

# **INFORMATION & ORDER MANUAL**



**P O G E E ~ 2010**

**8<sup>th</sup> International Exhibition for the  
Energy Industry**

**19 ~ 22 May 2010**

**Karachi Expo Centre**

**1000hrs – 1800hrs**

**Organiser  
Pegasus Consultancy (Pvt) Ltd**



This Exhibitor's Information and Order Manual is specially prepared by the Organizers, **Pegasus Consultancy (Pvt.) Ltd.** to assist exhibitor's participation in **P O G E E-2010**.

Exhibitors are requested to read the manual carefully and thoroughly to familiarize with the procedures of the event.

To ensure that you receive your extra fittings, furniture and electric items, exhibitors must adhere strictly to the deadlines scheduled for such orders.

While every effort will be made to maintain the procedure and rates quoted in this manual, they may vary in accordance with any change and fluctuation on the costs of labor or materials occurring prior to the exhibition which may be beyond the control of the Organizers.

Should you need further information or assistance, please contact the Organizers immediately.

We look forward to the pleasure of welcoming you in **POGEE -2010**.

Yours sincerely,

**Wg Cdr. (Retd.) Shahzad  
G. M. Operations**

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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

#### ➤ Event

**P O G E E: 2010**

**Venue: Karachi Expo Centre**

### 2. DATES AND EXHIBITION HOURS

May 19, 2010, Wednesday	:	1000 hours – 1800 hours
May 20, 2010, Thursday	:	1000 hours – 1800 hours
May 21, 2010, Friday	:	1000 hours – 1800 hours
May 22, 2010, Saturday	:	1000 hours – 1800 hours

### 3. VISITORS ADMISSION

The exhibition is open to trade and professional visitors of the industry by invitation and registration only.

### 4. THE ORGANIZER

**Pegasus Consultancy (Pvt.) Ltd (PCL)**

2<sup>nd</sup> floor, Business Centre, Mumtaz Hassan Road, Karachi-74000, Pakistan

Tel: +92-21 111-734-266, Fax: +92-21 3241-0723

E-mail: [info@pogee.com.pk](mailto:info@pogee.com.pk)

Website: [www.pogee.com.pk](http://www.pogee.com.pk)

Contact person: Ms. Qudsia Rafique / Mr. Abdul Wahab / Mr. Umair Zaheer /

E-mail: [qudsia@pegasus.com.pk](mailto:qudsia@pegasus.com.pk) / [abdulwahab@pegasus.com.pk](mailto:abdulwahab@pegasus.com.pk) / [zaheer@pegasus.com.pk](mailto:zaheer@pegasus.com.pk)

Mr. Rehan Rizvi / Ms. Uzma Sheikh

[rehanrizvi@pegasus.com.pk](mailto:rehanrizvi@pegasus.com.pk) / [uzmasheikh@pegasus.com.pk](mailto:uzmasheikh@pegasus.com.pk)

### 5. OFFICIAL CONTRACTORS / AGENCIES

For all queries of octonom or standard shell schemes and customized design, please refer to operation department.

#### 5.1 Stand Builder

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

**Exhibition Services (Pvt) Ltd. (ESL)**

3<sup>rd</sup> floor, Business Centre, Mumtaz Hassan Road

Karachi\_74000, Pakistan.

Tel :(+92 21) 3241 8551, 3241 8534 Fax: +92-21 3241-0723

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

Email: [saif@pegasus.com.pk](mailto:saif@pegasus.com.pk) / [tahir@pegasus.com.pk](mailto:tahir@pegasus.com.pk) / [fawad@pegasus.com.pk](mailto: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. REGISTRATION OF CONTRACTOR STAND PERSONNEL

PCL will construct the standard shell booths for the Exhibition. For exhibits under the Shell Scheme, the official stand builders can carry out stand fitting works. For exhibits other than those under the Shell Scheme, the Exhibitor can carry out stand construction works by the official stand builders or by an outside Contractor appointed by the Exhibitor. Prior approval of such a contractor should have been acquired from the Organizer not later than April 19, 2010. Details of the contractor should be entered in Form No. 6 & 7. The Outside Contractor will be required to pay a refundable bond of US\$ 100.00 per square meter to a maximum of US\$ 5,000.00 to the Organizer. Passes permitting contractors and their workmen to enter the exhibition halls during the build-up and dismantling periods, for the purpose of construction and dismantling, will be issued only upon application to the Organizer. This is to ensure completion of works, complete removal of all debris and to cover any damage that may be done by the Contractor to the exhibition hall, exhibits and stands. For logistical and security reasons, all exhibitors are encouraged to contact the Organizers for their exhibition needs.

### 6.1.1 Non-Official Stand Builders

Pegasus Consultancy also permits transactions between exhibitors and other outside Contractors. However, in such cases, quite a few problems (outside of our control) do arise – inconveniencing both exhibitors and Organizer. Organizers therefore need to regulate outside contractors as follows:

- All outside contractors need approval from PCL before they can construct any stalls.
- In case an exhibitor appoints an outside contractor, the name of later should be forwarded to PCL as soon as possible by filling in form No. 6 no later than 30 days prior to official date to begin construction of the stand. Approval or rejection by PCL would be informed to both exhibitors and his outside contractor within ten working days from receipt contractor details.

### 6.1.2 Rules & Regulations For Non-Official Stand Builders

- Such contractors must never be negligent or cause serious damage to exhibits. They must never have been 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 *performance bond deposit* not later than April 19, 2010, (to cover any damages arising from construction work in the hall) in the amount of **US\$ 100 per sqm to a maximum of US\$ 5,000** to PCL. This amount deposited as performance bond by the non-official contractors will be refunded as soon as possible after clearance from PCL for no damages (of any kind) to the building and premises.
- Need to send a supervisory staff to meetings with organizer from the official standbuilder at least once.
- Need to station a staff with communications equipment from the start of the construction until clearance of booths 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 in the exhibition only to the Official Stand Contractor and the approved non-official contractors. No one else is permitted into the building 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 select services from the other non-official contractors available on hand.

## **6.2 Official Freight Forwarder**

The Organizer has appointed Cargo Link (Pvt) Ltd, to perform all the onsite-handling services for the exhibition. The official Freight Forwarder have a full range of mechanical lifting & handling equipment and skilled supervisors & manpower to be present throughout the move in and move-out periods.

All exhibitors (or their forwarding agents) are to utilize the services of the appointed on-site handling agent. No other forwarding agents will be allowed to handling exhibits with their own lifting and handling equipment. This is to allow for a safe and secure co-ordination and control of exhibition material/exhibit movements within the confines of the exhibition site. It is also to minimize any risk of damage to the exhibits/exhibition stands, as well as the exhibition hall itself.

To avoid unnecessary problems during customs clearance, we would strongly advise all exhibitors to adhere to the following procedures and use the official Freight Forwarder or those agents recommended by us.

### ***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](mailto:affan@cargolink.com.pk) / [naveed@cargolink.com.pk](mailto:naveed@cargolink.com.pk) /  
[ajmal@cargolink.com.pk](mailto:ajmal@cargolink.com.pk)

Mobile : +92 300 8256758 / +92 321 3899731 / +92 321 3899729

Tel : +92 21 32417933, Ext : 325

Fax : (92) 21 32410662

The scope of services includes the following:

- Clearance of documents from all concerned agencies.
- Arrangement of road transportation to exhibition site.
- 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-out of exhibits out of the halls.
- Loading of exhibits onto trucks at the exhibition site.
- Arrangement of road transportation from exhibition site to port of departure.

### **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 May 2010
Sea Freight	- 1 Original and 3 copies of Invoice / Packing List - 1 Original and 2 Copies Of Lading	10 May 2010

Air Freight	- 1 Original and 3 copies of Invoice / Packing List - 1 Original and 2 Copies Of Lading	12 May 2010
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**Consignment Deadlines:**

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

Sea freight	- 10 May 2010
Air freight	- 12 May 2010
Films & video tapes, slides	- 01 May 2010

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

(a) Sea freight consignment arriving after

- 10 May 2010 - 25% Surcharge

(b) Airfreight consignment arriving after

- 12 May 2010 - 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: POGEE *Pakistan 2010*  
C/o Cargo Link (Pvt) Ltd  
Room # 312, 3<sup>rd</sup> Floor, Business Centre  
Mumtaz Hassan Road, Karachi  
Phone: (92) 321 2417933, Ext: 325  
Fax: (92) 21 32410662  
Contact: Mr. Syed Affan Ali / Mr. Naveed Khan/ Mr. Ajmal  
Jamal Syed  
Email: [affan@cargolink.com.pk](mailto:affan@cargolink.com.pk) /  
[naveed@cargolink.com.pk](mailto:naveed@cargolink.com.pk) [ajmal@cargolink.com.pk](mailto: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 POGEE PAKISTAN 2010 EXHIBITION IN KARACHI,

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 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 35864848 – 35864949 Fax: (92) 21 5870652

Email: [info@rakaposhi.com.pk](mailto:info@rakaposhi.com.pk)

Contact: Mr. Khaqan

## 7. EXHIBITION HALL SPECIFICATIONS

		<b>HALL 4,5 &amp; 6</b>
<b>A</b>	<b>Floor Area</b>	9698.4 Sqm
<b>B</b>	<b>Kind of Floor</b>	Concrete
<b>C</b>	<b>Floor Strength</b>	N.A
<b>D</b>	<b>Ceiling Height</b>	2.7m - 7m (max height for stand is 4.5m)
<b>E</b>	<b>Freight Doors</b>	<b>Hall 4 – 7.5 (W) x 5.4 (H)</b> <b>Hall 5 – 4.9 (W) x 6.7 (H)</b> <b>Hall 6 – 4.9 (W) x 6.7 (H)</b>
<b>F</b>	<b>Electrical Load</b>	220V/50hz Single Phase 380V/50hz Three Phase
<b>G</b>	<b>Compressed Air</b>	Available

## RULES AND REGULATIONS

The rules and regulations stipulated are for security and safety reasons. Exhibitors and contractors must observe the rules and regulations to ensure a smooth operation.

### 8. REGISTRATION OF EXHIBITOR STAND PERSONNEL

For the convenience and easy movement of exhibitors, passes will be issued for use throughout the exhibition period. Passes will be issued free-of-charge to each exhibitor and details of staff manning the stands should be entered in Form No. 11.

For security reasons, exhibitors are requested to wear the passes throughout the exhibition period.

### 9. STAND - FITTING REGULATIONS

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

#### Regulations for Exhibitors Renting Standard Shell Booths

- 9.1 Exhibitors are not allowed to paint on the walls of each booth. In case certain accessories including stickers need be affixed on those surfaces, please contact the Organizer for services.
- 9.2 Nailing, draping or hangings of materials (of all kinds) are **Not Allowed** on the standard booths or on any structure of the main building.
- 9.3 No suspensions are to be made from the ceiling of the exhibition halls, nor may any fixing be made to the floor, walls or any part of the building.
- 9.4 All electrical requirements including light connections and socket points must be ordered from the ORGANIZER.

#### Regulations for Exhibitors Renting Indoor Raw Space Only

Exhibitors who are renting raw space may have their Stands constructed by approved non-official contractor under following rules (Please see also details in item 6.1.2 regarding Rules & Regulations for non-official stand builders).

- 9.5 No structure may exceed the height of 4 meters for the hall, unless approved by the Organizer.
- 9.6 No form of ceiling is allowed to be structured to the stands unless the Organizer has granted approval.
- 9.7 Exhibitors may construct their own stand or exhibition raw space but the name of your company and booth number must be clearly shown. If they are not present at the time of exhibition, PCL reserves the right to install them for you in a manner deemed appropriate by us. All expenses so incurred will be levied on the exhibitors.
- 9.8 Exhibitors are held responsible for any damage caused by their "Approved non-official contractors". Therefore, the former are also required to supervise construction workers to comply with rules set by PCL.

- 9.9 Exhibitors are required to send two copies of fully dimensioned drawings showing the proposed design of the stand, and plans for electricity connections to PCL within the time period specified in the exhibitor manual i.e. 30 days before the exhibition date. PCL will approve or reject such proposals within 15 days. The Organiser reserves the right to demand amendment against 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, PCL may refuse issuance of construction permits. However, your alternative is to choose our standard booths instead, or you may contact the official stand builders to construct your booths.
- 9.10 The floor within a booth needs to be covered with a carpet or other appropriate furnishing.
- 9.11 For safety reasons, PCL requires exhibitors to use the services only from the Organiser for electrical installation. Exhibitors are prohibited both from installing their own lighting and from diversion of electricity designated for other machinery to use for lighting purposes.
- 9.12. Exhibitors are not allowed to airbrush nor to weld metals within the exhibition halls. Please refrain from sawing wood and other construction activities, which cause dust or disturbance to nearby exhibitors.

## **10. SHELL SCHEME PACKAGE - SPECIFICATIONS**

- 10.1 Rear and Dividing walls – 2.44 m 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 Organiser to suspend panels, signs, etc from the top of the walls.
- 10.2 Fascia 30-cm height and 3 meters long to the underside, on each open frontage, comprising aluminum frame. Fascia will carry the exhibitor's name and stand number.
- 10.3 Electrical fitting and furniture – One 5 amp, power point, three 100W spotlights, three chairs, one information counter and one round table.
- 10.4 Carpet will be laid direct to the floor. Any change to the type or colour of the floor covering provided, must be by prior negotiation with the Organizers. The exhibitor concerned will pay any additional cost incurred.
- 10.5 The Organiser will give no financial credit for any standard carpet not used.
- 10.6 An exhibitor occupying corner has an option to have side panels replaced by Fascia board, complete with company's name at no extra cost.

## **11. ELECTRICAL WORKS & ELECTRICAL SUPPLY**

Lighting, lighting mains power plugs, power mains are available as provided in the Exhibitor Manual. Whenever the Exhibitor requires any electrical works to be completed, the Organiser will get the work done through the Electrical Contractor appointed by the Organiser. He shall only carry out connections with the exhibits. The Exhibitor shall bear the cost of all such electrical work.

## **12. ELECTRICAL SUPPLIES**

General hall lighting will be provided by PCL, as Organiser.

- 12.1 The stand supplies of electricity current available for use on stands at the exhibition are:

- 12.1.1 Single phase AC 220V / 50 Hz and three phases with neutral AC 400V / 50 Hz with a fluctuation of approximately 10% (see form 8). Exhibitors whose equipments are particularly sensitive should arrange for stabilizers.
- 12.2 All electrical motors must have independent automatic protection against excessive current surge. The following starter systems should therefore be used:
- 12.2.1 Direct on line - Up to 5HP
  - 12.2.2 Star-Delta 5 to 25 HP
  - 12.2.3 Autotransformer above 25 HP
- 12.3 Power supplies 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.
- 12.4 Exhibitors who require 24 hours electricity supply for their specific requirements should inform PCL accordingly in writing.
- 12.5 The three 100W spotlights and a 5 Amp fused socket point, which is included in the shell scheme package, are provided with electricity supply.
- 12.6 Cost of electricity consumption is inclusive in all items offered in Form No. 8.
- 12.7 All electrical installations must conform strictly to the required standards of safety regulations without any exception.

### **13. ELECTRICAL INSTALLATION**

- 13.1 All prices quoted are at concessional rates. We recommend the exhibitors make full use of the services provided for their convenience, which include on-site service throughout the exhibition.
- 13.2 All electrical power supplies must be carried and installed by the Organizer without exception. Non professional or unauthorized electricians are prohibited in the exhibition premises.
- 13.3 Exhibitors or their contractors who wish to bring in their special light fittings for use on their stand must apply prior approval from the Organizers before the stipulated deadline, which is stated on the order Form No. 8. Applicants must submit the following requirements when applying.
- 13.3.1 Specifications and its rating in watts / unit of the light fitting.
  - 13.3.2 Total units to be installed.
  - 13.3.3 Layout line drawings of the electrical installations.
  - 13.3.4 Names and identity cards / passport numbers of the attending electrical personnel.
- 13.4 All socket points must be ordered from the Organiser in order Form No. 8, otherwise, no socket points are allowed in exhibitor's booths / stands.
- 13.5 Any illegal connections / adaptations found will be disconnected without prior notice. This will also include multi-outlet adaptors. Extensions from the socket point are strictly prohibited.

- 13.6 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 PCL.
- 13.7 Exhibitors who apply for 'Space only' special design must submit their electrical order together with their layout plan before the deadline.
- 13.8 All electrical orders after the deadline will be subjected to:
- 13.8.1 Availability of electrical fittings and power supplies.
  - 13.8.2 A surcharge of 100% for orders on-site after 19 April, 2010.
- 13.9. PCL reserves the right to disconnect the electrical supply to any installations, which in the opinion of electrical consultants, is deemed dangerous or likely to cause annoyance to visitors or other exhibitors.

## **14. PHOTOGRAPHY**

All photographic rights for the exhibition are reserved with the Organiser. Photography during the Exhibition shall only be carried out by the Official Photographers appointed by the Organiser. Exhibitor wishing to make their own arrangements for photographing their exhibits must obtain the permission of the Organiser whose permission shall not be unreasonably withheld.

## **15. EXHIBIT CLEANING**

The Exhibitor must make arrangements for its exhibit to be kept presentable clean and free from accumulated rubbish, to the satisfaction of the Organiser. All materials for disposal as waste must be deposited in the areas designated by the Organiser.

## **16. CANCELLATION**

Except as otherwise provided herein no refund will be made of any money paid to Organiser in the event of the Exhibitor deciding not to participate and /or decreasing his participation in the Exhibition. If the Exhibitor decided to cancel their participation or decrease the space on or before April 19, 2010, the Exhibitor is liable to pay 50% of the total area cost, If the exhibitor decides to cancel or decrease his participation after April 19, 2010, the Exhibitor is liable to pay 100% of the total area cost.

## **17. DILAPIDATION**

PCL, in conjunction with the TDAP will inspect the exhibition halls before build-up and after teardown 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 agent's contractors or any person or persons employed or engaged on their behalf by such agents or contractors.

Exhibitors occupying Shell Scheme 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 or persons employed or engaged on their behalf by such agents or contractors. The cost of making good any damage will be assessed by the Organiser and charged to the exhibitor or subtracted from the performance bond posted by nominated contractors.

## SITE OPERATIONS

### 18. DELIVERY OF EXHIBITS

Exhibits should not be sent to the exhibition halls until the stand is sufficiently readied to receive them. The exhibitor and / or his representative must be present at the stand to accept delivery. PCL will not accept responsibility for delivery on behalf of any exhibitor, nor will PCL 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 our 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 halls. 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.

### 19. 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. Only Official Freight Forwarder may deliver goods to the exhibition halls, for delivery to the booth. If the exhibit is particularly sensitive, the Non Official Freight Forwarder making delivery on behalf of Exhibitor, 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 site during the exhibition and the move-in and move-out periods.

### 20. OPERATION OF STANDS

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

In particular, audio / visual display equipment must be positioned and the sound levels so adjusted as to comply with the requirement.

All activities of the exhibitors and their staff must be confined to the stand / site allocated. No advertising or canvassing for business may not take place elsewhere in the exhibition halls, nor may staff recruiting be carried out during the exhibition, other than the search for local agencies for the sale of their products.

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

## **21. STORAGE AND WASTE MATERIALS**

PCL 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 or debris. At the end of each day, exhibitors are responsible for seeing that their contractors remove unwanted materials from the exhibition halls/exhibition site.

## **22. REMOVAL OF EXHIBITS / REMOVAL CHITS**

Personal property and portable exhibits or hand-carried items may be removed from the exhibition halls after closing hours on the final day of the exhibition. While PCL 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 mechanical assistance will commence at 1830 hours on **22 May, 2010** as well as dismantling of stand fittings and electrical installations. No mechanical lifting or handling equipment will be permitted to enter the exhibition halls for 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 a removal chit (that must be endorsed by the Organiser) to be handed to the security officers before leaving the exhibition halls. Removal chits are obtainable from the Organizer's office on-site.

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

## **23. STAND CLEANING**

PCL will arrange for the general cleaning of the exhibition halls 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 the exhibitors to maintain their own stand in a tidy condition at all times. The cleaning contractors are not permitted to touch exhibits.

## **24. FURNITURE**

A full range of items is available on rental basis from the ORGANIZER. Please submit your requirements on Form No. 9.

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

## **25. INTERNET SERVICE**

Exhibitor may call for an Internet connection on rental payment. Orders can be processed through PCL.

## **26. BUSINESS CENTRE SERVICES**

A Business Centre will be set up within the Karachi Expo Centre premises. Services available are secretarial service, fax service, photocopying service.

## **PUBLICITY SERVICES**

### **27. PUBLICITY**

An extensive press and publicity campaign, employing almost every form of media and publicity outlet is planned in connection with **P O G E E 2010**. Exhibitors are strongly urged to assist in this campaign by publicizing the exhibition / conference in their own brochures, press releases and advertisements.

Regular press releases based on materials supplied by exhibitors will form part of a press campaign calculated to achieve the widest possible editorial and news coverage.

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

The Exhibitor may distribute, only within the confines of its stand, handbills or other printed advertising matter with respect to its Exhibit. The Organiser reserves the right to prohibit the distribution of any advertising material for any reason whatsoever.

#### **27.1 Exhibitor's Catalogue Entry**

The following information will be included in the catalogue free-of-charge in respect of each participant.

- 27.1.1 Exhibiting company's name
- 27.1.2 Booth / Stand number
- 27.1.3 Exhibitor's address, telephone number and facsimile number
- 27.1.4 Name and address of exhibitor's local agent, if any
- 27.1.5 Names of contact persons
- 27.1.6 100 words description of exhibitor

Exhibitors should enter relevant information in Form No. 1.

#### **27.2 Catalogue Classified Lists of Exhibits**

Exhibitors are requested to classify their products and / or services in Form No. 2.

This classified list of exhibits is a useful source for quick reference by trade buyers. Every effort will be made to list all products and / or services displayed by exhibitors.

#### **27.3 Directory Advertising**

In order to make the directory as comprehensive as possible, exhibitors are encouraged to take advertisements page on which to advertise their exhibits.

Full advertisement rates and technical data are provided in Form No. 3.

## **27.4 Directory Distribution**

The Official 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.

## **28. ORDER FORMS**

All order forms have to be submitted to the Organizer by the stipulated deadlines:

**April 19, 2010: All of the Forms.**

## IN-HALL OPERATION SCHEDULES

	<b>BUILD-UP PERIOD</b>	<b>DATE &amp; TIME</b>
1	Official Stand Builder commences floor marking, electrical cable laying and carpeting	May 16, 2010 0900 hours
2	Non-official Stand Builders may commence stand construction	May 17, 2010 0900 hours
3	Exhibitors may check in or register	May 17, 2010 1500 hours onwards
4	Moving in of exhibits	May 17, 2010 1500 hours
5	All electrical fittings to be completed	May 18, 2010 1000 hours
6	All stands to be operational and exhibits on display	May 18, 2010 1700 hours

	<b>DISMANTLING PERIOD</b>	<b>DATE &amp; TIME</b>
1	Packing of exhibits begins	May 22, 2010 1800 hours
2	Disconnection of all utilities	May 22, 2010 1800 hours
3	Collection of rented items from stands	May 22, 2010 1800 hours
4	Dismantling of shell stands and fittings by official contractor	May 22, 2010 2000 hours
5	Dismantling of other stands and fittings commences from	May 23, 2010 0900 hours
6	Exhibits to be packed and removed from hall by	May 23, 2010 1900 hours
7	Dismantling of stands and debris removal to complete by	May 23, 2010 2200 hours

**NOTE:**

- 1. The exhibition hall will be open for stand construction from 0900-2300 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.

❖ Opening Ceremony is by invitation only.

## ORDER FORMS CHECKLIST

Form	Contents	Deadlines
1	Free Listing in Catalogue	April 19, 2010
2	Product Listing	April 19, 2010
3	Catalogue Booklet Advertising	April 19, 2010
4	Temporary Stand Personnel	April 19, 2010
5	Shell Scheme	April 19, 2010
6	Service Contractors	April 19, 2010
7	Service Contractor Passes	April 19, 2010
8	Electrical Orders	April 19, 2010
9	Furniture/AV Equipment Orders	April 19, 2010
10	Freight Instructions	April 19, 2010
11	Exhibitor Badge Request	April 19, 2010
12	Internet & Computer Orders	April 19, 2010
13	Compressed Air	April 19, 2010

**ATTENTION:**

Please observe deadlines for all order forms submission to avoid unnecessary delay in the provision of the services requested. All the Forms have to be submitted by April 19 , 2010,

*A surcharge will be imposed for late order of rental items.*



**FORM 1 (Page 1)**

Free Listing in Directory

Submit by:

**April 19, 2010**

**Please fax or mail form(s) to:**

Pegasus Consultancy (Pvt.) Limited  
 2<sup>nd</sup> Floor, Business Centre, Mumtaz Hassan Road,  
 Karachi-74000, Pakistan.  
 Tel: (92-21) 111-734266  
 Fax: (92-21) 3241-0723  
 E-mail: [info@pogee.com.pk](mailto:info@pogee.com.pk)

Company:	
Contact:	
Tel:	Fax:

Stand No: (to be filled by Organizers)
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:

**April 19, 2010**

**Please fax or mail form(s) to:**

Pegasus Consultancy (Pvt.) Limited  
 2<sup>nd</sup> Floor, Business Centre, Mumtaz Hassan Road,  
 Karachi-74000, Pakistan.  
 Tel: (92-21) 111-734266  
 Fax: (92-21) 3241-0723  
 E-mail: [info@pogee.com.pk](mailto:info@pogee.com.pk)

Company:	
Contact:	
Tel:	Fax:

Stand No: (to be filled by Organizers)
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 Organizers will endeavor to list all items as indicated.

**EXHIBIT PROFILE**

**OIL & GAS**

	1	Abrasives		90	Non-Destructive testing
	2	Access Platforms		91	Offshore Construction
	3	Acidising		92	Oilfield Equipment & Services
	4	Air Tools		93	Offshore Vessels
	5	Alarm Systems		94	Oil Companies
	6	Anchors		95	Oil Well Equipment / Services
	7	Anti-Corrosion		96	Oil Sludge Treatment
	8	Ball Valves		97	Paints / Coatings
	9	Barges		98	Petrochemical Products / Services / Technology
	10	Batteries		99	Pigging
	11	Bearings		100	Pipes
	12	Bits		101	Pipe Laying
	13	Boilers		102	Pipelines / Services / Equipment
	14	Bunkering		103	Platforms
	15	Burners		104	Plug Valves
	16	Butterfly Valves		105	Plugging
	17	Cable & Accessories		106	Pollution Control Equipment
	18	Cable Trays		107	Portable and Fixed Buildings
	19	Calibration		108	Power Systems / Supplies / Generation
	20	Casing / Tubing		109	Power Tools
	21	Catering		110	Predictive Maintenance Systems

	22	Cathodic Protection		111	Pressure Testing Systems / Instruments
	23	Cementing / Grouting		112	Pressure Vessels
	24	Certification		113	Process Plant / Technology
	25	Chemicals / Mud / Minerals		114	Production Equipment / Services
	26	Drilling Fluids		115	Projects Management / Support
	27	Cleaning Products / Equipment / Services		116	Protection Systems / Bumpers / Coating
	28	Coiled Tubing		117	Pumps
	29	Communications Equipment & Services		118	Quality Control
	30	Compressors & Gas Turbines		119	Radio & Telecommunications
	31	Computer / Data Processing Services		120	Reciprocating Compressor Valves
	32	Control & Instrumentation Systems		121	Recovery Technology
	33	Control Line Protectors		122	Refineries / Refinery Equipment
	34	Coring Services		123	Reservoir Evaluation / Engineering Simulation
	35	Corrosion Monitoring & Control		124	Respirators
	36	Design		125	Rigs – Onshore / Offshore
	37	Detectors		126	Riser Equipment
	38	Diesel Engine Power Packs for Hazardous Areas		127	Rock Bits
	39	Diving & Underwater Equipment & Services		128	Ropes / Lines / Slings
	40	Downhole Surveys		129	Rotary Equipment
	41	Downhole Tools		130	Rubber Products
	42	Dredging		131	Safety Clothing
	43	Drilling Contractors		132	Safety & Security Equipment
	44	Drilling – Directional		133	Safety / Control Valves
	45	Drill Pipes		134	Sand Materials Control
	46	Drilling Camps		135	Scada Systems
	47	Drilling Turbo		136	Seals
	48	Drilling Equipment / Products / Services		137	Seismic Surveys / Products
	49	Electrical Equipment / Services		138	Sensors
	50	Electrical Contractors		139	Separators
	51	Electrical Instrumentation		140	Shutdown Maintenance
	52	Electronic Actuators		141	Skimmers
	53	Electrochlorination offshore / onshore		142	Solid Controls
	54	Engineering Services / Consultation / Contractors		143	Sonar Equipment
	55	Enhanced Oil Recovery		144	Stabilizers
	56	Environmental Technology		145	Steamtraps
	57	Exploration Services / Equipment		146	Steel Products
	58	Explosion Proof Fitting		147	Steering Tool Services
	59	Fire Alarm Systems		148	Strainers
	60	Filters / Filtration Plants		149	Submersible Pumps & Motors
	61	Fire Detection / Prevention Systems & Equipment		150	Subsea Equipment / Engineering / Contracting

	62	Fittings / Pipe Fittings / Butt Weld Fittings		151	Sulphur Solidification
	63	Flanges		152	Supply Boats / Specialized Vessels
	64	Flow Measurement & Control Products		153	Surveys / Surveying Equipment
	65	Fluid Connectors		154	Tank Measuring
	66	Gaskets		155	Tankers
	67	Gas Detectors		156	Tanks / Containers
	68	Gauges & Meters		157	Telemetry & Computer Control
	69	Heat Exchangers		158	Terminals
	70	Hoses & Fittings		159	Testing / NDT
	71	Hydraulic Engineering / Products		160	Thermocouple
	72	Inspection Services		161	Tongs – Casing Tubing
	73	Instrumentation		162	Tools – Power / Hydraulic /Pneumatic
	74	Insulation		163	Training Systems / Services
	75	Jack Ups & Work Boats		164	Trays & Tower Internals
	76	Laboratory Equipment		165	Tubes & Tubing Services
	77	Leak Detection & Sealing		166	Tubular Goods & Services
	78	Logging Equipment / Services / Analysis		167	Valves
	79	Machine Shop & Fabrication		168	Ventilation Plant
	80	Maintenance		169	Vibration Monitoring Systems
	81	Marine & Offshore Contractors, Services & Equipment		170	Water Injection Equipment
	82	Meters		171	Well Control
	83	Mobile Homes		172	Welding Equipment / Pipe Cutting
	84	Monitors		173	Well Screens
	85	Mooring Systems / Additives		174	Well Servicing
	86	Mud Logging		175	Well Simulation / Testing
	87	Navigation Systems / Equipment / Aids		176	Wellheads / Equipment
	88	Network Systems		177	Wire line Services
	89	Nitrogen Services		178	Wire Control System
		<b>Others</b>			

**EXHIBIT PROFILE**  
**POWER TECHNOLOGY**

1	Repair & Maintenance	48	Air Conditioning
2	Solar Systems	49	Alarm Systems & Security Equipment
3	Steam Turbines	50	Automation Systems
4	Water – Hydrogen Generation	51	Bus-Bar Systems
5	Lighting Contractors	52	Cables
6	Wind Turbines / Generators	53	CAD/CAM
7	Waste Conditioning	54	Calibration Instruments
8	Gas Turbines	55	Independent / Private Power Producers
9	Generators	56	Drives & Controls
10	Gensets	57	Transmission Line Fittings
11	Hydro Pumps	58	Harmonic Filters
12	Hydro Turbines	59	Power Factors Correction Equipment
13	Nuclear Fuel	60	Air Cord Filters
14	Nuclear Monitoring Systems	61	Iron Cord Filters
15	Nuclear Reactors	62	DC Generators
16	Photovoltaic Cells	63	DC/AC Converters
17	Renewable Energy Systems	64	Electromagnetic Transducers
18	Batteries	65	Cable Laying Equipment
19	Boilers	66	Isolation Materials
20	Water Desalination	67	Plant Accessories
21	CHP Systems	68	Insulators & Bushing
22	Combustion Systems	69	Reactors
23	Cooling Towers	70	Relays
24	Control Systems	71	Network Control
25	Diesel Engines	72	Resistance Equipment
26	Energy Storage Systems	73	Ring Main Units
27	Emergency Equipment	74	Switchgears
28	Gas Engines	75	Substations
29	Lighting – Domestic / Industrial	76	Test Equipment
30	Meters	77	Transformers (Dry / Oil)
31	Motors	78	Transmission Towers
32	Fiber Optics	79	Transmission Equipment
33	Pumps	80	Auto-Reclosers
34	Mechanical Services	81	Certification Bodies & Services
35	Sensors	82	Capacitors
36	Steam Plant Accessories	83	Conductors
37	Switches	84	Consultancy
38	Test & Measurement	85	HVDC Transformers
39	Voltage Relays	86	Current-Converters / Rectifiers
40	Voltage Wiring Accessories – Stabilisers /Regulators	87	High-Voltage Isolators & Links
41	Wiring Accessories	88	HVDC Conversion Stations
42	Switching Panels & Cabinets		<b>OTHERS</b>
43	Uninterruptible Power Supplies (UPS)		
44	Electricity Metering		
45	Fuse Gear		
46	Instrumentation		
47	Distribution Boards		



<b>FORM 3</b>
Directory Booklet Advertising
Submit by: <b>April 19 , 2010</b>

**Please fax or mail form(s) to:**

Pegasus Consultancy (Pvt.) Limited  
 2<sup>nd</sup> Floor, Business Centre, Mumtaz Hassan Road,  
 Karachi-74000, Pakistan.  
 Tel: (92-21) 111-734266  
 Fax: (92-21) 3241-0723  
 E-mail: [info@pogee.com.pk](mailto:info@pogee.com.pk)

Company:	
Contact:	
Tel:	Fax:

Stand No: (to be filled by Organizers)
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 (four colour)	550.00		
Inside front cover (four colour)	450.00		
Full page-run-of-page (four colour)	350.00		
Page facing inside back cover	450.00		
		<b>TOTAL</b>	

**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.

Note: 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 April 19, 2010, the Organizers 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 Organizers reserve the right to allocate the page accordingly.

**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. +92-21-2410723Orders without remittance will not be entertained

All payments are Net of Bank Charges.

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



<b>FORM 4</b>
Temporary Stand Personnel
Submit by: <b>April 19, 2010</b>

**Please fax or mail form(s) to:**

Pegasus Consultancy (Pvt.) Limited  
 2<sup>nd</sup> Floor, Business Centre, Mumtaz Hassan Road,  
 Karachi-74000, Pakistan.  
 Tel: (92-21) 111-734266  
 Fax: (92-21) 3241-0723  
 E-mail: [info@pogee.com.pk](mailto:info@pogee.com.pk)

Company:	
Contact:	
Tel:	Fax:

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

**REQUEST FOR TEMPORARY STAND PERSONNEL**

We require the following:

Personnel	Quantity Required	Total Cost (US\$)
Booth attending at US \$ 50/- per person per day*		

\* Maximum 8 hours only

**INTERPRETERS**

FOR EXHIBITORS WHO REQUIRE INTERPRETERS, PLEASE INDICATE LANGUAGE PROFICIENCY PREFERRED TO ENABLE THE ORGANIZERS TO SOURCE FOR QUOTATIONS. \_\_\_\_\_

**NOTE:**

1. Exhibitor will be responsible for the safety of the temporary staff on duty at the stand.
2. The Organizers are not responsible for any loss or damage caused by such personnel at the stand.
3. The quotes given are based on 8 hours per day. Any additional hours will be considered as overtime service.

**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** (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 5 (Page-2)**

Shell Scheme

Submit by:

**April 19, 2010****Please fax or mail form(s) to:**

Pegasus Consultancy (Pvt.) Limited  
2<sup>nd</sup> Floor, Business Centre, Mumtaz Hassan Road,  
Karachi-74000, Pakistan.  
Tel: (92-21) 111-734266  
Fax: (92-21) 3241-0723  
E-mail: [info@pogee.com.pk](mailto:info@pogee.com.pk)

**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  $\surd$  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. +92-21-32410723

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



**FORM 6**

Service Contractors

Submit by:

**April 19, 2010**

**Please fax or mail form(s) to:**

Pegasus Consultancy (Pvt.) Limited  
 2<sup>nd</sup> Floor, Business Centre, Mumtaz Hassan Road,  
 Karachi-74000, Pakistan.  
 Tel: (92-21) 111-734266  
 Fax: (92-21) 3241-0723  
 E-mail: [info@pogee.com.pk](mailto:info@pogee.com.pk)

Company:	
Contact:	
Tel:	Fax:

Stand No:	(to be filled by Organizers)
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 1)**

Electrical Orders

Submit by:

April 19, 2010

**Please fax or mail form(s) to:**

Pegasus Consultancy (Pvt.) Limited  
 2<sup>nd</sup> Floor, Business Centre, Mumtaz Hassan Road,  
 Karachi-74000, Pakistan.  
 Tel: (92-21) 111-734266  
 Fax: (92-21) 3241-0723  
 E-mail: [info@pogee.com.pk](mailto:info@pogee.com.pk)

Company:
Contact:
Tel: _____ Fax: _____

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

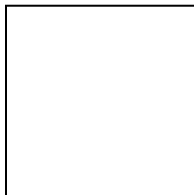
**RENTAL OF ELECTRICAL ORDERS**

Please indicate your additional electrical fittings and installation requirements other than those entitled. Prices include electrical consumption and connection charges for the event.

Items	Unit Cost (US \$)	Qty	Amount (US \$)
Spotlight (100 W)	15.00		
Power Point 5 Amp/220V 50 Hz single phase	80.00		
Power Point 15 Amp/220V 50 Hz single phase	100.00		
Power Point 30 Amp/220V 50 Hz single phase	200.00		
15A/ 380V / 50Hz 3 Phase Power Supply	400.00		
30A/ 380V / 50Hz 3 Phase Power Supply	700.00		
60A/ 380V / 50Hz 3 Phase Power Supply	1000.00		
Refrigerator with Power Outlet	85.00		

Back Wall

Please use the stipulated symbol to indicate payment of the electrical items on the box.



**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. +92-21-32410723

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



<b>FORM 8 (Page 2)</b>
Electrical Orders
Submit by: April 19, 2010

**Please fax or mail form(s) to:**

Pegasus Consultancy (Pvt.) Limited  
 2<sup>nd</sup> Floor, Business Centre, Mumtaz Hassan Road,  
 Karachi-74000, Pakistan.  
 Tel: (92-21) 111-734266  
 Fax: (92-21) 3241-0723  
 E-mail: [info@pogee.com.pk](mailto:info@pogee.com.pk)

**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 15 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. +92-21-32410723

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

• Till April 19, 2010	-	Normal Price
• From April 20, 2010	-	100% Surcharge



<b>FORM 9</b>
Furniture/AV Equipment Orders
Submit by: <b>April 19, 2010</b>

**Please fax or mail form(s) to:**

Pegasus Consultancy (Pvt.) Limited  
 2<sup>nd</sup> Floor, Business Centre, Mumtaz Hassan Road,  
 Karachi-74000, Pakistan.  
 Tel: (92-21) 111-734266  
 Fax: (92-21) 3241-0723  
 E-mail: [info@pogee.com.pk](mailto:info@pogee.com.pk)

Company:	
Contact:	
Tel:	Fax:

Stand No: (to be filled by Organizers)
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	8.00		
21" TV with DVD Player	100.00		
Folding Chair	8.00		
Literature Rack	16.00		
		<b>TOTAL</b>	

**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. +92-21-3241 0723

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



<b>FORM 10 (Page 1)</b>
Freight Instructions
Submit by: <b>April 19, 2010</b>

**Please fax or mail form(s) to:**

**CARGO LINK (Pvt) Ltd**

Room # 312, 3<sup>rd</sup> Floor Business Centre  
Mumtaz Hassan Road, Karachi, Pakistan.

Phone : (92-21) 32417933, Ext: 325

Fax : (92-21) 32410662

E-mail : [affan@cargolink.com.pk](mailto:affan@cargolink.com.pk) / [naveed@cargolink.com.pk](mailto:naveed@cargolink.com.pk) / [ajmal@cargolink.com.pk](mailto:ajmal@cargolink.com.pk)

Company:	
Contact:	
Tel:	Fax:

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

**FREIGHT INSTRUCTION:**

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

Company: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

**1. 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.

**2. CONSIGNMENT INSTRUCTIONS**

All exhibition goods dispatched either by sea freight, land route, must be consigned "Freight Prepaid" as follows:

**Consignee:** Pegasus Consultancy Pvt Ltd  
<Name of Exhibitor>  
For: Pogee Pakistan 2010  
C/o Cargo Link (Pvt) Ltd  
Room # 312, 3<sup>rd</sup> Floor, Business Centre  
Mumtaz Hassan Road, Karachi  
Phone: (92) 21 32417933, Ext: 325  
Fax: (92) 21 32410662  
Contact: Mr. Syed Affan Ali / Mr. Naveed Khan / Mr. Ajmal Jamal Syed  
Email: [affan@cargolink.com.pk](mailto:affan@cargolink.com.pk) / [naveed@cargolink.com.pk](mailto:naveed@cargolink.com.pk) / [ajmal@cargolink.com.pk](mailto: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')**







<b>FORM 12</b>
Internet & computer Orders
Submit by: April 19, 2010

**Please fax or mail form(s) to:**

Pegasus Consultancy (Pvt.) Limited  
 2<sup>nd</sup> Floor, Business Centre, Mumtaz Hassan Road,  
 Karachi-74000, Pakistan.  
 Tel: (92-21) 111-734266  
 Fax: (92-21) 3241-0723  
 E-mail: [info@pogee.com.pk](mailto:info@pogee.com.pk)

Company:	
Contact:	
Tel:	Fax:

Stand No:	(to be filled by Organizers)
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	
		<b>Total</b>	

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



**Form 13**

**Compressed Air**

*To Submit By:*

**April 19, 2010**

**Please fax or mail form(s) to:**

Pegasus Consultancy (Pvt.) Limited  
2<sup>nd</sup> Floor, Business Centre, Mumtaz Hassan Road,  
Karachi-74000, Pakistan.  
Tel: (92-21) 111-734266  
Fax: (92-21) 3241-0723  
E-mail: [info@pogee.com.pk](mailto:info@pogee.com.pk)

Company:
Contact Person:
Tel: Fax: Email:

**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:

1. Please indicate the location of exhibit requiring the air with  on the ground plan or Special design Plan (see form No 10)
2. Price to be quoted will include power supply and consumption.
3. 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. +92-21-3241 0723

**All payments are Net of Bank Charges**

**Please be informed that ORDERS WITHOUT REMITTANCES WILL NOT BE ENTERTAINED.**