



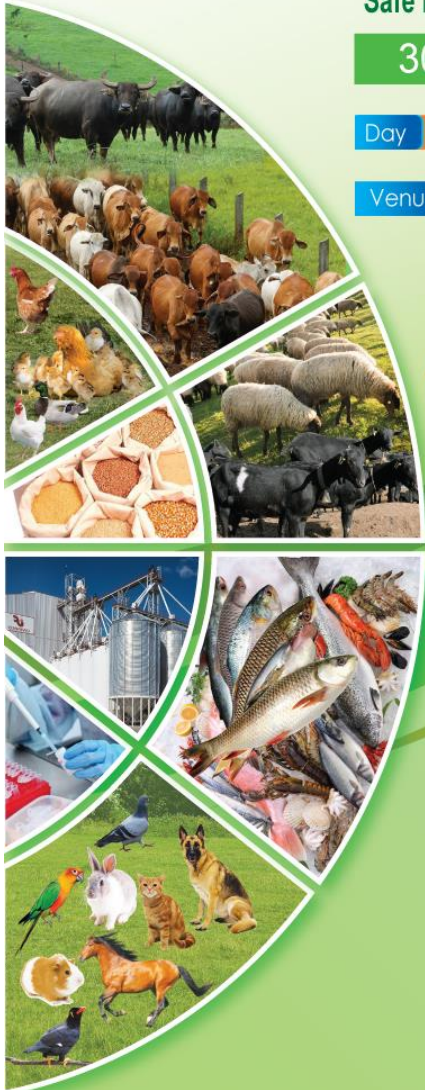
**5<sup>th</sup>**  
**AHCAB**  
**International expo**  
**2023**

Safe Proteins for Healthy Nation

30 Nov - 02 Dec

Day **Thursday, Friday & Saturday** Time **9:00 AM to 07:00 PM**

Venue **iccb** International Convention City Bashundhara  
 300 Feet Road, Kuril, Dhaka, Bangladesh.



# EXHIBITORS MANUAL

For further details, please visit:

[expo.ahcab.net](http://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](mailto: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: avijit.expo@gmail.com

#### **Shell Scheme Related Work**

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

#### **Power Management**

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

#### **CEO of The Company**

Mr Md Rezaul Karim Bhuiyan  
Managing Director  
Extreme Exhibition & Event Solution Limited  
Cell : +880 1713 386064  
Email: rukarim@gmail.com, 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, Opposite Hazi School & College,  
Ashkona, Dakkhin Khan, Dhaka - 1230.  
Cell - +88 01715 669 668, +88 01975 669 668

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

### **EXHIBITION ACTIVITIES (DATE AND OPENING HOURS)**

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

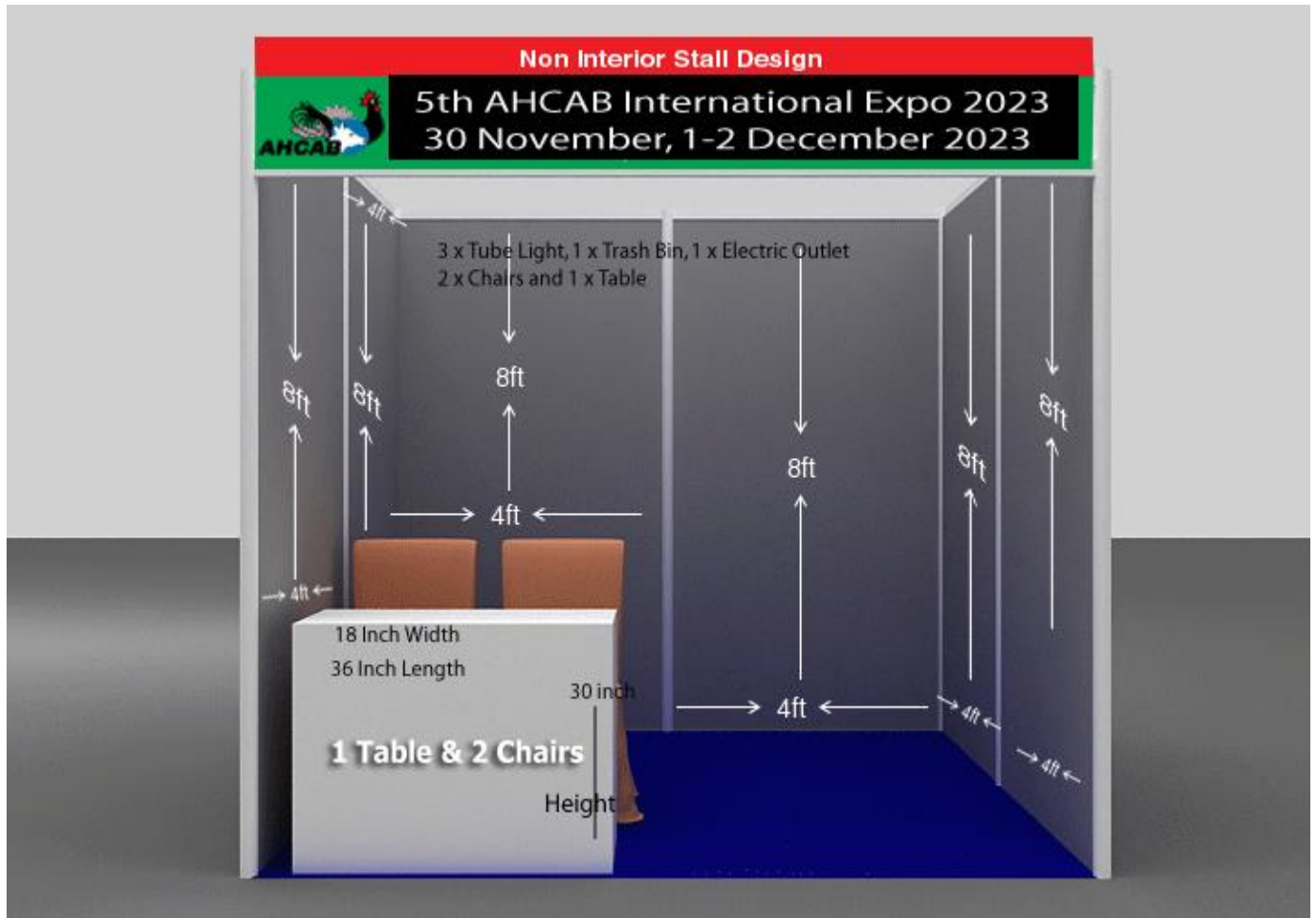
#### **Closing of exhibition**

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 REQUIREMENT- 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. FURNITURE LIST : Attached.**

**FORM 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](mailto:info.ahcab@yahoo.com), [info@ahcab.net](mailto: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).

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Products to be displayed: (50 words)

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**Please use extra paper if necessary**

**FORM 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)*

**Maximum height for customized booths (for Bare Spaces) are :**  
**For Wall side booth: 14 feet, under Mezzanine Floor: 10 feet and all other places : 12 feet**

**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 involve 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	Registration Number	Remarks
1			
2			
3			
4			
5			
6			
7			
8			

**Request for additional furniture which involved additional costs as per the furniture list. (Payment of the additional furniture 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

**FORM – 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 50,000 / US\$ 650	
<input type="checkbox"/> Back Inner	TK 40,000 / US\$ 550	
<input type="checkbox"/> Front Inner	TK 50,000 / 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				3,000	28	
Hostesses				4,000	38	
Interpreter				6,000	57	

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)

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Company Name :

Signature:

Booth No.

Hall No.

Co-Seal:



Security Please Allow Exit

All Dues are Cleared


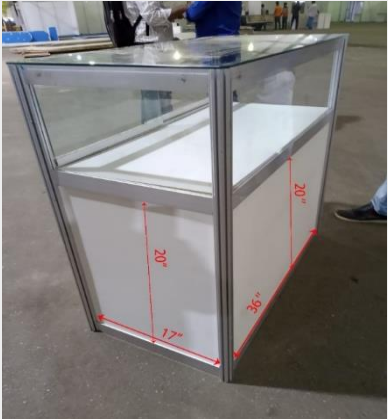
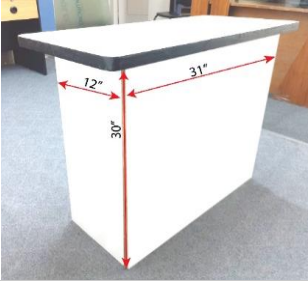

Counter Signed











**Authorized Signatory**





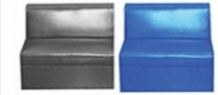
**Authorized Signatory**

**FORM G**

**Extra Furniture List & Price for 3 days**

Sl.	Items Name	Image	Stock	Unit Price in USD	Unit Price in BDT
1	Long Showcase		28	110	11,935.00
2	Small Showcase		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 furniture required other than above may contact with the Event Management Company directly.