

TERMS & CONDITIONS FOR BOOKING

TARIFF:

1. The tariff of various facilities at “Lahore International Expo Centre” is uniform for every Person, Federal Government, Provincial Government, Private Entity, NGO, Non Profitable Organization or any Charitable Organization.
2. The tariff at the time of confirmed booking will be applicable to the date of future events. However, in case of any major variation in cost of utilities or services or other elements of cost, the Management of Lahore International Expo Centre reserves the right to apply ‘prevailing tariff’ at that time.

RESERVATION:

1. The booking will be made on first come first serve basis.
2. The organization should have NTN number. In case of individuals, CNIC will be required.
3. Requisition for booking will be made by the Event Organizer on prescribed format provided by Pakistan Expo Centres (Pvt.) Limited.
4. Event Booking Advice will be issued to the Customer after getting approval of the event requisition from the Management of Pakistan Expo Centres (Pvt.) Limited.
5. An initial booking advice will be issued based on the information provided. The final Sales Invoice will be provided after the event is held.
6. The minimum booking time for any venue will be determined by the Management of Pakistan Expo Centres (Pvt.) Limited from time to time and issue the booking schedule accordingly.
7. In case of sector specific events, Pakistan Expo Centres (Pvt.) Limited reserves the rights to endeavor that there should be a gap of 30 days between such events.
8. Pakistan Expo Centres (Pvt.) Limited reserves the right to allocate the dates to any other entity, without any further intimation if the 20% advance security is not received within seven days of the issuance of the booking advice.
9. No organizer shall advertise any proposed event at Expo Centre unless booking is confirmed in writing, which is issued after the receipt of 20% advance security amount from the organizer. This security deposit can be enhanced in case of special environment or due to the nature of the event.
10. Organizer will be responsible for N.O.C. / permission / payment and related dealings with City Government, etc. in respect of event, advertising material, payment of excise duty, etc.
11. Organizer cannot charge any entry fee/ ticket without the prior approval of the Management of Expo Centre.
12. Pakistan Expo Centres (Pvt.) Limited reserves the right to accept or reject the request on the basis of criteria and policy on the subject.

CANCELLATION OR POSTPONEMENT:

1. In case of no show or the cancellation of the event, 20% of advance security amount will be forfeited if it is informed 90 days before the Event at exhibition halls and 30 days before the Event at Convention Centre.
2. In case of no show or the cancellation of the event, 100% advance security amount will be forfeited if it's not informed according to the defined timelines.
3. The events in exhibition halls can be reschedule without any charges at least 90 days before the event whereas in case of Convention Centre and any other facility, it will be 30 days.



4. The Management of Expo Centre will approve the postponement of event in case of any genuine reason which are beyond the control of event organizer and may affect the event; in this case 20% of the security deposit plus the value of direct services provided by Expo Centre related to that event will be recovered.

PAYMENT:

1. For firm confirmation, deposit 20 % of the total amount of booking advice as a refundable security deposit.
2. The amount of security deposit will be refundable within 15 days after the event subject to the fulfillment of physical verification of facilities utilized by the organizer, inventory reconciliation, provision of tax challan deducted by organizer and any other relevant requirement defined by Pakistan Expo Centres (Pvt.) Limited.
3. Full payment will have to be made at least fifteen days before the event. In case of any non-compliance, Pakistan Expo Centres (Pvt.) Limited. Reserves the right to impose penalty of Rs. 25,000 for each day of delay or 10% of the invoice value, whichever is higher.
4. Local Payments are acceptable through cheques, pay order/ demand draft in favour of "Pakistan Expo Centres (Pvt.) Limited."
5. Cash payments are acceptable only in case of any emergency or due to holidays or any other genuine reason which may affect the business and create unsecured receivable.
6. International Payments are to be directly made into the Company Account of "Pakistan Expo Centres (Pvt.) Limited." or through other banking channels.
7. Any additional usage of facility will be invoiced separately according to the requirements and Terms & Conditions.

OPERATIONS

1. For co-ordination, the Management of Pakistan Expo Centres (Pvt.) Limited & the organizer will exchange one week in advance, the names and contacts of persons, with whom they may liaison for various processes for smooth operations during the event.
2. Before the start of the event, organizer will submit and get approved complete work plan, providing details of activities/works to be carried out before/during the event.
3. Hoisting of flags will be at specified flagpoles in Expo Centre.
4. Branding will be allowed only at authorized points or prior permission will be required in case of new points.
5. Drilling, nailing and use of any sticking material, which may damage the facility, either by organizer or any of the exhibitors, is not allowed.
6. Use of Fire Burner / Gas Cylinder inside the Halls / Buildings is strictly prohibited.
7. Parking of organizers, exhibitors, vendors and visitors within Expo Centre will be entirely at owner's own risk. Pakistan Expo Centres (Pvt.) Limited Lahore takes no responsibility for any theft or damage.
8. The floor plan should be designed in a way that it should not compromise the basic safety elements like fire exits, main doors, fire boxes, washrooms and cargo shutter and its approval from officials of Pakistan Expo Centres (Pvt.) Limited. is mandatory.
9. In case of non-compliance of any condition, Pakistan Expo Centres (Pvt.) Limited. Reserves the right to impose penalty of Rs. 25,000 or actual value of damage, whichever is higher.

CONDITIONS OF STALLS EXHIBITORS:

1. Advertisements on stall by exhibitors will not contain any wording/statement of specific political/religious nature that may affect others and are against the State.
2. Display of messages/pictures on stalls by exhibitors must be in accordance with the local, social, cultural and religious values.
3. Exhibitor will be solely responsible for the protection of its products/accessories at stalls during the exhibition time.
4. Selling of food items & beverages will not be allowed at stalls



5. Unauthorized music will not be allowed at the stalls.
6. Prior permission from Pakistan Expo Centres (Pvt.) Limited. Will be required for the use of echo sound systems for which the noise level more than 6 db. are not allowed inside the halls / convention hall.
7. Use of sub-standard stands and decoration tables / sub-standard counters in the stalls is not allowed and is subject to penalty.

GENERAL:

1. It is at the discretion of the organizer to obtain 'Third Party Insurance', both for the visitors & the vehicles inside the premises during the days of an event, from a first class insurance company. The sum insured may be finalized in consultation with the insurance company. Organizer will have to undertake to settle the claims for damages / compensation on this account. Pakistan Expo Centres (Pvt.) Limited will not be held liable in any case whatsoever.
2. In case of Force Majeure conditions which include natural calamity, any weather distortion including heavy rains, floods, Pakistan Expo Centres (Pvt.) Limited would not be liable to pay any damages/compensation or adjust/refund the rental amount.
3. Any damages due to law& order situation, strikes, riots and any other reason, Pakistan Expo Centres (Pvt.) Limited would not be liable to pay any claim/compensation or adjust/refund the rental amount.