



CONCURRENT EXPOS:



## EXHIBITOR'S MANUAL

March 20 – 22, 2025

Venue: Sri Lanka Exhibition & Convention Centre

(SLECC), Colombo – Sri Lanka

TIME: 10:30 am ~ 08:00 pm

Organized by:



*In Association with*



### Corporate Office for Sri Lanka:

Conference & Exhibition Management Services Lanka (Private) Limited

29, St. Alban's Place, Bambalapitiya, Colombo, Sri Lanka

Hotline : +94-11-2591750-52 Fax : +94-11-2591-753

Mail : [cemslanka@sltnet.lk](mailto:cemslanka@sltnet.lk) , [cems@cemslanka.com](mailto:cems@cemslanka.com)

Web : [www.cemslanka.com](http://www.cemslanka.com)

12<sup>th</sup> Textech Sri Lanka 2025 Int'l Expo

14<sup>th</sup> Colombo Int'l Yarn & Fabric Show 2025

48<sup>th</sup> Dye+Chem Sri Lanka 2025 Int'l Expo

Dear Exhibitors,

We would like to thank you very much for your kind support and participation in our “12<sup>th</sup> Textech Sri Lanka 2025 Int'l Expo, 14<sup>th</sup> Colombo Int'l Yarn & Fabric Show 2025, and 48<sup>th</sup> Dye+Chem Sri Lanka 2025 Int'l Expo”. By participating in these exhibitions, we believe you will be able to make new business through close interaction with the visitors to the Expo.

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

Detailed information on booth construction and others is also contained herein.

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

We wish you every success in our “12<sup>th</sup> Textech Sri Lanka 2025 Int'l Expo, 14<sup>th</sup> Colombo Int'l Yarn & Fabric Show 2025, and 48<sup>th</sup> Dye+Chem Sri Lanka 2025 Int'l Expo” and look forward to seeing you.

Thanks & Regards,

CEMS-Conference & Exhibition Management Services Ltd.

Email: [coordination@cemsonline.com](mailto:coordination@cemsonline.com)

Website: [www.cems-global.com](http://www.cems-global.com)

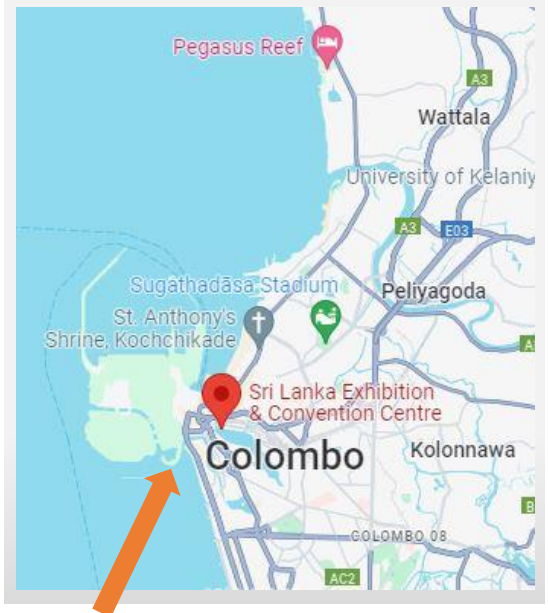
## Participation Procedures

<u>PROCEDURES</u>	<u>DEADLINE</u>	<u>ACTIVITIES</u>
Submission of Exhibition Participation Form	<b>February 20, 2025</b>	Submit to: CEMS-Global Or appointed CEMS-Global Representatives in respective countries
Payment of Exhibition Booth Fee	Latest by <b>February 20, 2025</b> (Does not apply to Early Registration deadlines)	Payment should be made to CEMS-Global USA, any CEMS offices or appointed CEMS Representatives in respective countries.
Booth Allocation Letters to be issued by CEMS	<b>March 10, 2025</b>	Will Be Issued
Submission of Company details, etc. for the Official Expo Directory	<b>February 20, 2025</b>	Submit to: any CEMS offices by Mail, Fax or Email
Submission of Advertisement Form for Official Expo Directory (Form can be collected on request from CEMS)	<b>February 20, 2025</b>	Submit to: CEMS - Dhaka By Mail, Fax or Email

TIME SCHEDULE

Move –In/ Preparation	March 19, 2025	From 00.00 hours to 23.00 hours (Next Day, for Special Design/ Special Booth Construction, please contact CEMS BANGLADESH for timings)
Opening Ceremony	March 20, 2025	At Seminar Hall – International Convention City, Bashundhara. Dhaka, Bangladesh.  (Time will be announced later)
Exhibition Date	March 20, 2025 March 21, 2025 March 22, 2025	10:30 – 20:00
Exhibition Close	March 22, 2025	18:00 – 19:00
Move Out/Removal	March 22, 2025	18:30 –23:00

Venue: Sri Lanka Exhibition & Convention Centre (SLECC), Colombo – Sri Lanka



## 1. Services Parties

### Official Booth Contractors

Matters concerning booth decoration, fascia name board furniture, electricity and water connection, compressed air and industrial gas and other problems to the booth set up, please refer to:

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Web : [www.cemslanka.com](http://www.cemslanka.com)

## 2. Mode of Payment

Regarding booth allocation, we would like to inform you that booths will be distributed on a first come first serve basis.

Payment in Bangladesh has to be made in favor of **CEMS – Conference & Exhibition Management Services Ltd. by Cheque / Pay Order / Draft.**

For International Remittance, payment details are available upon request.

However, payments can also be made directly to our appointed Representatives in our respective countries.

**THE DEADLINE FOR THE PAYMENT OF BOOTH PRICE IS February 20, 2025.**

**(HOWEVER, THIS PAYMENT DEADLINE DOES NOT APPLY TO EARLY REGISTRATION DISCOUNTED PAYMENT DEADLINES WHICH MAY BE ANNOUNCED BY CEMS-GLOBAL)**

## 3. Basic Shell Scheme Booth Facilities

The charge for each Shell Scheme Booth includes the following facilities:

1. One Table, Length: 3 feet (0.92 m) X Wide 1.5 feet (0.45 m) X Height 2.5 feet (0.76m)
2. Two Chairs
3. One electrical outlet with an electric supply
4. Your company name Fascia/Signboard
5. Constructed Full Shell Scheme Booth (as per booking)

## 4. Rules & Regulation for Participation

### Application Procedure

1. Application for participation is to be made on the CEMS Expo Application Form. Acceptance of participation & exhibits will be the sole discretion of organizer.
2. Full participation charge must be paid within the Payment deadline stated in this Manual.
3. Space (Booths/Stalls) will be available on First Come First Serve basis.
4. Once completed/ signed application form & Stall/Booth charge are received, no refund request will be entertained.

### Insurance:

1. The organizer will not be liable for damage /injury /fire /flood /claims /loss /theft of exhibits & personal properties, public liability (third party) insurance, and accidents liability; it's the exhibitors' responsibility to cover all their own insurance.
2. The organizer shall undertake the general protection and maintenance of the site. The organizer shall not be responsible for the protection and maintenance of the exhibits and other related materials inside the booths of the exhibitors. The custody of exhibits and other related materials should be the responsibility of exhibitors. Exhibitors should not obtain any compensation for any kind of damages occurs at the fair site or during the transportation.

### Booth Construction

1. Work of construction of stand / stall decoration, and cargo handling can be availed by the participants only from those contractors who are registered with the organizer. Please obtain the necessary permission from the organizer's office. No other contractors will be allowed to provide services for the above exhibition.
2. Screwing, drilling, nailing, or painting on the floors, walls, pillars, or any part of the Exhibition Halls will not be allowed. Exhibitors and their contractors will be liable for any damage to the Exhibition Halls.
3. The height limitation for the Shell Scheme booth is 8 feet in all halls. Please note, for the Special design height limit in all halls are maximum of 12 feet and in the booths which are under the staircase the height limit is a maximum 10 feet.

4. All materials used in booth construction and decoration must be properly fire-proof in accordance with general regulations of Bangabandhu Bangladesh–China Friendship Exhibition Center.

#### Electricity Installation:

1. No Contractor, other than the official contractor, is allowed to carry out any installation work concerning the supply of electricity and water at the exhibition site.
2. No more than one extension cord shall be connected to anyone socket.
3. No individual generators are allowed to be used.

#### Sales & Customs Duty

1. Goods may be sold during the exhibition but under no circumstances can they be removed from the exhibition site unless all Customs duties/taxes have been paid.
2. During the period of duties/tax assessment, sold exhibits will be moved to a bonded warehouse wherein the Exhibitors will be required to pay an in-transit movement charge.

#### Booth Preparation and Removal

1. Carry-in, installation decoration is allowed only as per the schedule stated in this Manual. Exhibitors are required to complete all the preparation on that day by themselves.
2. The organizer shall not admit starting removal of exhibitor before the closing of the fair in principle.
3. Exhibitors are also wholly responsible for bringing their exhibits out after the closing of the Expo and are prohibited to leave any exhibits or waste materials on the Expo site.

#### Prohibition and Regulations

1. Exhibitors are also prohibited from subleasing or transferring the right to use the allocated booth to a third party.
2. The organizer can terminate support if an exhibitor violates any of the exhibition rules and regulations contained herein. In such case, the organizer shall bear no liability to the exhibitor for loss, damage or expense that the exhibitor may incur as a result of such termination.
3. Please note, on the Setup Day, exhibitors can paste the backdrop and side drops at their respective booths. No displayed items, goods wouldn't be allowed to keep at their respective booth. If any exhibitor keeps their displayed items on setup day, Organizers wouldn't be liable for any loss.

4. Exhibitors should ensure that moving exhibits are kept out of the reach of visitors.
5. Exhibitors should not cause any annoyance to visitors or other exhibitors. The acceptable noise level will be maintained. The organizers reserve the right to impose limitations on the operation of noisy machinery.
6. If an exhibitor's demonstration is considered dangerous, to cause excessive noise, vibration, heat, air contamination, or other hazards, complaints from neighboring exhibitors or if the organizer determines that the demonstration cause problems in maintaining the safety of the fair, the organizer may impose restrictions on the exhibitor's demonstrations activities and/or require the exhibitor to take preventive/corrective measures or stop the demonstration. Expenses related to the above shall be borne by the exhibitor.
7. Smoking on the Exhibition premises is strictly prohibited.
8. Subletting of Booths is not allowed.
9. Display of only the products/services mentioned will be allowed in the booths/pavilions.
10. Please note, if any companies would go for using the sound system in their respective booth or pavilion, the sound should be in minimal sound so that it would not be disturbed the surroundings.
11. Display banners or any Promotional Banners (including long venue banners) can only be displayed in Expo Venue on prior permission from 'CEMS'. Banners without permission are not allowed.
12. Please be informed that, Due to security and safety issues of exhibitors and in order to avoid any unpleasant incidents in the venue and as per company rule, Food (Lunch packets, lunch boxes, etc.) is prohibited to being from outside. Security persons would keep food etc. while any exhibitors enter the venue.
13. The Venue Management will hold responsible the exhibitor/special booth constructors for any damage made to the venue infrastructure.
14. Above information would be strictly followed safety of exhibitors.
15. CEMS - Global expects our respected Exhibitors to dress appropriately in business attire of a casual nature. Please do not wear anything that others around might find offensive or that might make people around uncomfortable. It includes clothing with profane language statements or clothing that promotes causes that include, but are not limited to, politics, religion, sexuality, race, age, gender, and ethnicity. Our goal is to provide an environment that is comfortable and inclusive for all. We expect that your business attire, although casual, will exhibit common sense and professionalism.



## 5. Information on Logistics

IMPORTANT INFORMATION & GUIDELINES ON SENDING MATERIALS / EQUIPMENT FOR DISPLAY IN THE “12<sup>th</sup> Textech Sri Lanka 2025 Int’l Expo, 14<sup>th</sup> Colombo Int’l Yarn & Fabric Show 2025, and 48<sup>th</sup> Dye+Chem Sri Lanka 2025 Int’l Expo”:

FOR SHIPMENT OF YOUR SAMPLES / EQUIPMENT / MACHINERY FOR DISPLAY IN THE EXHIBITION, PLEASE FEEL FREE TO CONTACT OUR `LOGISTICS PARTNERS FOR ALL `CEMS EXHIBITIONS IN BANGLADESH:



**MSA Shipping Pvt Ltd**

**No. 121/1 Stace Road, Colombo 14, Sri Lanka**

**Telephone: +94-112385289**

**Contact Person : Dinesh Vellusamy,**

**Cell/ Whatsapp: +94-773847777,**

**WeChat: +94-773847777**

**Email : [dinesh.v@msashipping.com](mailto:dinesh.v@msashipping.com)**

**http : [www.msashipping.com](http://www.msashipping.com)**



**AIR SEA GLOBAL FREIGHT LTD.**

**Air Sea Global Freight Ltd.**

**Suite-6A, Saimun Heaven City-30, 1038, East Shewrapara,**

**Begum Rokeya Soroni, Mirpur, Dhaka-1216**

**Cell/ Whatsapp: +880 1819-203318,**

**WeChat: jahirasg, Ctc 01 : Jahir Ahmed,**

**E-mail : [jas@globalfreightbd.com](mailto:jas@globalfreightbd.com), [asgexhibition@gmail.com](mailto:asgexhibition@gmail.com),**

**Contact 02 : Mr. Nasir Uddin, Cell / WhatsApp : +880 1710-226502,**

**Email : [overseas@globalfreightbd.com](mailto:overseas@globalfreightbd.com),**

**http : [www.globalfreightbd.com](http://www.globalfreightbd.com)**

ANY EXHIBITOR INTENDING TO SEND ANY BROCHURES, PROMOTIONAL MATERIAL OR DISPLAY ITEMS BY COURIER/AIR FREIGHT SHOULD REACH TO COLOMBO LATEST BY **20 February, 2025**. WITH ALL SUPPORTING DOCS STATING CARGO ARRIVING FOR EXHIBITION. FOR MACHINERY / EQUIPMENT, ETC FOR DISPLAY, SHIPMENT 'BY SEA' OR BY 'FCL TO COLOMBO' BY 20 February 2025 WITH ALL SUPPORTING DOCS.

LCL SHIPMENT SHOULD ARRIVE BEFORE **20 February 2025**. DEPENDING ON THE SIZE OF CARGO COMPLETE THE OFFICIAL FORMALITIES OF CUSTOMS & CLEARING THE CARGO IN TIME FOR THE EXHIBITION. AS SOON AS THE SHIPMENT IS DISPATCHED, THE EXHIBITOR SHOULD URGENTLY SEND US THE INVOICE / PACKING LIST/CO/ OF THE ITEMS TO BE SENT TO US TO START THE CLEARANCE PROCESS AT OUR END ALONG WITH EXHIBITION BOOTH CONFIRMATION FROM ORGANIZER AND THEN THE BILL OF LADING CAN FOLLOW ONCE YOUR ITEMS ARE SHIPPED.

- **SHIPMENT GUIDELINE**

THE BILL OF LADING SHOULD MENTION THE FOLLOWING,

“12<sup>th</sup> Textech Sri Lanka 2025 Int’l Expo, 14<sup>th</sup> Colombo Int’l Yarn & Fabric Show 2025, and 48<sup>th</sup> Dye+Chem Sri Lanka 2025 Int’l Expo” FROM 20-22 MARCH 2025 AT Sri Lanka Exhibition & Convention Centre (SLECC), Colombo – Sri Lanka.

C/O. Conference & Exhibition Management Services Lanka (Private) Limited

**Conference & Exhibition Management Services Lanka (Private) Limited**

29, St. Alban’s Place, Bambalapitiya, Colombo, Sri Lanka

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N.B.: All local Taxes, Clearing Charges, VAT and re-export charges will have to be borne by the Exhibitor.

WE HOPE THE EXHIBITOR’S WILL FOLLOW THE ABOVE GUIDELINE WHICH HAS BEEN SPECIALLY ISSUED IN THE INTEREST OF THE EXHIBITOR AND TO AVOID ANY AMBIGUITY AS IT IS OF IMPORTANCE TO US TO ENSURE SMOOTH OPERATION OF YOUR PARTICIPATION.

WE WISH YOU A SUCCESSFUL “12<sup>th</sup> Textech Sri Lanka 2025 Int’l Expo, 14<sup>th</sup> Colombo Int’l Yarn & Fabric Show 2025, and 48<sup>th</sup> Dye+Chem Sri Lanka 2025 Int’l Expo.”

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