 3.3 (H) Hall 5 – 4.8m (W) x 7.3m (H)
F	Electrical Load	220V/50hz Single Phase 380V/50hz Three Phase
G	Compressed Air	Available

8. REGISTRATION OF EXHIBITOR STAND PERSONNEL

For the convenience and easy movement of exhibitors, passes will be issued for use throughout the exhibition period. A limited number of passes will be issued free-of-charge to each exhibitor and details of staff manning the stands should be entered in Form 11. For security reasons, exhibitors are requested to wear the passes throughout the exhibition period.

9. REGISTRATION OF CONTRACTOR PERSONNEL

Passes permitting contractors and their workmen to enter the exhibition hall during the build-up and dismantling periods only, for the purpose of construction and dismantling, will be issued only upon application to the Organiser. Before being granted such passes, non-official contractors will be required to deposit a refundable bond. This is to ensure completion of work, complete removal of all debris and to cover any damage that may be done by the contractor to the exhibition halls, exhibits and stands. For logistical and security reasons, all exhibitors are encouraged to appoint the Official Standbuilder for their exhibition needs.

When a contractor needs to be present during the event (i.e. for maintenance or remedial purposes), standby passes will be issued on application to the Organiser' Office on-site 24 hours prior to their intended entry.

10. STAND-FITTING REGULATIONS

The following regulations must be observed when preparing a stand presentation:

10.1 Regulations for Exhibitors Renting Standard Shell Booths

- 10.1.1 Additional construction of booths must not exceed the height of 2.4 meters. Also, further construction must not be larger than space rented as specified in contract.
- 10.1.2 Exhibitors are not allowed to repaint on the walls of each booth. In case certain accessories including stickers need be affixed on those surfaces, please contact the Official Standbuilder for services.
- 10.1.3 Nailing, draping or hangings of materials (of all kinds) are **NOT ALLOWED** on the standard booths or on any structure of the main building.
- 10.1.4 Neither any suspensions are made from the ceiling of the exhibition hall, nor any fixing be made to the floor, walls or any part of the building.
- 10.1.5 All light fittings and socket points must be ordered from the Official Standbuilder.

10.2 Regulations For Exhibitors Renting Indoor Raw Space Only

Exhibitors who are renting raw space may have their stands constructed by approved non-official contractors under the following rules (Please see also details in item 6.2 regarding Rules & Regulations for non-official stand contractors):

- 10.2.1 No structure may exceed the height of 4m.
- 10.2.2 No form of ceiling is to be constructed to the stands unless the Organiser has granted approval.
- 10.2.3 Exhibitors may construct their own stand or exhibition raw space with the name of the company and booth number clearly shown. If they are not present at the time of exhibition, the Organiser reserve the right to install it in a manner deemed appropriate. All expenses so incurred will be levied on the exhibitors.
- 10.2.4 Exhibitors are held responsible for any damage caused by their "Approved non-official contractors". Therefore, the former is also required to supervise construction workers to comply with rules set by the Organiser.
- 10.2.5 Exhibitors are required to send two copies of fully dimensioned drawings showing the proposed design of the stand, and the plans for electricity connections to the Organiser 30 days before the exhibition date. The Organiser will approve or decline such proposals within **10 days**. The Organiser reserve the right to demand the removal of any construction, which defers from formerly approved construction plans. This includes possible alterations to conform to the rules of the exhibition hall, or to prevent accident from occurring to visitors. If exhibitors fail to send in detailed plans on independent booth construction, the Organiser may refuse issuance of construction permits. The alternative is then to choose a standard booth or contact the Official Standbuilder to construct the booth.
- 10.2.6 The floor within a booth needs to be covered with a carpet or other appropriate furnishing.

10.2.7 For safety reasons, the Organiser requires exhibitors to use the services only from the Official Standbuilder for all electrical connections. Exhibitors are prohibited from installing their own lighting and diversion of electricity designated for other machinery for lighting purposes.

10.2.8 Exhibitors are not allowed to airbrush or to weld metals within the exhibition hall. Please refrain from sawing wood and other construction activities that may create dust or disturbance to other exhibitors and visitors.

11. SHELL SCHEME PACKAGE – SPECIFICATIONS

- Rear and dividing walls – 2.44m high, comprising of one-meter panels painted white and set in aluminum frame. No fixing may be made to the walls but brackets are available from the Official Standbuilder to suspend panels, signs etc from the walls.
- Fascia board is 30cm in height and 3m long to the underside, on each open frontage, comprising aluminum frame. Fascia will carry the exhibitor's name and stand number.
- Electrical fitting and furniture - One (1) 5amp / 220V single-phase power outlet, three (3) 100W spotlights, three (3) folding chairs and one (1) information counter (with no lock) and one (1) round table.
- Carpet will be laid direct to the floor. Any change to the type or colour of the floor covering provided, must be by prior approval of the Official Standbuilder. The exhibitor concerned will pay any cost incurred.

No financial credit will be given by the Organiser / Official Standbuilder for any standard items not used.

An exhibitor occupying corner booth has an option to have the side panels replaced by fascia board, complete with company's name at no extra cost.

12. ELECTRICAL SUPPLIES

General hall lighting will be provided by the hall PCL, Karachi Expo Centre.

Power supply to stands will be switched off at source 30 minutes after the exhibition closes every evening and 60 minutes after closing on the final day of the exhibition.

Exhibitors who require 24 hours electricity supply for their specific requirements should inform the Organiser accordingly in writing.

The three units of spotlights and a 5amp / 220V socket point, which is included in the shell scheme package, are provided with electricity supply.

Cost of electricity consumption is inclusive in all items offered in Form 8. All electrical installations must conform strictly to the required standard of the safety regulations without exception.

13. ELECTRICAL INSTALLATION

All prices quoted are at concession rates. We recommend exhibitors to make full use of the on-site services throughout the exhibition for their convenience.

All electrical power supplies must be carried and installed by the Official Standbuilder without exception. Non professional or unauthorized electricians are prohibited in the exhibition premises.

Exhibitors or their contractors who wish to bring in their special light fittings for use on their stands must obtain prior approval from the Official stand builders before the stipulated deadline stated on the Form 8. Applicants are required to submit the following:

- Specifications and its rating in watts / unit of the light fitting.
- Total units to be installed.
- Layout line drawings of the electrical installations.
- Name(s) and identity card(s) / passport number(s) of the attending electrical personnel.

All socket points must be ordered from the official stand builders in Form 8, otherwise, no socket points are allowed in the exhibitors' booth / stand.

Any illegal connections / adaptors found will be disconnected without prior notice. This will also include multi-outlet adaptors. Extensions from the socket point are strictly prohibited.

No flashing lights will be permitted unless they form an integral part of an exhibit. Sequence-lit displays may be used, subject to approval by the Official Stand builder.

Exhibitors who apply for 'Space only' special design must submit their electrical order together with their layout plan before the deadline.

Exhibitors (or their contractors) must submit 2 sets of preliminary drawings of the layout plans and schematic wiring diagrams for approval **30 days** before the commencement of the actual installation.

The Organiser reserve the right to disconnect the electrical supply to any installation, which in the opinion of electrical consultants is deemed dangerous or likely to cause annoyance to visitors or other exhibitors.

14. DEMONSTRATION AND WORKING EXHIBITS

An exhibitor intending to demonstrate equipment on his stand must:

- Provide the Organiser with full details of any working machinery involved.
- Give proper consideration to the condition under which the exhibits will be demonstrated.
- Securely install all operating machinery to prevent base slippage and position such machinery so that the operation thereof will not cause intrusion into the gangway or otherwise prove hazardous to visitors.
- Adequately guarding of all moving parts of machinery to prevent injury to persons nearby.
- Ensure that sound levels are at a rating (not more than 75 decibel) causing no interference with, or annoyance to other exhibitors. Organiser reserves the right to reduce the sound level or switch off audio / visual display causing problems. Organiser decision is final in any arising dispute.

15. FILM / AUDIO VISUAL DEMONSTRATION

Audiovisual equipment may be brought in by the exhibitors or rented from the Official Standbuilder. Exhibitors wanting their tapes cleared by the Board of Film Censors should contact the Official Freight Forwarder and ensure that the videotapes or films arrive in Karachi not later than 1 April 2009. When in operation, such equipment must not cause annoyance to visitors or other exhibitors with excessive sound or positioning. The Organiser reserves the right to discontinue any audiovisual presentation, which in their opinion is detrimental in the above manner.

16. FIRE PRECAUTIONS

Exhibitors who, because of the nature of their exhibits, require a special type of fire extinguisher must make arrangement at their own cost for the provision of such equipment. Any person on seeing an outbreak of fire, should make immediate use of the fire alarm system, and subsequently make every endeavor to extinguish the outbreak or to confine it by use of extinguishers and / or remove any goods in the vicinity.

17. LIABILITIES AND INSURANCE

Every reasonable precaution will be taken by the Organiser to ensure the security and safety of the exhibition hall and adjacent area. However, the Organiser will not accept responsibility or be under any liability to exhibitors, their employees, contractors or agents in respect of any direct or indirect loss or damage to any exhibit, person or property arising out of their participation in the exhibition. Exhibitors are advised to insure their exhibits against such loss or damage, including risk of fire, thefts throughout all stages of the exhibition.

Exhibitors are requested to provide for their own Third Party Insurance, in regards to their participation in the exhibition and to produce proof of insurance to Organiser if required to do so.

Each exhibitor participating in the exhibition MUST indemnify PCL as Organiser against all claims of whatsoever nature which may be made against, arising out of or in any way connected with such exhibitors' participation in the exhibition. This provision is specifically deemed as fair and reasonable by their endorsement in the official contract form.

18. DILAPIDATION

PCL in conjunction with the Landlord will inspect the exhibition hall before build-up and after tear down of the exhibition. Exhibitors are responsible for the cost of making good or replacing any damage or dilapidation to the exhibition premises, whether caused by them, their agents, contractors or any person or persons employed or engaged on their behalf by such agents or contractors.

Exhibitors occupying Shell Scheme booths are also responsible for the cost of making good, restoring or renewing any damages or dilapidation to their Shell Scheme structure, floor coverings, light fittings, or any part thereof, whether caused by themselves, their agents, contractors or by any person(s) employed or engaged on their behalf by such agents or contractors. The cost of making good any damage will be assessed by the official contractor and charged to the exhibitor or subtracted from the performance bond posted by nominated contractors.

19. FORCE MAJEURE

The exhibition may be postponed, shortened or extended due to any cause or whatsoever outside the control of Organiser. The Organiser shall not be responsible for any loss sustained by the exhibitor, directly or indirectly, attributable to elements of nature, force majeure or orders and directives imposed by any governmental authority. In the event of such circumstances, the money paid by the exhibitors, or any part thereof, is refundable at the sole discretion of the Organiser.

20. AUTHORITY ON THE PREMISES

The Organiser shall be responsible for and be entitled to act as the owners of the premises throughout the tenancy period. The decision of the Organiser in any problem or dispute will be final.

21. DELIVERY OF EXHIBITS

Exhibits should not be sent to the exhibition hall until the stand is sufficiently readied to receive them. The exhibitor and / or his representative must be present at the stand to accept delivery. The Organiser will neither accept responsibility for delivery on behalf of any exhibitor, nor be responsible for the safekeeping of such items before or after delivery.

As access to the exhibition premises is restricted, exhibitors must ensure that the delivery, loading and unloading of goods are carried out at the designated loading / unloading bays. Vehicles at these loading / unloading bays will be under the supervision and direction of the Official Freight Forwarder and the exhibition security officers.

To avoid congestion, only small items or goods that can be taken out of their cases without risk of damage can be unpacked in the exhibition hall. For major items, exhibitors should arrange with their freight forwarder to unpack them away from the exhibition premises. Exhibits can then be delivered and immediately placed in position on the stand by the Official Freight Forwarder.

22. LIFTING AND HANDLING ON-SITE

For insurance reasons and to ensure proper control and co-ordination of freight, only the Official Freight Forwarder is permitted to work in-hall and operate lifting equipment. Any freight forwarder may deliver goods to the exhibition hall, but must hand over to the Official Freight Forwarder for delivery to the booth, unless the consignment can be carried by one man, without mechanical equipment, such as sack-barrows or pallet trucks.

If the exhibit is particularly sensitive, the freight forwarder making the delivery to the hall may appoint a supervisor to accompany and advise the Official Freight Forwarder on handling. The Official Freight Forwarder will maintain a site office within the exhibition hall during the exhibition and the move-in and move-out periods.

23. OPERATION OF STANDS

All stands must be fully staffed and operational during the times the exhibition is open to visitors. The exhibitor must not participate in any activity, which in the Organiser' opinion is likely to cause annoyance to visitors or other exhibitors.

In particular, audiovisual display equipment must be positioned and the sound level adjusted to comply with the regulations.

All activities of the exhibitors and their staff must be confined to the stand / site allocated. Other than the search for local agencies for the sale of their products, neither advertising nor canvassing for business or staff recruiting is allowed elsewhere in the exhibition hall.

No move-in or removal of exhibits to and from the stand is allowed during the show hours of the exhibition.

24. STORAGE AND WASTE MATERIALS

The Organiser is unable to provide storage facilities on-site for packing residue, surplus materials or other properties of the exhibitors. Prior arrangements for safekeeping of such items must be made with the Official Freight Forwarder or the exhibitor's own established local agent.

During the move-in of exhibits, the construction of stands and unpacking of exhibits, the passageways in the exhibition hall **MUST NOT** be obstructed with packing materials, construction materials and debris. At the end of each day, exhibitors are responsible for seeing that their contractors remove unwanted materials from the exhibition hall.

25. REMOVAL OF EXHIBITS / REMOVAL CHITS

Personal property and portable exhibits or hand-carried items may be removed from the exhibition hall after closing hours on the final day of the exhibition. While the Organiser will maintain a security service, exhibitors are reminded that goods will be at the greatest risk during this time. Their stands should not be left unattended until all portable items have been removed / packed, and hired items and equipment, collected by the appropriate suppliers.

The removal of exhibits requiring mechanical assistance will commence after 1800 hours on 18 April 2009 as well as dismantling of stand fittings and electrical installations. No mechanical lifting or handling equipment will be permitted to enter the exhibition hall for the removal of these heavy exhibits except those used by the Official Freight Forwarder.

To avoid congestion and to ensure smooth clearance at exit points, all exhibitors and contractors removing exhibits, equipment or materials are required to fill up removal chit (that must be endorsed by the Organiser) to be handed to the security officers before leaving the exhibition hall. Removal chits are obtainable from the Organiser at the site office.

No removal chit is needed if the Official Freight Forwarder removes your exhibits.

26. STAND CLEANING

The Organiser will arrange for the general cleaning of the exhibition hall and the floor of exhibition stands, free of charge, prior to the opening of the exhibition and after the exhibition closes daily. However, it is the responsibility of exhibitors to maintain their own stands in a tidy condition at all times. The cleaning contractors are not permitted to touch exhibits.

27. FURNITURE

While exhibitors may obtain furniture from any source they wish, a full range of items is available on rental from the Official Standbuilder.

Please ensure that nothing is left inside drawers or cabinets when furniture is returned to the contractor.

28. TEMPORARY MANPOWER

Requests for temporary manpower should be made using Form 4.

29. VISAS

Exhibitors are required to apply for visas to enter Pakistan where required. Visa can be obtained through Pakistan embassies / high commissions overseas.

Singapore passport holders are required to apply visas to enter Pakistan.

Holders of Indian and Taiwanese passports do please apply in person.

30. ORDER FORMS

All order forms have to be submitted to the respective parties indicated by the stipulated deadlines.

31. PUBLICITY

An extensive press and publicity campaign, employing almost every form of media and publicity outlet is planned in connection with the exhibition. Exhibitors are strongly urged to assist in this campaign by publicizing the exhibition in their own brochures, press releases and advertisements.

Exhibitors are requested to assist the Organiser by sending news concerning their products or activities relevant to their participation in this event.

31.1 Exhibitor's Catalogue Entry

The following information will be included in the Show Directory free-of-charge in respect of each participant in this event.

- Exhibiting company's name
- Booth / Stand number
- Exhibitor's address, telephone number and facsimile number
- Name and address of exhibitor's local agent, if any
- Name(s) of contact person(s)
- 100 words description of exhibits

Exhibitors should enter relevant information in Form 1 and 2.

31.2 Show Directory Advertising

In order to make the Show Directory as comprehensive as possible, exhibitors are encouraged to take advertisement pages on which to advertise their exhibits.

Full advertisement rates and technical data are provided in Form 3.

31.3 Show Directory Distribution

The Official Show Directory listing all exhibitors and their exhibits will be prepared and, in addition to being available to visitors, will be distributed to Government Offices, Associations, Chambers of Commerce, reference libraries and members of the press.

OPERATION SCHEDULE

BUILD-UP PERIOD	DATE	TIME
Official Standbuilder commences floor marking, electrical cable laying and carpeting.	April 12, 2009	1200 hours
Standbuilders may commence stand construction	April 13, 2009	0900 hours
Moving in of exhibits	April 13, 2009	1500 hours
All electrical fittings to be completed by	April 14, 2009	1500 hours
Exhibitors may check-in or register	April 14, 2009	1000 hours
All stands to be operational and exhibits on display	April 14, 2009	1700 hours

EXHIBITION DAYS	DATE	TIME
Opening Ceremony	April 15, 2009	To be confirmed
<u>Exhibition</u> * Trade & Professionals Only	15 ~ 18 April 2009	1000 - 1800 hours

DISMANTLING PERIOD	DATE	TIME
Packing of exhibits	April 19, 2009	After 1800 hours
Collection of rented items	April 19, 2009	1830 hours
Disconnection of all utilities	April 19, 2009	1830 hours
Dismantling of stands and fittings	April 19, 2009	1900 hours
Exhibits to be packed and removed by	April 19, 2009	1900 hours
Dismantling of stands and clearing of debris by	April 20, 2009	2000 hours

NOTE:

1. **The exhibition hall will be open for stand construction from 0800-2300 during the build-up period.**
2. During the exhibition period, exhibitors are permitted to enter the hall one hour before the opening and remain for not more than one hour after the exhibition closes to service their stands.
3. Exhibitors are advised to commence packing of their exhibits as soon as the exhibition ends on the last day. Special arrangements have to be made with the freight forwarder should packing be required for urgent shipment and usage.

ORDER FORMS CHECKLIST

Form	Contents	Remarks	Deadline
1	Listing in Show Directory	<i>Compulsory</i>	<i>March 15, 2009</i>
2	Product Listing in Directory	<i>Compulsory</i>	<i>March 15, 2009</i>
3	Advertising Space in Directory		<i>March 15, 2009</i>
4	Temporary Stand Personnel		<i>March 15, 2009</i>
5	Shell Scheme	<i>Compulsory</i>	<i>March 15, 2009</i>
6	Service Contractors	<i>Compulsory</i>	<i>March 15, 2009</i>
7	Service Contractor Passes	<i>Compulsory</i>	<i>March 15, 2009</i>
8	Electrical Orders		<i>March 15, 2009</i>
9	Furniture / Audio Visual Equipment Orders		<i>March 15, 2009</i>
10	Freight Instructions		<i>March 15, 2009</i>
11	Exhibitor Passes	<i>Compulsory</i>	<i>March 15, 2009</i>
12	Internet & Computer		<i>March 15, 2009</i>
13	Compressed Air		<i>March 15, 2009</i>

NOTE:

Please observe deadlines for all Form submissions to avoid unnecessary delay in the provision of the services requested.

A surcharge will be imposed for late order of rental forms.



FORM 1 (Page 1)
Free Listing in Directory
Submit by: March 15, 2009

Please fax or mail form(s) to:

Pegasus Consultancy (Pvt.) Limited
 2nd Floor, Business Centre, Mumtaz Hassan Road,
 Karachi-74000, Pakistan.
 Tel: (92-21) 111-734266
 Fax: (92-21) 241-0723
 E-mail: info@pegasusconsultancy.com

Company:	
Contact:	
Tel:	Fax:

Stand No:	(to be filled by Organiser)
Signature:	

LISTING IN DIRECTORY

The following details will be included in the catalogue without any charge

1. Main Exhibitor

Company Name: _____

Address : _____

Telephone: country code area code phone number

Facsimile: country code area code phone number

E-mail: _____ URL: _____

Contact Person: Mr. / Ms _____

2. Overseas principals or Local distributors / Representatives

Company Name: _____

Address : _____

Telephone: country code **area code** phone number

Facsimile: country code **area code** phone number

Email: _____ URL: _____

Contact Person: Mr. / Ms. _____



FORM 2
Free Listing in Directory
Submit by: March 15, 2009

Please fax or mail form(s) to:
 Pegasus Consultancy (Pvt.) Limited
 2nd Floor, Business Centre, Mumtaz Hassan Road,
 Karachi-74000, Pakistan.
 Tel: (92-21) 111-734266
 Fax: (92-21) 241-0723
 E-mail: info@pegasusconsultancy.com

Company:	
Contact:	
Tel:	Fax:

Stand No:	(to be filled by Organiser)
Signature:	

PRODUCT LISTING IN DIRECTORY

Exhibitors may wish to list all their products and / or services to be displayed. Please tick in the spaces provided. Kindly indicate under “Others” if the products are not listed. The Organiser will endeavor to list all items as indicated.

EXHIBIT PROFILE

A. Plastics		B. Printing	
1.	Bag Making	1.	Machinery & Accessories
2.	Blending	2.	Packaging Print & Process Systems
3.	Coating	3.	Printing Materials & supplements
4.	Extrusion	4.	Pre & Post-Printing Machinery & Equipment
5.	Film Blowing	5.	Coating
6.	Grinding, Heating	6.	Silk Screen Printing
7.	Injection Molding	7.	Envelope Making Machinery
8.	Marking	8.	Inks/Ink formulating systems
9.	Mould Making	9.	Ink/Feed & Ink Level Control devices for Inking Unit
10.	Palletizing	10.	Mailroom Equipment
11.	Resin & Resin Processing	11.	Knives/ Cutting Disks/ Scorers/ Slitters
12.	Waste Processing	12.	Filters
	Accessories/Auxiliary Equipment	13.	Numbering Units & Machines
13.	Accelerators, Auxiliary Equipment	14.	Light Sources
14.	Chemicals & Compounds	15.	Colour Measuring Equipment
15.	Colorimeters & Spectrophotometers	16.	Drying and Folding Machines
16.	Conveyor Belts	17.	Waste Paper Disposal
17.	Crushers & Mixers	18.	Compressors etc
18.	Dryers		
19.	Temp Controls & Chillers		
20.	Testing & Measuring		



FORM 3
Directory Booklet Advertising
Submit by: March 15, 2009

Please fax or mail form(s) to:

Pegasus Consultancy (Pvt.) Limited
 2nd Floor, Business Centre, Mumtaz Hassan Road,
 Karachi-74000, Pakistan.
 Tel: (92-21) 111-734266
 Fax: (92-21) 241-0723
 E-mail: info@pegasusconsultancy.com

Company:	
Contact:	
Tel:	Fax:

Stand No: (to be filled by Organiser)
Signature:

REQUEST FOR ADVERTISING SPACE IN DIRECTORY

We would like to confirm advertising in the directory as indicated below:

Advertising Position	Rate (US \$.)	Quantity	Total Cost (US \$)
Outside back cover <i>(four colour)</i>	550.00		
Inside front cover <i>(four colour)</i>	450.00		
Full page-run-of-page <i>(four colour)</i>	350.00		
Page facing inside back cover	450.00		
		TOTAL	

Technical Specifications

Booklet Bleed Size = 215mm x 140mm

Advertisement should be sent according to the paper size on Zip Disk/CD-ROM/Colour Separations, along with a print out (hard copy) of the advertisement.

Only special or matched second Colours which can be achieved by using the four-colour process are available. Mechanical requirements are the same as for four colour ads.

NOTE:

If advertising materials are not received by March 15, 2009, the Organiser reserve the right to charge the advertiser 100% as late processing surcharge of the proposed tariff rate.

While every effort will be made to accommodate specified positions, the Organiser reserve the right to allocates the page accordingly.

PLEASE ARRANGE WITH YOUR BANK FOR PAYMENT TO BE MADE BY T.T., DRAFTOR PAYORDER TO: Pegasus Consultancy (Pvt.) Ltd. Bank Alfalah Limited, Main Branch I.I Chundrigar Road, Karachi, Pakistan (for payment in Pak. Rs.). Branch code: **0005**. Account No.: **01358244** or (for payments in US \$) A/c #: **0005- 01804053** Sort/Swift Code: **ALFHPKKAMBK** . Kindly also fax payment details to Fax No. +92-21-2410723.

Orders without remittance will not be entertained
 All payments are Net of Bank Charges.

4. Additional charges are applicable for ads involving solid colours and metallic inks.

**FORM 5 (Page-2)**

Shell Scheme

Submit by:

March 15, 2009**Please fax or mail form(s) to:**

Pegasus Consultancy (Pvt.) Limited
2nd Floor, Business Centre, Mumtaz Hassan Road,
Karachi-74000, Pakistan.
Tel: (92-21) 111-734266
Fax: (92-21) 241-0723
E-mail: info@pegasusconsultancy.com

Section 2 BARE SPACE

If you are taking up 'Bare Space' or using your own stand building contractor for Shell Scheme Upgrading, please provide the following:

Please tick at the correct box

- We are taking Shell Scheme but are upgrading the interior
(Attached are 2 copies of design plans with layout of the display.)
- We are taking Bare Space
(Attached are 2 copies of sketch plans showing cross sections and elevations of proposed work on booth.)

Note:

A refundable Performance Bond of US\$ 100.00 per sqm up to a maximum of US\$ 5,000.00 must be paid to the PCL by the Non-Official Contractor. This is to ensure completion of works and thorough removal of all debris and to compensate for whatever damage done to the halls, exhibits, stands where applicable and also any unpaid electrical & furniture orders.

PLEASE ARRANGE WITH YOUR BANK FOR PAYMENT TO BE MADE BY T.T., DRAFT OR PAYORDER TO: Pegasus Consultancy (Pvt.) Ltd. Bank Alfalah Limited, Main Branch I.I Chundrigar Road, Karachi, Pakistan (for payment in Pak. Rs.). Branch code: **0005**. Account No.: **01358244** or (for payments in US \$) A/c #: **0005- 01804053** Sort/Swift Code: **ALFHPKKAMBK** . Kindly also fax payment details to Fax No. +92-21-2410723.

All payments are net of bank charges.



FORM 6
Service Contractors
Submit by: March 15, 2009

Please fax or mail form(s) to:

Pegasus Consultancy (Pvt.) Limited
 2nd Floor, Business Centre, Mumtaz Hassan Road,
 Karachi-74000, Pakistan.
 Tel: (92-21) 111-734266
 Fax: (92-21) 241-0723
 E-mail: info@pegasusconsultancy.com

Company:	
Contact:	
Tel:	Fax:

Stand No: (to be filled by Organiser)
Signature:

SERVICE CONTRACTORS

To facilitate a smooth operation of your participation in the fair, kindly specify which firms you have contracted for your stand construction, stand design, and exhibit forwarding services. This is to save you from being troubled unnecessarily with question by Organiser and to avoid any loss of time by contacting the person directly responsible.

Services	Company / Address	Contact
Stand Construction		Person:
		Tel:
		Fax:
Stand Design		Person:
		Tel:
		Fax:
Forwarding Services		Person:
		Tel:
		Fax:

NOTE:

Only the Official Freight Forwarder, Cargo link (Pvt) Ltd, will be allowed to operate lifting equipment within the exhibition site.

Exhibitors must inform their own transport agent to contact the Official Freight Forwarder for lifting and handling requirements on-site.



FORM 8 (Page 2)

Electrical Orders

Submit by:

March 15, 2009

Please fax or mail form(s) to:

Pegasus Consultancy (Pvt.) Limited
2nd Floor, Business Centre, Mumtaz Hassan Road,
Karachi-74000, Pakistan.
Tel: (92-21) 111-734266
Fax: (92-21) 241-0723
E-mail: info@pegasusconsultancy.com

PLEASE NOTE:

1. All prices are quoted in US\$ and they include approval fees, installation, power consumption and stand-by maintenance.
2. Any light box is charged according to the number of the tubes in each light box, using the lighting connection, whichever is applicable.
3. Check that your equipment can operate on the hall supply. Non-standard items will not be locally available. You should bring with you adapters or regulators, if necessary.
4. For special electrical requirements, please give details of your requirements on a separate page. A written quotation will be provided.
5. The Exhibitors (or their contractors) for all electrical requirements must submit 2 sets of preliminary drawings of the layout plans and schematic wiring diagrams for approval 30 days before the commencement of the actual installation.

PLEASE ARRANGE WITH YOUR BANK FOR PAYMENT TO BE MADE BY T.T., DRAFT OR PAYORDER TO: Exhibition Services (Pvt.) Ltd. Bank Alfalah Limited, Main Branch I.I Chundrigar Road, Karachi, Pakistan (for payment in Pak. Rs.). Branch code: **0005** .Account No.: **01358417** or (for payments in US \$) A/c #: **0005-01804064** Sort/Swift Code: **ALFHPKKAMBK**. Kindly also fax payment details to Fax No. +92-21-2410723.

Orders without remittance will not be entertained
All payments are Net of Bank Charges.

• Till March 14, 2009	-	Normal Price
• From March 15, 2009	-	100% Surcharge



FORM 9

Furniture/AV Equipment Orders

Submit by:

March 15, 2009

Please fax or mail form(s) to:

Pegasus Consultancy (Pvt.) Limited
 2nd Floor, Business Centre, Mumtaz Hassan Road,
 Karachi-74000, Pakistan.
 Tel: (92-21) 111-734266
 Fax: (92-21) 241-0723
 E-mail: info@pegasusconsultancy.com

Company:	
Contact:	
Tel:	Fax:

Stand No: (to be filled by Organiser)
Signature:

RENTAL OF FURNITURE ORDERS

Please indicate your requirements as per specification below:

Items	Unit Cost(US \$)	Qty	Amount (US \$)
Easy arm chair	10.00		
Information Counter	30.00		
Lockable Counter	40.00		
Showcase, low	40.00		
Showcase, high	60.00		
Round table	8.00		
Potted plant	8.00		
Waste paper basket and ashtray	8.00		
21" TV with DVD Player	100.00		
Folding Chair	8.00		
Literature Rack	16.00		
Plasma TV 42 ' Inch (Per Day)	100.00		
		TOTAL	

PLEASE ARRANGE WITH YOUR BANK FOR PAYMENT TO BE MADE BY T.T., DRAFT OR PAYORDER TO: Exhibition Services (Pvt.) Ltd. Bank Alfalah Limited, Main Branch I.I Chundrigar Road, Karachi, Pakistan (for payment in Pak. Rs.). Branch code: **0005** .Account No.: **01358417** or (for payments in US \$) A/c #: **0005- 01804064** Sort/Swift Code: **ALFHPKKAMBK**. Kindly also fax payment details to Fax No. +92-21-2410723.

Orders without remittance will not be entertained
 All payments are Net of Bank Charges.



FORM 10(Page 1)

Freight Instructions

Submit by:

March 15, 2009

Please fax or mail form(s) to:

CARGO LINK (Pvt) Ltd

Room # 312, 3rd Floor Business Centre

Mumtaz Hassan Road, Karachi, Pakistan.

Phone : (92-21) 2417933, Ext: 325

Fax : (92-21) 2410662

E-mail : affan@cargolink.com.pk / naveed@cargolink.com.pk / ajmal@cargolink.com.pk

Company:	
Contact:	
Tel:	Fax:

Stand No: (to be filled by Organiser)
Signature:

FREIGHT INSTRUCTION:

We advise and instruct CARGO LINKS (Pvt) Ltd, the Official Onsite Freight Forwarder and Onsite Contractor that we shall be using the services of:

Company: _____
 Contact Person: _____ Tel: _____ Fax: _____

1. DEADLINE FOR DOCUMENTS

Receipt of documents for air freight : **1 April 2009**
 Arrival of air freights consignments : **8 April 2009**
 Arrival of sea freight consignments : **6 April 2009**

2. ON SITE HANDLING

The exhibitor may deliver only exhibits, which can be hand-carried by one person. The Official Freight Forwarder must handle those requiring mechanical assistance on site. Please indicate the positions on the reverse of this form.

3. CONSIGNMENT INSTRUCTIONS

All exhibition goods dispatched either by Seafreight, land route, must be consigned 'Freight Prepaid' as follows:

Consignee: Pegasus Consultancy Pvt Ltd
 <Name of Exhibitor>
 For: *Plasti & Pack Pakistan 2009*
 C/o Cargo Link (Pvt) Ltd
 Room # 312, 3rd Floor, Business Centre
 Mumtaz Hassan Road, Karachi
 Phone: (92) 21 2417933, Ext: 325
 Fax: (92) 21 2410662
 Contact: Mr. Syed Affan Ali / Mr. Naveed Khan / Mr. Ajmal Jamal Syed
 Email: affan@cargolink.com.pk / naveed@cargolink.com.pk / ajmal@cargolink.com.pk

All documents such as the Bill of Lading / A W B must show the consignee as indicated above. (A 5% outlay commission will be imposed on all 'Freight collect')



FORM 10 (Page 2)
Freight Instructions
Submit by: March 15, 2009

Please fax or mail form(s) to:

CARGO LINK (Pvt) Ltd
 Room # 312, 3rd Floor Business Centre
 Mumtaz Hassan Road, Karachi, Pakistan.
 Phone : (92-21) 2417933, Ext: 325
 Fax : (92-21) 2410662
 E-mail : affan@cargolink.com.pk / naveed@cargolink.com.pk

Company:
Contact:
Tel: Fax:

Stand No: (to be filled by Organiser)
Signature:

4. INSURANCE

It is the responsibility of each exhibitor to cover for Transport Insurance during the exhibition and the return of the exhibits to domicile, including the period the exhibits are handled by us and also ensure that Transport Insurance is arranged for exhibits sold locally.

As our tariff is computed on the basis of volume or weight and have no correlation with the value of exhibits, it follows that the cost of insurance cover is not included in our charges, and exhibitors shall ensure that there is adequate insurance coverage for their goods, and such insurance shall include a waiver of subrogation against Cargo Link (Pvt) Ltd and its agents/sub-contractors.

5. POSITIONING OF EXHIBITS

Exhibitors are requested to show, in the space provided below, the processed layout of exhibits within the allocated stand area. Special attention should be drawn to the location of heavy and bulky exhibits as well as to the locations of the utility services necessary. Exhibitors are reminded that the Official Freight Forwarder must carry all necessary packing, unpacking, transportation, setting up and removal of exhibits within the EXHIBITION HALLS.

NOTE: No space is available on site for the storage of boxes and repacking materials.

Plan of Booth

Left	Back of Stand																Right		
Left	Aisle																Right		



FORM 12

Internet & computer Orders

Submit by:

March 15, 2009

Please fax or mail form(s) to:

Pegasus Consultancy (Pvt.) Limited
 2nd Floor, Business Centre, Mumtaz Hassan Road,
 Karachi-74000, Pakistan.
 Tel: (92-21) 111-734266
 Fax: (92-21) 241-0723
 E-mail: info@pegasusconsultancy.com

Company:	
Contact:	
Tel:	Fax:

Stand No: (to be filled by Organiser)
Signature:

RENTAL OF INTERNET AND COMPUTER ORDERS

Please indicate your additional requirements for internet and personal computer other than those entitled.

Qty	Item	Unit Cost (US \$)	Amount (US \$)
	Internet (DSL 128 kbps)	\$ 300	
	Personal Computers	\$ 100	
		Total	

PLEASE ARRANGE WITH YOUR BANK FOR PAYMENT TO BE MADE BY T.T., DRAFT OR PAYORDER TO: Exhibition Services (Pvt.) Ltd. Bank Alfalah Limited, Main Branch I.I Chundrigar Road, Karachi, Pakistan (for payment in Pak. Rs.). Branch code: 0005 .Account No.: 01358417 or (for payments in US \$) A/c #: 0005-01804064 Sort/Swift Code: ALFHPKKAMBK. Kindly also fax payment details to Fax No. +92-21-2410723.

Orders without remittance will not be entertained
 All payments are Net of Bank Charges.



Form 13

Compressed Air

To Submit By:

March 15, 2009

Please fax or mail form(s) to:

Pegasus Consultancy (Pvt.) Limited
 2nd Floor, Business Centre, Mumtaz Hassan Road,
 Karachi-74000, Pakistan.
 Tel: (92-21) 111-734266
 Fax: (92-21) 241-0723
 E-mail: info@pegasusconsultancy.com

Company:	
Contact:	
Tel:	Fax:

Stand No: (to be filled by Organiser)
Signature:

REQUEST FOR COMPRESSED AIR

Compressed air can be provided on request. Exhibitors requiring this service should tick the requisite column.

Compressed Air _____

For 1 Hp to 6 Hp the compressor rates are US\$ 340.00 for each compressor.

We need Compressed Air at the location shown in the layout plan.

NOTE:

- Please indicate the location of exhibit requiring the air with on the ground plan or special design Plan (see form No 10)
- Price to be quoted will include power supply and consumption.
- All compressors must be located outside the hall.

PLEASE ARRANGE WITH YOUR BANK FOR PAYMENT TO BE MADE BY T.T., DRAFT OR PAYORDER TO: Exhibition Services (Pvt.) Ltd. Bank Alfalah Limited, Main Branch I.I Chundrigar Road, Karachi, Pakistan (for payment in Pak. Rs.). Branch code: **0005** .Account No.: **01358417** or (for payments in US \$) A/c #: **0005-01804064** Sort/Swift Code: **ALFHPKKAMBK**. Kindly also fax payment details to Fax No. +92-21-2410723.

**All payments are Net of Bank Charges
 Please be informed that ORDERS WITHOUT REMITTANCES WILL NOT BE ENTERTAINED.**