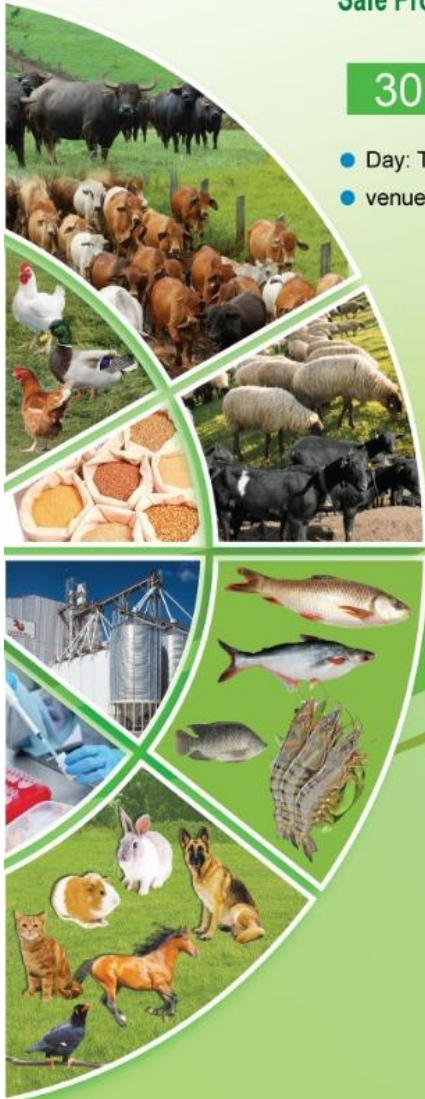




5th
AHCAB
 International
 Safe Proteins for Healthy Nation **expo**
 2023

30 Nov - 02 Dec

- Day: Thursday, Friday & Saturday • Time : 9:00 AM to 07:00 PM
- venue : International Covention City Bashundhara (ICCB)
 Purbachol 300 Feet Road, Kuril, Dhaka, Bangladesh.



EXHIBITORS MANUAL

For further details, please visit:

expo.ahcab.net

Organized by



**Animal Health Companies
 Association of Bangladesh**

Platinum Sponsor:



Gold Sponsor:



FOR EXHIBITION ENQUIRIES
 Please Contact

Mobile : +88017134 54425
 E-mail : info.ahcab@yahoo.com

Dear Exhibitor,

We would like to thank you very much for your kind support and participation in 5th AHCAB International Expo 2023.

This exhibitor's manual contains comprehensive logistics information and serves to assist you in making advance arrangements for your smooth participation in the Exhibition. Please read this Manual carefully and observe the general rules and regulations, exhibition schedule and the deadline for various orders specified in this Manual.

Detailed information on freight forwarding, booth construction and travel accommodation arrangements are also contained herein. For orders and enquiries, please contact the respective contractors directly.

Should you require any further information or assistance, please feel free to contact us.

We wish you every success at 5th AHCAB International Expo 2023 and look forward to seeing you in Dhaka, Bangladesh.

Warm Regards,



Mohammad Aftab Alam
Secretary General, AHCAB

Name of the Exhibition : **5th AHCAB International Expo 2023.**
Frequency of Exhibition : **Bi-Annually**
VENUE : **International Convention City Bashundhara (ICCB)
Dhaka, Bangladesh**
Exhibition Website : **www.expo.ahcab.net**
(To see details of the expo)

Event Management Companies Contact Persons

Booth Fabrication

Mr. Yasin Sayem
Senior Executive, Client Service
Extreme Exhibition & Event Solution Limited
Cell: +880 1787 870551 (WhatsApp)
Email: sayem.e3solutionsbd@gmail.com

Extra Furniture

Mr. Avijit Mondal
Senior Manager, International Business
Extreme Exhibition & Event Solution Limited
Cell: +880 1761 369456 (WhatsApp)
Email: avijitexpo@gmail.com

Shell Scheme Related Work

Mr. Avijit Mondal
Senior Manager, International Business
Extreme Exhibition & Event Solution Limited
Cell: +880 1761 369456 (WhatsApp)
Email: avijitexpo@gmail.com

Power Management

Mr. Avijit Mondal
Senior Manager, International Business
Extreme Exhibition & Event Solution Limited
Cell: +880 1761 369456 (WhatsApp)
Email: avijitexpo@gmail.com

CEO of The Company

Mr Md Rezaul Karim Bhuiyan
Managing Director
Extreme Exhibition & Event Solution Limited
Cell : +880 1713 386064
Email: reza@e3solutionbd.com

OFFICIAL FREIGHT FORWARDERS & SITE HANDLING AGENTS.

Matters concerning freight forwarding should be addressed to the respective agents in the shipping line,
Or to the Official Freight Forwarders:

M/S. DIMUN ENTERPRISE

305 Rasulbagh, Opposit Hazi School & College,
Ashkona, Dakkhin Khan, Dhaka - 1230.
Cell - 088 01715 669 668, 088 01975 669 668

Contact: Mir Anwarul Alam Manju / manju.alam13@gmail.com

EXHIBITION ACTIVITES (DATE AND OPENING HOURS)

a. Exhibition Dates	:	30 November & 1-2 December 2023	
b. Exhibition Hours	:	30-11-2023	10:00-18:00 hrs.
(Trade visitors by invitation and registration)		01-12-2023	10:00-18:00 hrs.
		02-12-2023	10:00-18:00 hrs.

ENTRY AND EXIT TIME FOR EXHIBITORS:

30-11-2023	09:00-18:30 hrs.
(01-12-2023) & (02-12-2023)	09:30-19:00 hrs.

Move in:

29-11-2023 for Construction of Bare Space Booths 10.00 - 22.00 hrs.
29-11-2023 Heavy Machines (Use of forklifts & cranes) 10.00 - 18.00 hrs.
29-11-2023 Hand Carried Material 15.00- 22:00 hrs.

Move Out: December 02, 2023

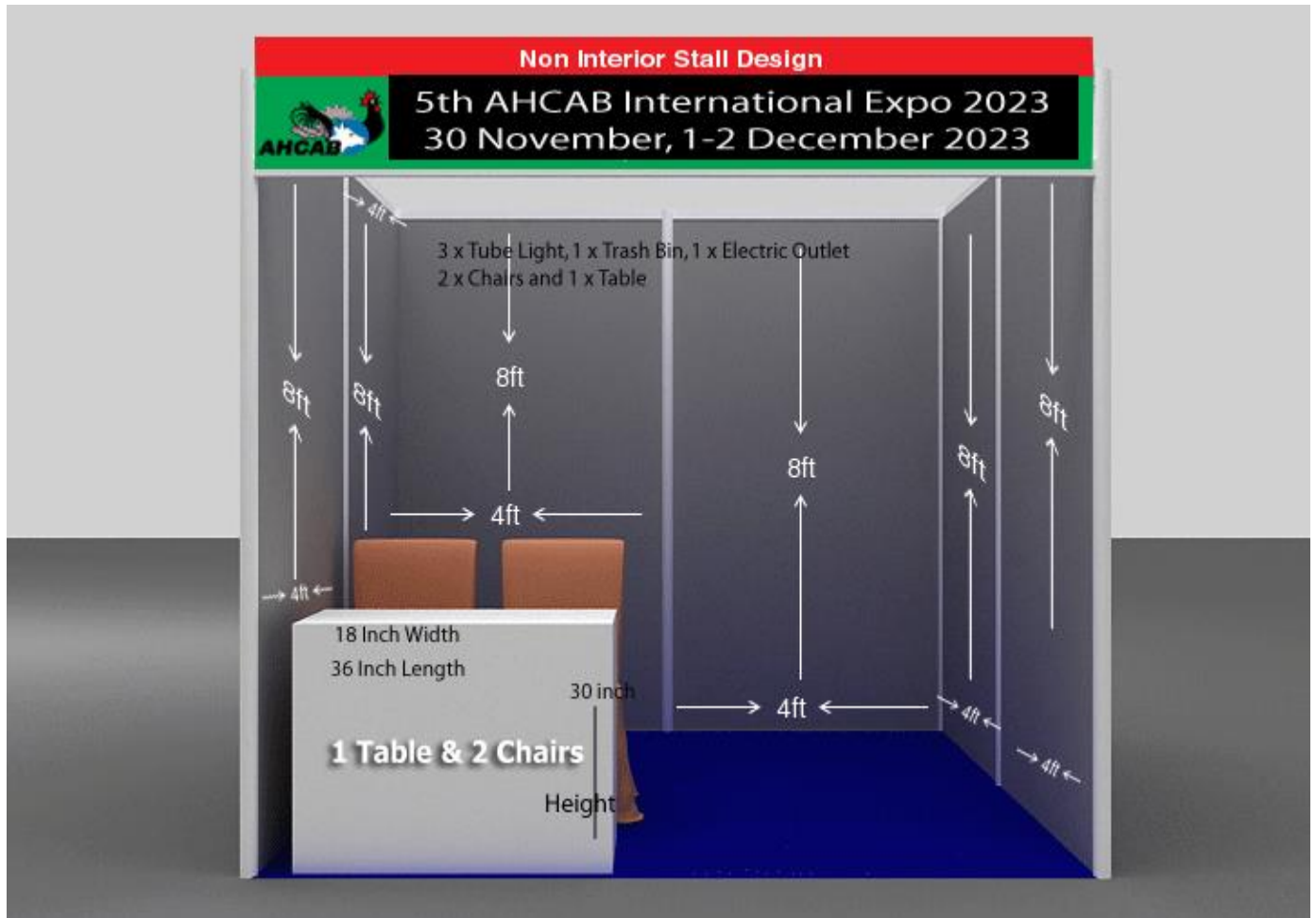
Closing of exhibition

02-12-2023 Exhibitors are allowed to pack exhibits after 19:00 hrs.

SHELL SCHEME (FURNISHED CONSTRUCTED BOOTHS)

Every 8' x 8' standard furnished constructed booth includes the following items:

- 3mm laminated MDF board
- 3 tube lights
- 1 x three pin power socket,
- 1 x fascia name board with company name and booth number
- 1 x table
- 2 x chairs
- 1 x waste basket
- Picture of shell scheme booth attached.



BARE SPACE (RAW/FREE SPACE)

The space will be kept free for the particular exhibitor to design and construct their own stall.

INSURANCE, LIABILITY AND RISKS

- a. Exhibitors are strongly advised to ensure their exhibits and other valuable items placed at the Exhibition Venue.
- b. The venue management, Organizers and Sponsors will not be liable to any damage/injury/fire/floor/claims/ loss/ theft of exhibits & personal properties, Public Liability (third party) insurance and accidents liability, it's the responsibility of exhibitors to cover all with their own insurance.
- c. All Exhibitors shall insure, indemnify and hold the Organizers, Sponsors and the Venue owner harmless in respect of all costs claimed by the Exhibitor against any persons or items at the Exhibition Venue during the move-in, exhibition, and move-out periods.
- d. Booths and other facilities rented from the Official Contractor by the Exhibitors should be returned in good condition. Exhibitors will be held responsible for any damages incurred during the period of use.

FORMS

A. FREE CATALOGUE LISTING - Deadline: November 01, 2023

- i. The catalogue serves both as a guide to the exhibition and as a valuable reference. To ensure your company's information is included in the catalogue, please mail the form to the organizers, before the deadline.
- ii. All information will be published in standard lettering and formatting for all companies alike. Company logos will not be printed.
- iii. If you do not return this Form before the deadline, the Organizers will only print your company name, address, telephone & fax numbers in the Expo Directory.
- iv. The Organizers bear no responsibility for the accuracy of the information printed in the Expo Directory.
- v. Every 8' x 8' space/booth is entitled to have one free catalogue entry with one company name, address, agent/ principal address and a short description of the company's services/ products (max 100 words), and exhibits to be displayed (max.50 words).

B. DETAIL INFORMATION OF EXHIBITORS. Deadline, November 15, 2023

C. ADVERTISEMENT- Deadline: November 01, 2023

This Form should be forwarded to the organizers, with full payment and any artwork to be included prior to the deadline.

D. MANPOWER - Deadline: November 19, 2023

You can hire interpreters or assistants to help you in your booth.

E. Booth Possession Letter : On Prescribed forms by November 23, 2023

F. Exit Permit : On Prescribed forms on the last day of the exhibition at the venue.

G. Furnitures List : Attached.

FORMS A

Free Catalogue Entry

Return Form before: November 01, 2023

Please return this form before the SET DEADLINE. Failure to do so will mean EXCLUSION of your COMPANY'S PROFILE from the Expo Directory.

Please return this Form to:

Animal Health Companies Association of Bangladesh (AHCAB)
Centre Point (Unit-12 E), 14/A, Tejkunipara, Farmgate C/A, Dhaka-1215
Phone: 88-02-41024406, Cell: +88 01713454425
info.ahcab@yahoo.com, info@ahcab.net

Every 8' x 8' space/ booth is entitled to one free Catalogue Entry with one company name, address, an agent / principal address, short description of company products/ services (**max. 50 English words**). The Organizers have the right to edit any text exceeding the stipulated number of words.

Exhibiting Company Name _____ Country: _____

Address: _____

Area Code/Phone: _____ Fax: _____ Email: _____

URL: _____ Booth no: _____ Hall No. _____

Principals/ Agents/Bangladesh Office: (Please circle one)

Company Name: _____

Address: _____

Area Code/ Phone: _____ Fax: _____ Email: _____

Authorized Signature: _____ Date: _____

(Type or print the following form)

Company Services/ Products Description (max. 100 words).

Products to be displayed: (50 words)

Please use extra paper if necessary

FORMS B

THIS FORM MUST BE FILLED AND SEND TO ORGANIZER BY 15TH NOVEMBER 2023

Exhibiting Company Name _____

Address: _____

_____ Country _____

Cell Number: _____ Email: _____

Booth Number : _____ Hall Number : _____

Name, Designation and Contact details of contact persons :

Name _____ Designation _____

Cell Number : _____ Email ID : _____

Fascia Name (Only for Shell booths): _____

Instruction regarding booth space : Bare: Yes/No Shell : Yes/No

(Bare space only kept for those exhibitors who are interested to build & design their booths at their own)

Request for 3 Phase Power Supply : Yes/No

(3 Phase Power Supply only required for those who will use Coffee Machine or other heavy machinery which will involved additional costs @ of taka 3500/- each connection)

Particulars of the Persons for Preparing the Exhibitors Cards :

Serial	Name of the Persons	Designation	Company Name
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Particulars of the Vehicles of Exhibitors for Car Parking Pass :

Serial	Vehicle Type	Resigtration Number	Remarks
1			
2			
3			
4			
5			
6			
7			
8			

**Request for additional furnitures which involved additional costs as per the furniture list.
(Payment of the additional furnitures can be made at onsite in cash to the supplier)**

Serial	Name of Furniture	Quantity	Amount in US\$	Amount of Taka
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
	Total :			

Name and Designation of the persons who will received the Crest/Award/Memento at Opening/Closing Ceremony :

- a. Name _____
Designation : _____
Company Name : _____

Please return the completed form to :

Animal Health Companies Association of Bangladesh (AHCAB)
Centre Point (Unit-12 E), 14/A, Tejkunipara, Farmgate C/A, Dhaka-1215
Phone: 88-02-41024406, +88 01713454425
info.ahcab@yahoo.com, info@ahcab.net

FORMS –C

Return Form before: November 01, 2023

A special Exhibition Directory will be published for distribution during the exhibition, with a short description of the participating companies and full contact details.

I/ We are interested in placing an advertisement in the Directory:

Item	Charges	Amount
<input type="checkbox"/> Back Cover	TK 50000 / US\$650	
<input type="checkbox"/> Back Inner	TK 40000 / US\$550	
<input type="checkbox"/> Front Inner	TK 50000 / US\$650	
<input type="checkbox"/> Full Page Color	TK 10,000 / US\$150	

Total

Size of publication (Show Directory) 8.5" x 11.5"

Size of advertisement 8.5" x 11.5"

We understand that our advertising order will only be processed when we enclose with this form a cheque in full payment of the advertising fee and submit our litho film before deadline.

Company Name : _____ Booth No. _____ Hall _____

Authorized Signature : _____ Date: _____

FORM D - 1 HOSTS / HOSTESS

Return Form before: November 15, 2023

Charges to be paid in cash in advance to the venue managers:

Name of Exhibitor: _____ Booth No.: _____

Description	Number	Dates		Charges Per day		Total Amount In TK
		From	To	TK	US\$	
Host				3000	40	
Hostesses				4000	50	
Interpreter				6000	75	

Company Name..... Booth No.....Hall

Authorized Person Signature..... Date:.....

FORM-E

**Possession Letter
(Mandatory)**

Name of Exhibitor: _____ Booth No. _____ Hall No. _____

Dear Sir / Madam,

Please take possession of your Booth / Bare Space from the hall manager after clearing all dues of participation and other charges before November 20, 2023.

For Animal Health Companies Association of Bangladesh (AHCAB),,

Taken possession of above
Booth as per our booking

**Signature Name
Authorized Signatory**

**(Exhibitor)
Authorized Signatory**

Exit Gate Pass

FORM-F
Extreme Exhibition & Event Solution Ltd.
Dhaka.

Please issue us the exit gate pass as per details of materials given below. We have cleared all dues (including dues of official service providers)

Company Name :

Signature:

Booth No.

Hall No.

Co-Seal:



Security Please Allow Exit

All Dues are Cleared











Counter Signed



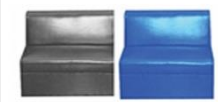
Authorized Signatory

Authorized Signatory

FORM G

Extra Furniture List & Price					
Sl.	Items Name	Image	Stock	Unit Price in USD	Unit Price in BDT
1	Long Showcase with Light		28	110	11,935.00
2	Small Showcase with Light		9	90	9,765.00
3	System Table		500	15	1,628.00
4	Octanorm Table		100	30	3,255.00

Sl.	Items Name	Image	Stock	Unit Price in USD	Unit Price in BDT
5	Counter Chair/ Cushion Chair		500	5	543.00
6	Office Chair/ Executive Chair		30	28	3,038.00
7	Tulip Chair		50	20	2,170.00
8	Executive VIP Sofa Single		100	65	7,053.00
9	Round Table/ Cocktail Table		300	30	3,255.00
10	Bar Tool Color: Black, Blue & Red		30	40	4,340.00
11	Trash Bin		400	2	217.00
12	Tea Table		10	50	5,425.00
13	TV 42" with stand		30	80	8,680.00
14	Spotlight Color: White		300	6	651.00
15	LED Halogen		200	6	651.00

Sl.	Items Name	Image	Stock	Unit Price in USD	Unit Price in BDT
16	Brochure Stand		20	20	2,170.00
18	Flower Bouquet		100	10	1,085.00
19	Coffee Dispenser (100 cups/day)		10	100	10,850.00
20	Socket 5/15 AMP		200	5	543.00
21	Sofa Single Sitter (Black Only)		10	32	3,472.00
22	Wood Shelves		200	6	651.00
23	Double Sitter Sofa		10	45	4,883.00
24	Only Flex without Frame			0.35/Sq.ft	38/Sq.ft
25	Only Flex with Frame			0.65/Sq.ft	70/Sq.ft
26	Vinyl Sticker with print & pasting per panel			\$40/Panel	4,340/Panel
27	Inkjet Sticker with print & pasting per panel			\$80/Panel	8,680/Panel

Any furnitures required other than above may contact with the Event Management Company directly.