



## TÜRKİYE ODALAR VE BORSALAR BİRLİĞİ



Dumlupınar Bulvarı No:252 (Eskişehir Yolu 9. Km.) 06530 /ANKARA

www.tobb.org.tr - tobb@hs01.kep.tr

Sayı : E-34221550-720-11936

Tarih: 04.11.2024

Konu : İslam İşbirliği Teşkilatı 18. Ticaret Fuarı (18. TFOIC)

TÜM ODA VE BORSALARA  
(Genel Sekreterlik)

İlgi : Lahor Ticaret Ateşeliği'nin 28.10.2024 tarihli e-postası

İlgide kayıtlı yazıda, İslam Ticareti Geliştirme Merkezi (ICDT) tarafından, Pakistan İslam Cumhuriyeti'nin Lahor kentinde, 29 Kasım-1 Aralık 2024 tarihleri arasında Expo Merkezi'nde, İslam İşbirliği Teşkilatı (OIC) üye devletleri için "**18. Ticaret Fuarı (18. TFOIC)**" düzenleneceği belirtilmektedir. Fuara ilişkin ayrıntılı bilgiye <https://icdt-tradevents.org/eng/18thtfoic/> adresinden ulaşılabilir.

Detaylı bilgi için aşağıda yer alan isimler ile temasa geçilebilmesi mümkündür:

- M. Hasnain Haider Langah, Direktör, Pakistan Ticaret Geliştirme Merkezi (TDAP), +92-61-9330863, (Mobil) +92 300 6320659, hasnain.langah@tdap.gov.pk
- M. Alami Abdelaziz, Ticaret Geliştirme ve Tanıtım Departmanı Başkanı, İslami Ticaret Geliştirme Merkezi (ICDT), +212 522 314 974, (Mobil) +212 662 153747, a.alami@icdt-oic.org , icdt@icdt-oic.org

Bilgilerinizi ve konunuzun ilgili üyelerinize duyurulmasını rica ederim.

Saygılarımla,

*e-imza*Ali Emre YURDAKUL  
Genel Sekreter Yardımcısı

EK: 18. TFOIC HK. (29 sayfa)

Evrakı Doğrulamak İçin : <https://belgedogrula.tobb.org.tr/belgedogrulama.aspx?eD=BSMKSBFBSU>

Tel : +90 (312) 218 20 00 (PBX) - Faks : +90 (312) 219 40 90 -91 -92... - E-Posta : info@tobb.org.tr

Bilgi İçin: AYTEN GİZEM YALÇIN - Tel : +90 (312) 2182228 - E-Posta : gizem.yalcin@tobb.org.tr

**From:** KAAAN GAFFAROĞLU  
**Sent:** Mon, 28 Oct 2024 06:10:50 +0000  
**To:** ebys  
**Subject:** Fwd: 18. TFOIC  
**Attachments:** Nota ICDT Lahor Fair.pdf

**Gönderen:** Lahor Ticaret Ataşeliği <lahor@ticaret.gov.tr>

**Gönderildi:** 28 Ekim 2024 Pazartesi 07:53

**Kime:** INFO

**Konu:** 18. TFOIC

Merhaba Sn yetkili,

29 Kasım 2024- 01 Aralık 2024 tarihlerinde Lahor/Pakistan'da düzenlenmesi planlanan OIC Üye Devletleri 18. Ticaret Fuarına ilişkin bilgi notu eklidir.

Söz konusu fuara katılım konusunda gerekli duyurunun yapılması müsterhamdır.

Saygılarımızla,

Nurettin DEMİR

Lahor Ticaret Ataşesi

whatsapp 00 90 506 608 65 91

Bu elektronik posta ve onunla iletilen bütün dosyalar; göndericisi tarafından alması amaçlanan; yetkili gerçek ya da tüzel kişinin kullanımı içindir. Eğer söz konusu yetkili alıcı değilseniz bu elektronik postanın içeriğini açıklamamız, kopyalamanız, yönlendirmeniz ve kullanmanız kesinlikle yasaktır ve bu elektronik postayı derhal silmeniz gerekmektedir. T.C. Ticaret Bakanlığı bu mesajın içerdiği bilgilerin doğruluğu veya eksiksiz olduğu konusunda herhangi bir garanti vermemektedir ve hiçbir hukuksal sorumluluğu kabul etmemektedir. Bu nedenle bu bilgilerin ne şekilde olursa olsun içeriğinden, iletilmesinden, alınmasından ve saklanmasından sorumlu değildir. Bu mesajdaki görüşler yalnızca gönderen kişiye aittir ve T.C. Ticaret Bakanlığı görüşlerini yansıtmayabilir. Bu e-posta bilinen bilgisayar virüslerine karşı taranmıştır. Ancak yollayıcı, bu e-posta mesajının - virüs koruma sistemleri ile kontrol ediliyor olsa bile - virüs içermediğini garanti etmez ve meydana gelebilecek zararlardan doğacak hiçbir sorumluluğu kabul etmez.

- Ticaret Bakanlığı



CENTRE ISLAMIQUE POUR LE DÉVELOPPEMENT DU COMMERCE



O/Ref: 213- 2024

DM-AA/ SA

Casablanca 12 SEP. 2024

The Islamic Centre for Development of Trade (ICDT) presents its compliments to the Honorable Embassy of the Republic of Türkiye accredited to the Kingdom of Morocco, and has the honor to request it to kindly transmit the attached letters, relating to the "18<sup>th</sup> Trade Fair of the OIC Member States (18<sup>th</sup> TFOIC)" to be held from 29<sup>th</sup> November to 1<sup>st</sup> December 2024 at the Expo Centre in Lahore, to the following institutions:

- Ministry of Trade
- Union of Chambers and Commodity Exchanges
- Investment Office of the Presidency of the Republic of Türkiye
- Foreign Economic Relations Board of Türkiye (DEIK)
- Export Promotion Center

The Islamic Centre for Development of Trade avails itself of this opportunity to renew to the Honorable Embassy of the Republic of Türkiye accredited to the Kingdom of Morocco, the assurances of its highest consideration.



**Embassy of the Republic of Türkiye**  
7 Av. Abdelkrime Benjelloune  
Rabat- Maroc

**Enclosed :**

- ICDT's letters



CENTRE ISLAMIQUE POUR LE DÉVELOPPEMENT DU COMMERCE



O/Ref: 213 - 2024  
DMC-AA/ KI

Casablanca, 12 SEP. 2024

The Islamic Centre for Development of Trade (ICDT) presents its compliments to the Honorable to the Investment Promotion Agencies (IPAs) in the OIC Member States, and in reference to its letter No. 162/2024 dated on 12<sup>th</sup> June 2024 regarding the 18<sup>th</sup> OIC Trade Fair, which will take place in Lahore, Islamic Republic of Pakistan, from 29<sup>th</sup> November to 1<sup>st</sup> December 2024, has the honour to inform them that the organizers have decided to reduce the rental fees of the exhibition spaces. This initiative is intended to boost the participation of the OIC Member States in this event.

The revised reduced rates for the rental of exhibition spaces are as follows:

- Equipped square meter (shell scheme): 130 US \$.
- Square meter not equipped (indoor bare space): 100 US \$.

For this purpose, the Centre kindly requested to transfer the total rental amount for the exhibition spaces to the account of the Trade Development Authority of Pakistan (TDAP) at the following details:

|                  |                                                          |
|------------------|----------------------------------------------------------|
| Bank Name        | National Bank of Pakistan                                |
| Title of Account | Trade Development Authority of Pakistan                  |
| Account Number   | 3036103026                                               |
| Branch Code      | 0274                                                     |
| IBAN             | PK88 NBPA 0274 0030 3610 3026                            |
| SWIFT Code       | NBPAPKKA                                                 |
| Bank Address     | FTC Building Branch, Shahrah-e-Faisal, Karachi, Pakistan |
| Currency         | Pak Rupee Account                                        |

On this occasion, ICDT would be most grateful if the Honourable Investment Promotion Agencies (IPAs) in the OIC Member States, could take the necessary measures to ensure the active participation of their respective countries and disseminate this information to the stakeholders concerned with trade development and economic operators to raise the level of Intra-trade among the OIC Member States.

On the side-lines of this Fair, the following events will be organized:

- Pakistan -Africa and Middle East Business Forum, 1st December 2024;
- Policy Dialogue Forum of IPAs of Asian and African OIC Countries, 30th November 2024;
- Training workshop on Halal Certification and presentation of OIC Halal Economy report in collaboration with the Standards and Metrology Institute for Islamic Countries (SMIIC), 30th November 2024 ;
- B2B meetings;
- Awards ceremony for the best pavilions.

Details relating to this Fair are available at the following link:

<https://icdt-tradeevents.org/en/18thtfoic/>

For more information or reservations, the relevant departments and institutions in the OIC Member States can contact:

**M. Hasnain Haider Langah**

Director

Trade Development Authority of Pakistan

Tel: +92-61-9330863

Mobile : +92 300 6320659

Email : [hasnain.langah@tdap.gov.pk](mailto:hasnain.langah@tdap.gov.pk)

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**M. Alami Abdelaziz**

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Website: [www.icdt-oic.org/](http://www.icdt-oic.org/)

The Islamic Centre for Development of Trade avails itself of this opportunity to renew to the honourable Trade Promotion Organs (TPOs) in the OIC Member States, the assurances of its consideration.



**To: Trade Promotion Organs (TPOs) in the OIC Member States**

Enclosed:

- Participation Form
- Plan of the Fair
- Exhibitor's Guide





CENTRE ISLAMIQUE POUR LE DÉVELOPPEMENT DU COMMERCE



O/Ref: 213 - 2024

DMC-AA/ KI

Casablanca,

12 SEP. 2024

The Islamic Centre for Development of Trade (ICDT) presents its compliments to the Honourable Federations of Chambers of Commerce in the OIC Member States, and in reference to its letter No. 162/2024 dated on 12<sup>th</sup> June 2024 regarding the 18<sup>th</sup> OIC Trade Fair, which will take place in Lahore, Islamic Republic of Pakistan, from 29<sup>th</sup> November to 1<sup>st</sup> December 2024, has the honour to inform them that the organizers have decided to reduce the rental fees of the exhibition spaces. This initiative is intended to boost the participation of the OIC Member States in this event.

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On this occasion, ICDT would be most grateful if the Honourable Federations could take the necessary measures to ensure the active participation of their respective countries and disseminate this information to the stakeholders concerned with trade development and economic operators to raise the level of Intra-trade among the OIC Member States.

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Details relating to this Fair are available at the following link:

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For more information or reservations, the relevant departments and institutions in the OIC Member States can contact:

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The Islamic Centre for Development of Trade avails itself of this opportunity to renew to the honourable Investment Promotion Agencies (IPAs) in the OIC Member States, the assurances of its consideration.

**To: Investment Promotion Agencies (IPAs) in the OIC Member States**

**Enclosed:**

- Participation Form
- Plan of the Fair
- Exhibitor's Guide





CENTRE ISLAMIQUE POUR LE DÉVELOPPEMENT DU COMMERCE



O/Ref: 213-2024  
DMC-AA/ KI

Casablanca, 12 SEP. 2024

The Islamic Centre for Development of Trade (ICDT) presents its compliments to the Honourable Ministries in charge of Trade in the OIC Member States, and in reference to its letter No. 162/2024 dated on 12<sup>th</sup> June 2024 regarding the 18<sup>th</sup> OIC Trade Fair, which will take place in Lahore, Islamic Republic of Pakistan, from 29<sup>th</sup> November to 1<sup>st</sup> December 2024, has the honour to inform them that the organizers have decided to reduce the rental fees of the exhibition spaces. This initiative is intended to boost the participation of the OIC Member States in this event.

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The Islamic Centre for Development of Trade avails itself of this opportunity to renew to the honourable Federations of Chambers of Commerce in the OIC Member States , the assurances of its consideration.

**To: Federations of Chambers of Commerce**



**Enclosed:**

- Participation Form
- Plan of the Fair
- Exhibitor's Guide



CENTRE ISLAMIQUE POUR LE DÉVELOPPEMENT DU COMMERCE



O/Ref: 213 - 2024  
DMC-AA/ KI

Casablanca,

2 SEP, 2024

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The Islamic Centre for Development of Trade avails itself of this opportunity to renew to the honourable Ministries of Trade in OIC Member States the assurances of its highest consideration.



**To: Ministries in charge of Trade in the OIC Member States**

**Enclosed:**

- Participation Form
- Plan of the Fair
- Exhibitor's Guide



# 18<sup>th</sup> TRADE FAIR OF OIC MEMBERS & 12<sup>TH</sup> WEXNET EXHIBITION 2024

EXPO CENTRE, LAHORE, PAKISTAN

(29<sup>th</sup> November-1<sup>st</sup> December, 2024)

## REGISTRATION FORM

### EXHIBITORS IDENTIFICATION

|                               |       |
|-------------------------------|-------|
| Exhibitor (Name of Company) : |       |
| Address:                      |       |
| Country:                      | City: |
| Tel:                          | Fax:  |
| E-mail:                       |       |
| Contact person:               |       |
| ID Individual participants:   |       |

### BOOK YOUR STAND

(per sq. m)

☐ Direct sale exhibition with

☐ Exhibition on samples

Turnkey stand (9sq.m. each and by multiple of 9)

Unit price per sq.m. (in US Dollars )

130

Quantity in sq.m.

Total HT

(Total excl. of tax)

17% VAT

Total TTC

Total incl. of tax

Bare space (18 sq.m. stand by multiple of 9)

Unit price per sq.m. (in US Dollars )

100

Quantity in sq.m.

Total HT

(Total excl. of tax)

17% VAT

Total TTC

Total incl. of tax



PAYMENT

☐ By cheque

☐ By Bank transfer

Beneficiary bank name: National Bank of Pakistan

Account name: Trade Development Authority of Pakistan

Bank address: FTC Building Branch, Shahrah-e-Faisal, Karachi, Pakistan

SWIFT code: NBPAPKKA

IBAN: PK88 NBPA 0274 0030 3610 3026

Account No: 3036103026

Branch Code: 0274

FREE REGISTRATION IN THE CATALOGUE

1. Alphabetical index of exhibitors

2. Trade index: Activities or products

3. Products to be exhibited

Date \_\_\_\_\_

Signature and stamp

Name \_\_\_\_\_

Position \_\_\_\_\_

\_\_\_\_\_



# HALL - 1

18TH OIC TRADE FAIR  
NOV 29 - DEC 01, 2024  
EXPO CENTRE LAHORE

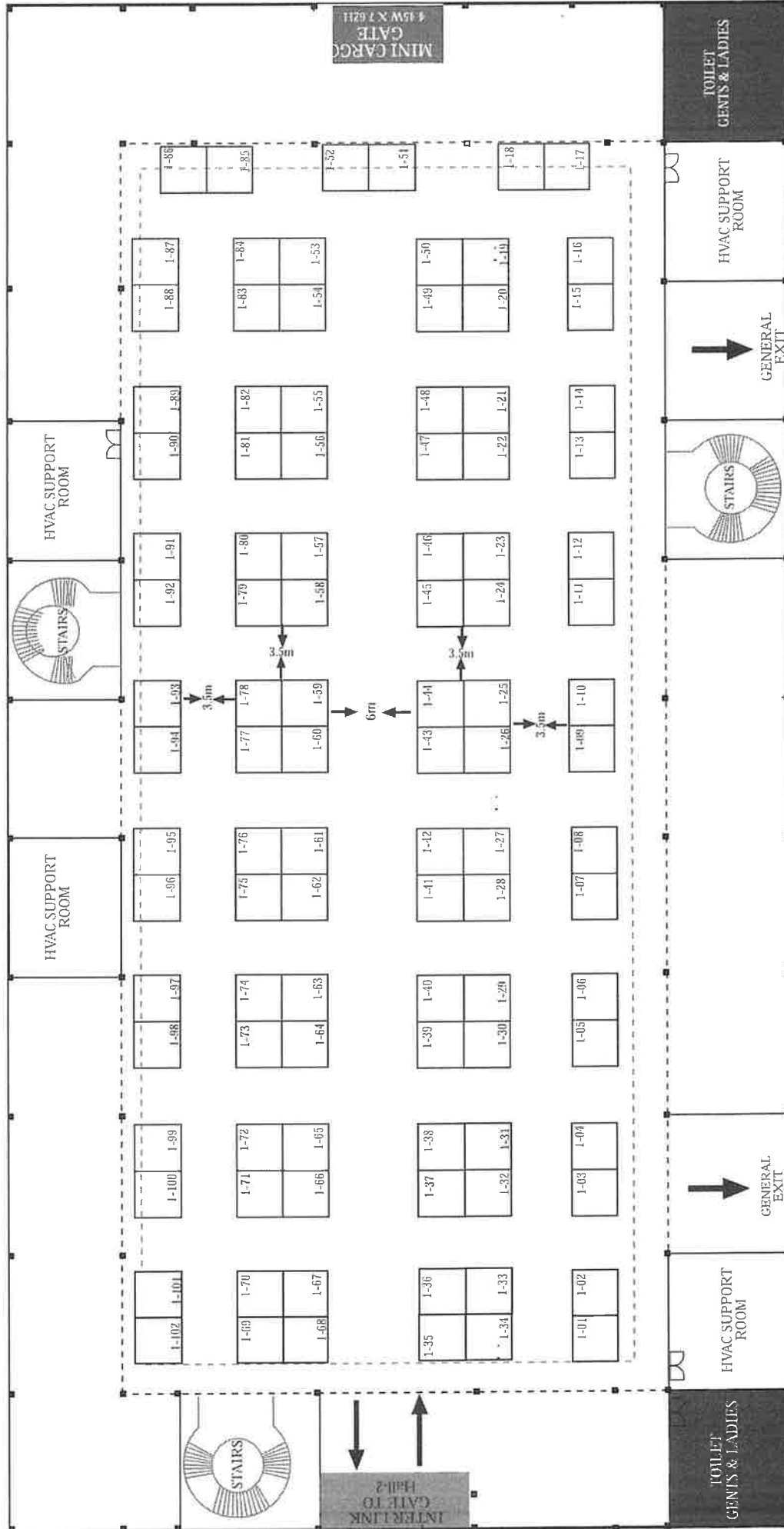


Exhibit Area : 102 x 09 = 918 Sqm



**7. List of Hotels at Preferential Rates**

A list of designated hotels is shared as follows, the same is being uploaded on the website

| Sr. No                                         | Name of the Hotel       | Deluxe Single + Tax | Deluxe Double +Tax | Executive Single+Tax | Executive Double+Tax | Platinum Single+Tax | Junior Suite+Tax | Business Suite+Tax | Royal Suite+Tax |
|------------------------------------------------|-------------------------|---------------------|--------------------|----------------------|----------------------|---------------------|------------------|--------------------|-----------------|
| 1                                              | Four Points by Sheraton | \$ 50               | \$ 57              | \$ 61                | \$ 72                |                     | \$ 97            |                    |                 |
| 2                                              | Ramada by Whyndham      | \$ 63               | \$ 70              | \$ 79                | \$ 86                |                     | \$ 126           | \$ 162             | \$ 234          |
| 3                                              | Royal Swiss Hotel       | \$ 79               | \$ 88              | \$ 90                | \$ 99                |                     |                  | \$ 162             | \$ 324          |
| 4                                              | Nishat Hotel            | \$ 137              | \$ 147             | \$ 147               | \$ 158               | \$ 162              |                  |                    | \$ 270          |
| Exchange Rate USD 1 = PKR 278 as of 23-07-2024 |                         |                     |                    |                      |                      |                     |                  |                    |                 |

Shuttle services, security escorts, and emergency services shall be available in these designated hotels only.

**Ministry of Commerce and TDAP on behalf of the Government of Pakistan and ICDT on behalf of OIC wish you a pleasant and successful visit to Pakistan to attend the 18<sup>th</sup> Trade OIC Fair and 12<sup>th</sup> WEXNET Exhibition, 2024.**

\*\*\*\*\*

Please note that no shipment/post/exhibits shall be received directly by TDAP. Custom clearance of all/any exhibits being brought as personal baggage will be the responsibility of the exhibitors themselves.

### 3. Forwarders Recommended by The Organizers

The Following designated freight forwarders will offer market-competitive rates. However, in case of the use of any other forwarding agent, the organizer/TDAP shall not be a party in case of any dispute.

| Sr/no | Name of Freight Forwarder        | Name of Persons                                  | Contact Numbers                     |
|-------|----------------------------------|--------------------------------------------------|-------------------------------------|
| 1     | National Logistics Company (NLC) | Major Muhammad Faisal Butt (General Manager)     | +92-4299232675/ +92-3215052203      |
| 2     | DHL                              | Mr. Mohammad Imran (Gateway Manager)             | +92-162994433/+92-3002025278        |
| 3     | M/S Raziq International          | Mr. Tayyab Kaiwan Ashraf, Deputy General Manager | +92-4237516307(2002)/+92-3334953999 |

### 4. Import Prohibited Products

The Prohibited list to be imported/sold in Pakistan is appended as Annexure 1 of this manual wherein following appendices are useful for International Exhibitors.

**Appendix-A:** Goods specified in this appendix are banned for import including goods of Indian or Israeli origin or imported from India or Israel, counterfeit products and import of all rough diamonds from Cote d'ivoire

**Appendix-B:** Goods specified in this appendix shall be importable subject to the conditions laid down in the Import Policy Order 2022.

**Appendix-C:** Goods specified in this appendix are banned for import in secondhand or used conditions except those specifically exempted in the Import Policy Order 2022 annexed as ANNEXURE 1.

Annexure 1 may be accessed at this link:

[https://drive.google.com/file/d/1zLvqQrYGcBNpCUt-bO\\_492U6U6Y0HsIF/view?usp=share\\_link](https://drive.google.com/file/d/1zLvqQrYGcBNpCUt-bO_492U6U6Y0HsIF/view?usp=share_link)

### 5. Shuttle Service and Local Transportation

TDAP shall be providing free shuttle service for the following purposes only.

- Pick and drop to the airport to the designated hotels.
- Shuttle service between venue and hotels.
- Shuttle service from hotel to inaugural dinner and other side-line approved events.

### 6. Useful Information:

Exhibitors' manual and other useful information shall be made available on the website as well as on arrival to the exhibitors

([https://visa.nadra.gov.pk/how-to- applied](https://visa.nadra.gov.pk/how-to-apply/)).

Complete guidelines for applying visa are also available at <https://visa.nadra.gov.pk/how-to-apply/>. The timelines for issuance of visa along with other relevant details and requirements can be accessed through the aforementioned webpage. Please note that grant of visa may take longer than given timeline and issuance of visa is the prerogative of the Government of Pakistan.

The participants of the Trade fair are advised to apply under the following categories:

- i. Diplomatic / Official Passports Holder
  - a. Main Category: Official
  - b. Sub-Category: Development Agencies Individual/Family
- ii. Ordinary Passport Holder under "Others"
  - a. Main Category: Others
  - b. Sub-category: Seminar/Conference

This information can be accessed online as well on the following links:

- i. <https://visa.nadra.gov.pk/>
- ii. <https://visa.nadra.gov.pk/official-visas/>
- iii. <https://visa.nadra.gov.pk/diplomatic-visa/>
- iv. <https://visa.nadra.gov.pk/other-visa>

While submitting the application, applicants would be required to upload an invitation/facilitation letter from the relevant department/authority/organization in Pakistan.

In case of any unexpected delay in visa issuance against the timelines mentioned on the website. Ministry of Commerce/TDAP will facilitate the sharing of copies of the Passport of the applicant along with the Tracking Number of the visa application directly with the Ministry of Foreign Affairs Pakistan.

## **2. Exhibited Goods**

The exhibited goods can be transported to the Exhibition site by all means (land - sea - air) except by post. The goods are sent in one go with packing lists for each package, within a period of 3 days before the exhibition through designated freight forwarders only by paying stipulated rates by the exhibitors directly to the freight forwarders. The same forwarder shall be liable to provide services for cargo handling, custom clearance, transportation and warehousing on-site, and insurance of the exhibits.

All foreign goods that will be exhibited must strictly comply with the Exhibition customs rules. They can only be brought into the Fair by freight forwarders accredited by the Administration of the TDAP with the customs services, to facilitate admission and guarantee the rights relating to imported products. The exit of the goods is subject to the visas of the Customs of the General management of the TDAP and of the approved freight forwarder. Exit visas will only be given after payment for the services requested and performed. To facilitate customs clearance operations, it is planned to open a Customs facilitation office on the Exhibition site. For any additional information on customs formalities, exhibitors shall contact the customs facilitation desk allocated by TDAP.

- ✓ Prohibited Goods as per Government of Pakistan Rules along with Gold and its Jewelry, Precious Stones and its Jewelry will not be allowed for import and display

- In addition, exhibitors are strictly prohibited from leaving staff in the stands outside the opening hours of the Fair
- Exhibitors shall close their stands at the end of the day and TDAP/EMC shall not be liable in case of loss/damage.
- The Security guards shall be for over all venue Security not for individual stands)

#### **8. Insurance**

By signing the application to participate in the Fair which will be organized from 29<sup>th</sup> November to 1<sup>st</sup> December 2024, each exhibitor adheres to the insurance policies of the venue management and event organizer covering civil liability and fire. Theft is not covered by insurance. In case of a claim, exhibitors cannot claim any compensation from TDAP beyond what is granted by the Expo center Lahore.

Each exhibitor can get insurance coverage of the exhibits from the insurance agents of their freight forwarders failing any liability on TDAP.

#### **9. Security**

TDAP Administration is responsible for the security and maintenance of the exhibition premises during the Exhibition period.

In this regard, it declines all responsibility for specific assignments entrusted to other individuals. In order to avoid commercial espionage, the Exhibition administration gives full freedom to each exhibitor to protect himself legally and under his sole responsibility against those who would like to photograph the stands, pavilions or locations and to use the pictures in their flyers and advertising brochures.

#### **10. Jurisdiction**

In case of a dispute, only the Pakistani courts will be competent to judge. No derogation will be accepted from this jurisdiction clause. Certificates of participation, signed by the Director General of TDAP, will also be given to all exhibitors.

## **ADMINISTRATIVE AND CUSTOMS PROCEDURES**

#### **1. Entry Visa**

Foreign participants and visitors to the Fair, where applicable, upon entry into Pakistan are required to file their visa application well before intended date of travel.

Pakistan has an online visa system in place now. Nationals of all OIC Member States can apply for Visas through the portal which can be accessed at:

<https://visa.nadra.gov.pk/>.

The application guide is available on the same website:

- The Exhibitors must notify the Hall Managers at least 2 hours before the Exhibition closes for the day to facilitate re-stocking/maintenance of Exhibits

#### **4. Exhibitor badges/ corporate passes/car stickers**

- The exhibitor badges and car stickers will be available at the reception area of Expo Centre, Lahore (Hall 2) from 09:00 am – 06:00 pm on 28<sup>th</sup> November 2024.
- The exhibitors may collect these by themselves or send an authorized representative before the cut-off time.

#### **5. Presence At the Stand**

- Exhibitors are required to permanently have a representative on the stand who is qualified to conclude business. Exhibitors and stand managers are responsible for the behavior and all acts of the persons engaged by them for services.
- Only designated and registered representatives shall be issued exhibitor passes. Only the pass holder shall be allowed to man the stands.

#### **6. Special Provisions**

- The exhibitors shall respect all the clauses of these regulations which are strictly enforceable and cannot be considered as simply comminatory.
- The Exhibition Organizers decline all responsibility for the behavior of the staff employed by exhibitors.
- The Exhibition Organizers are entitled to expel any undesirable person and, in general, to take any necessary measure to preserve the smooth running and good reputation of the Exhibition, including the filing of a complaint for damages or any legal action.

#### **7. Prohibitions**

- It is strictly forbidden to put highly inflammable products, weapons and narcotics in the stands. The use of music devices for advertising is also prohibited on the stands and may lead to the seizure of the equipment.
- In this regard, the organizers plan to provide the exhibitors who so wish, with an animation podium as well as visibility spaces on payment basis.
- The transfer or subletting of all or part of the stand or location is prohibited.
- Nevertheless, certain prohibitions must be observed, under penalty of immediate exclusion from the Exhibition without notice, namely:
  - ✓ Distribute samples or circulars outside the stands
  - ✓ Carry out, in order to attract the customer, any noisy demonstration or other, in any way or any advertising likely to disturb the occupants of neighboring stands and visitors
  - ✓ Place visible objects outside the stand
  - ✓ Damage, in any way whatsoever, the equipment made available to them. In addition, exhibitors are strictly prohibited from leaving staff in the stands outside the opening hours of the Exhibition, with the exception of guards provided by approved companies.

2<sup>nd</sup> and 3<sup>rd</sup> Day of the fair subject to paying the duties and taxes relating thereto, in accordance with the regulations applicable in Pakistan

- Size and accessories of the Shell scheme shall be handed over to exhibitors as per the booking form.
- Height of the bare space stalls shall not exceed 2.4 meters at the edge. In case it is higher, it may be taken up to a maximum of 4.5 m beyond 1 m from the edge inside the booked space. Fabricators for raw space exhibitors must only be designated vendors registered with TDAP. Details of the registered vendor shall be shared on request
- Each stand could be manned by 1-2 authorized representatives of the exhibitors.
- All hall opening and closing timings shall be shared by organisers during the days of the event too which shall be binding on all exhibitors to follow.
- Exhibitors shall be liable for all losses, damages & costs resulting from failure to follow instructions in the exhibitors' manual.
- Exhibitors shall be responsible for the removal of all packaging waste and rubbish materials resulting from set up or dismantling from the Exhibition Hall.
- No storage facilities shall be provided for packaging cases, surplus materials, or other belongings of the Exhibitors
- All containers, packing items, and any item or article not for display must be removed from the Exhibition Hall before the day of opening.
- No pressurized container shall be used in the Exhibition Hall without the prior written approval of the Organizers
- Moving in & out of the Exhibition Hall, all goods must be moved by rubber-tired trolleys over protective boarding, safeguarding the hall floors.
- Large and heavy goods that cannot be hand-carried by the Exhibitors can only be taken in/out through the cargo gates of the halls and not through the main entrance doors of the Expo Centre by cargo rollers only.
- Each Exhibitor shall strictly follow the Schedule for moving its exhibits and other articles into/out of its stalls/Booth as per the Exhibitor Manual.
- All exhibits/component materials shall be removed soon after the closure of the Exhibition and accomplished maximum within 24 hours, materials left behind shall be deemed forsaken
- Exhibits should be brought into the Exhibition Halls only when the stalls are completed in all respects to occupy and the same is being conveyed by the organisers.
- The Exhibitor must arrange for an authorised representative to be present at its stall to receive the Exhibits as the organizers shall not accept delivery on behalf of the Exhibitor nor can the organizers be held responsible for the subsequent safe custody of such items.
- Machines or similar heavy Exhibits MUST BE IN POSITION on the very first day of the stall set-up period to allow sufficient time for their installation/ operation for demonstration.

### **3. Presence of Exhibits at the Stalls**

- Exhibitors must keep their Exhibits at their stalls for display throughout the period of the Exhibition. Exhibitors shall not be allowed to remove their Exhibits from their stalls before the official closing of the Exhibition.
- Re-stocking/maintenance of Exhibits at the stalls shall be allowed after the Exhibition hours

- Free provision of first aid services and emergency services on the venue and designated hotels
- Free entry for Sideline/ Cultural and Informative events during the days of the exhibition

#### **6. Side lines Events**

Following side line events will be organized during the event:

- Pakistan -Africa and Middle East Business Forum, 1st December 2024;
- Policy Dialogue Forum of IPAs of Asian and African OIC Countries, 30th November 2024;
- Training workshop on Halal Certification and presentation of OIC Halal Economy report in collaboration with the Standards and Metrology Institute for Islamic Countries (SMIIC), 30th November 2024 ;
- B2B meetings;
- Awards ceremony for the best pavilions.

## **EXHIBITION RULES**

### **1. Set-up, Tear-down & Exhibition Schedule**

| <b>a. BUILD-UP AND EVENT DAY SCHEDULE</b>                  | <b>DATE</b>                     | <b>TIME</b> |
|------------------------------------------------------------|---------------------------------|-------------|
| ▪ Handing over the space to the exhibitors for Raw Space   | 26 <sup>th</sup> Nov'24         | 10:00 AM    |
| ▪ Handing over the space to the exhibitors for Shell Stall | 28 <sup>th</sup> Nov'24         | 03:00 PM    |
| ▪ Closing of Cargo Ramp                                    | 28 <sup>th</sup> Nov'24         | 09:00 PM    |
| ▪ Hall to be vacated for cleaning and security clearance   | 28 <sup>th</sup> Nov'24         | 10:00 PM    |
| ▪ Hall to be opened for exhibitors only                    | 29 <sup>th</sup> Nov-1st Dec'24 |             |
|                                                            | 09:00 AM                        |             |
| ▪ Hall to be opened for visitors for exhibition            | 30 <sup>th</sup> Nov-1st Dec'24 | 03.00 PM    |
| ▪ Hall to be closed for visitors                           | 29 <sup>th</sup> Nov-1st Dec'24 | 09:00 PM    |
| ▪ Hall to be closed for exhibitors                         | 29 <sup>th</sup> Nov-1st Dec'24 | 10:00 PM    |
| <b>b. Tear Down Schedule Date Time</b>                     |                                 |             |
| ▪ Clearance of walkways                                    | 1 <sup>st</sup> December 24     | 10.00 PM    |
| ▪ Tear down commences                                      | 1 <sup>st</sup> December 24     | 10:15 PM    |
| ▪ Opening of Cargo Ramp                                    | 1 <sup>st</sup> December 24     | 10:30 PM    |
| ▪ Tear down completed                                      | 2 <sup>nd</sup> December 24     |             |
|                                                            | 06:00 PM                        |             |
| ▪ Venue handing over to ECL                                | 2 <sup>nd</sup> December 24     | 06:00 PM    |

### **2. General Terms and Conditions for Shell Scheme and Bare Space/Customised**

Following terms and conditions MUST be followed and prior special permission must be sought from the organizers in case of any exceptions needed. In case of non-compliance with the Terms and Conditions, Organizers reserve the right to modify stall layout during or after erection at the cost of the Exhibitor

- Recognizing the importance of direct sales as an incentive to attract more participants, both parties agreed that the exhibitors will benefit from the possibility of direct selling on the

welcome the presence of many renowned personalities from the business world from both the public and private areas.

## **PARTICIPATION CONDITIONS**

### **1. Participants**

This Fair is open to the 57 Member States of the Organization of Islamic Cooperation (OIC), to OIC institutions, and to the various economic, public, and private operators in Islamic countries. States as observers within the OIC (Bosnia-Herzegovina, Central African Republic, Kingdom of Thailand, Russian Federation, Turkish State of Northern Cyprus), economic operators in Islamic communities from non-member countries can also take part in this Fair.

### **2. Registration Agreement**

The registration form/exhibitor form is available at: <https://icdt-tradevents.org/en/18thtfoic/>

### **3. Financial Conditions/ Payments**

- Several measures have been taken by the organizers to ensure the exhibition's success. The request forms for the reservation of stands, registration in the catalog, and/or other services must be returned, duly completed and stamped, to the TDAP on the given address and links of the registration form
- All International Exhibitors from OIC member states will apply to the TDAP on the prescribed Application Form along with the Participation Fee (To be deposited in the TDAP Account as per details already available in the Application Form) for reservation of stands.

### **4. Reservation And Layout of The Stands**

TDAP will be making the Final Selection of Exhibitors from the Applications received. TDAP will allocate stands (as per layout) and ensure the Execution. A list of Selected Exhibitors along with their Catalogue Entry Details and Allocation of Stands will be shared by TDAP with ICDT

### **5. Facilities Granted to Participants**

The two organizers will provide facilitation and incentives to participants and exhibitors particularly OIC LDCs in collaboration with the private companies to ensure the success of the organization of the aforesaid Fair

The complimentary facilities offered by TDAP to all participants shall include the following:

- Pick and drop at the airport
- Shuttle service between the venue and designated hotels
- Subsidized/special rates of designated hotels
- Designated Freight Forwarding agents
- Facilitation desk at the Venue for currency exchange of local sales proceeds
- Facilitation for Custom Clearance of exhibits shipped for the Event
- Free exhibitor passes and listing in the exhibitor catalogue
- Free passes to Inaugural Dinner along with transport facility
- Access to the local business community through specially designed meetings
- Local media coverage

- Tourism and travel agencies and tour operators' bodies and flight companies.
- Certification bodies.
- Federations of Employers and other associations.

#### **Public and private economic operators from OIC countries**

- Financial and Insurance institutions
- Handicraft companies: cosmetics, decoration, leather, clothing, pottery, tiles.
- Textile companies: clothing, linens, furnishings, bedding, packaging
- Leather companies: shoes, bags, belts
- Information Technology companies
- Local Products
- Retailers and distributors
- Food Industry
- Hygiene and wellness care
- Building materials and electricity
- Transport and logistics companies
- Any other

### **VISITORS' PROFILE**

- Host country and authorities of OIC member countries having country pavilions
- Representatives of institutional bodies of member countries
- Sectorial decision-makers: food industry, textile, leather, agro, engineering and services sectors
- Industrialists
- Tourism decision-makers and professionals
- Managers of Retail companies
- Craft men
- Organizations of non-member countries having observer status in the OIC.
- Other professionals from economic sectors of non-member countries after consultation with organizers (ICDT and TDAP)

### **GENERAL DESCRIPTION OF THE ISLAMIC COUNTRIES TRADE FAIR (TFOIC)**

- The Islamic Countries Trade Fair is one of the major annual events organized by the Islamic Centre for Development of Trade (ICDT) for trade promotion and cooperation between the 57 member countries of the Organization of Islamic Cooperation (OIC). It is a platform for exchanges between professionals in the business community who share common values in terms of cooperation and development in accordance with the ethics, values, and principles enacted by Islam in terms of the exchange of goods and services.
- The 18<sup>th</sup> edition of the Fair, which promises to be grandiose in Pakistan steeped in history and point of intersection of trade between Asia and the rest of the OIC Member States, will

## **PREAMBLE**

Within the framework of the resolutions adopted by the 39<sup>th</sup> Ministerial Session of the Standing Committee for Economic and Commercial Cooperation of the OIC Member States (COMCEC) , held in December 2023 in Istanbul - the Republic of Türkiye, and the 15<sup>th</sup> Session of the Islamic Summit Conference held in May 2024 in Banjul – the Republic of The Gambia, the Islamic Centre for Development of Trade (ICDT) will organize in collaboration with the Trade Development Authority of Pakistan (TDAP) under the aegis of the Ministry of commerce of the Islamic Republic of Pakistan, the 18<sup>th</sup> Trade Fair of the OIC Member States (18<sup>th</sup> TFOIC), from 29<sup>th</sup> November to 1<sup>st</sup> December 2024 at the Expo Centre in Lahore.

## **OBJECTIVES OF THE 18<sup>TH</sup> TRADE FAIR OIC (TFOIC)**

ICDT and TDAP have set themselves ambitious objectives for the 18<sup>th</sup> edition of the Trade Fair of Islamic Countries from 29<sup>th</sup> November to 1<sup>st</sup> December 2024, within the framework of the organization for the organizers, this essentially involves:

- Promote the development of economic and commercial partnerships between member countries.
- Spread, disseminate, and share the economic potential of member countries
- Make a tangible contribution to the development of exchanges and investments linked to trade between member countries
- Market products and services of member countries
- Ease direct contact between economic agents of member countries
- Develop partnerships between economic agents of member countries
- Foster economic integration between member countries on strategic and quality products and services
- Work towards the organization of exhibitions and B2B meetings as a marketing tool between business circles of member countries.

## **EXHIBITORS' PROFILE**

### **Ministries concerned of OIC members:**

- Trade Ministries
- Industry Ministries
- Agriculture Ministries
- Tourism and Handicraft Ministries
- Infrastructure and Transportation Ministries
- Ministries of Higher Education

### **National agencies:**

- Investment promotion agencies of OIC members.
- Trade and export promotion agencies of OIC members.
- Chambers for Trade, Industry, and Agriculture of OIC members.

5. Shuttle Service and Local Transportation .....11
6. Useful Information: .....11
7. List of Hotels at Preferential Rates .....12

## 18<sup>TH</sup> TRADE FAIR OF THE OIC MEMBER STATES (18<sup>TH</sup> TFOIC)

*29<sup>th</sup> November – 1<sup>st</sup> December 2024, Lahore – Islamic Republic of Pakistan*

### Contents

|                                                                                  |    |
|----------------------------------------------------------------------------------|----|
| PREAMBLE.....                                                                    | 3  |
| OBJECTIVES OF THE 18 <sup>TH</sup> TRADE FAIR OIC (TFOIC) .....                  | 3  |
| EXHIBITORS' PROFILE .....                                                        | 3  |
| VISITORS' PROFILE .....                                                          | 4  |
| GENERAL DESCRIPTION OF THE ISLAMIC COUNTRIES TRADE FAIR (TFOIC) .....            | 4  |
| PARTICIPATION CONDITIONS .....                                                   | 5  |
| 1. Participants .....                                                            | 5  |
| 2. Registration Agreement .....                                                  | 5  |
| 3. Financial Conditions/ Payments .....                                          | 5  |
| 4. Reservation And Layout of The Stands .....                                    | 5  |
| 5. Facilities Granted to Participants .....                                      | 5  |
| 6. Side lines Events .....                                                       | 6  |
| EXHIBITION RULES .....                                                           | 6  |
| 1. Set-up, Tear-down & Exhibition Schedule .....                                 | 6  |
| 2. General Terms and Conditions for Shell Scheme and Bare Space/Customised ..... | 6  |
| 3. Presence of Exhibits at the Stalls.....                                       | 7  |
| 4. Exhibitor badges/ corporate passes/car stickers .....                         | 8  |
| 5. Presence At the Stand .....                                                   | 8  |
| 6. Special Provisions .....                                                      | 8  |
| 7. Prohibitions.....                                                             | 8  |
| 8. Insurance.....                                                                | 9  |
| 9. Security .....                                                                | 9  |
| 10. Jurisdiction .....                                                           | 9  |
| ADMINISTRATIVE AND CUSTOMS PROCEDURES .....                                      | 9  |
| 1. Entry Visa.....                                                               | 9  |
| 2. Exhibited Goods .....                                                         | 10 |
| 3. Forwarders Recommended by The Organizers .....                                | 11 |
| 4. Import Prohibited Products.....                                               | 11 |