

Standard Operating Procedure (SOP)

Stand Design & Fabrication Guidelines – Space Only Exhibitors

Dear Exhibitors,

Thank you for your participation. Please go over the Standard Operations Procedure outlined below;

Submission of Stand Design

All space-only (raw space) exhibitors are required to submit their stand design for prior approval.

- Submission Email: expo@pakistansolarassociation.org
- Submission Deadline: 30th May 2026

Note: No fabrication work may commence without written approval from the organizer.

Booth Design & Height Regulations

- Central Open Area:
 - Maximum height: 12 feet (10 ft structure + 2 ft fascia)
- Under Mezzanine Area:
 - Maximum height: 10 feet
- Double-Story Stands:
 - Not recommended by PSA
 - If constructed:
 - Maximum height: 14 feet
 - Mandatory safety certificate from a government-approved authority
 - Must not obstruct visibility of adjacent booths

Vendor & Fabricator Requirements

- All vendors must be registered with Lahore Expo Center
- Unregistered vendors will not be allowed entry
- Exhibitors must:
 - Use approved vendors OR
 - Ensure their vendors complete registration prior to build-up

Branding & Display Guidelines

- All branding must remain within the allocated stall space
- Display outside the stall (e.g., aisles, common areas) is strictly prohibited
- PSA reserves the right to remove and confiscate unauthorized materials
- Branding Allocation Rule:
 - 1.80% branding: Exhibitor's registered name
 - 2.20% branding: Principal/company representation (if applicable)

Coordination Requirement

Exhibitors must:

- Inform the organizer of their vendors in advance
- Ensure vendor compliance with all timelines and regulations

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Build-Up & Dismantling Schedule

Material/Vendor Entry:

- 7th July, 14:00 hrs

Completion Deadline (Vendor Exit):

- 9th July, 12:00 hrs

Cargo Gate Closure:

- 9th July, 20:00 hrs

Dismantling:

- 12th July, 23:30 hrs

Note: No fabrication will be allowed beyond designated timelines.

Technical & Operational Responsibilities

- Exhibitors/fabricators are responsible for:
 - All structural materials
 - Electrical fittings and wiring
 - Equipment installation requirements
 - The organizer will not provide any technical materials or support

Compliance & Penalties

- Non-compliance with SOPs may result in:
 - Immediate stoppage of work
 - Removal of materials
 - Financial penalties
- Additional charges will apply for:
 - Delays beyond allocated time
 - Violations of Expo Center policies

Important Note

All exhibitors must strictly adhere to PSA guidelines and timelines. Failure to comply will result in penalties as per Pakistan Expo Center regulations.

For Queries & Coordination:

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