

EXHIBITOR MANUAL

EXHIBITION INFORMATION AND GUIDANCE FOR EXHIBITORS

58th Conference of Directors General Of Civil Aviation, Asia and Pacific Region
15 – 19 October 2023, Pan Pacific Sonargaon, Dhaka, Bangladesh

1. Travel Information

Please refer to the DGCA/58 website for visa information at: <https://www.dgca58.gov.bd/Visa-Information>.

2. Airport Welcome Desk

Operation Period: October 13 (07:00 hrs) – 16 (22:00 hrs.)
Location: Hazrat Shahjalal Int'l Airport, Dhaka
Services: Visa assistance, complimentary transport to Recommended hotels & other information to participants

3. Exhibition Venue

Grand Ballroom foyer, Pan Pacific Sonargaon, Dhaka, Bangladesh

4. Exhibition Schedule

Activity	Date	Time (hrs.)
Booth Set-up (by host State organizer)	13 October 2023	09:00-18:00
	14 October 2023	09:00-13:00
Exhibitor move in / additional booth decoration (if any)	14 October 2023	14:00-17:00
Exhibitor Registration (Location: Grand Ballroom foyer, Pan Pacific Sonargaon Dhaka)	14 October 2023	14:00-18:00
	15 October 2023	08:00-08:45
Help desk open	15–19 October 2023	09:00-17:00
Exhibition Opening Hours (the same hours with conference hours)	15 October 2023	09:00-17:00
	16-17 October 2023	09:00-17:00
	18 October 2023	Closed (Cultural Tour Day)
	19 October 2023	09:00-12:00
Exhibitor Move Out	19 October 2023	13:00-16:00

Note: Exhibitors will be required to take possession and charge of their stands 30 minutes before the conference formal opening hours daily.

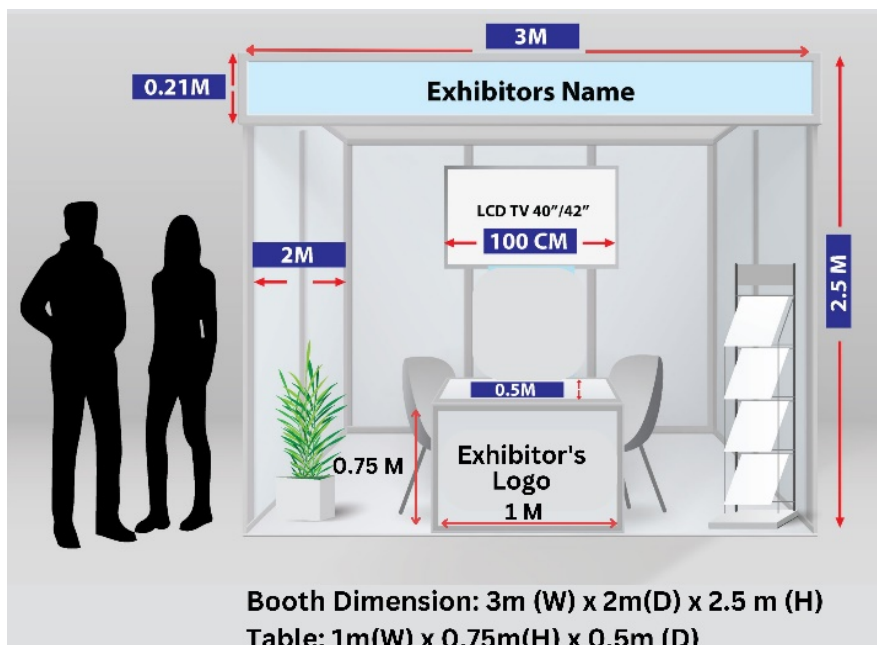
5. Booth Inclusion and Exhibitor/Advertiser Entitlements

Please refer to the Exhibition and Advertisement Agreement. The exhibitors receiving their exhibitor name badge may attend the conference sessions as observers and hospitality events that they choose when registering through conference website (on-line registration site)

6. Arrival/Departure Airport Transfer and Venue Transfers

Two-way airport transfers and daily venue/hotel transfers are available to exhibitors staying at one of the recommended hotels – the same as regular participants. For DGCA58 shuttle schedule from and to the recommended hotels, please check the DGCA58 website.

7. Booth Design and Dimensions



With movable TV and Brochure stands

8. Parcel/Consignment Receiving and Storage Before Your Arrival

Please make sure to send such package well ahead of conference.

You may courier or ship to the hotel* you booked for your stay by using DHL/FedEX/ or similar (also contact the hotel to ask them to hold your parcel until your check-in date) after marking the phrase "ICAO/DGCA Conference" on the packed items:

*58DGCA recommended hotel contacts

1. Pan Pacific Sonargaon Dhaka (107, Kazi Nazrul Islam Avenue, Dhaka 1215, Bangladesh)
Contact Number: +880 2 2222 40 400; +880 1755 695 966, Email: reserve.ppdac@panpacific.com
2. Intercontinental Dhaka (1 Minto Road Dhaka 1000 Bangladesh)
Phone: +880 2 55663030, +880 1713 046 345
Email: reservation@intercontinental-dhaka.com, nazrul.islam@Intercontinental-dhaka.com
3. Holiday Inn Dhaka City Centre (23 Shaheed Tajuddin Ahmed Ave, Tejgaon, Dhaka-1208)
Contact number: +880 1324 717 013, +880 9638 555 666
Email: reservations.dhaka@ihg.com

Alternately you may get the delivery directly to the exhibition booth on 14 October selecting "Scheduled Delivery" by the courier service providers.

Or you may bring them as your accompanied luggage with you.

For extended support; you may contact exhibition support below for a follow-up, sharing your package tracking number etc.

Exhibition Support

Mobile No: +880 1810141600

E-mail: Exhibition@dgca58.gov.bd

9. Customs Clearing and Forwarding

As per Bangladesh customs law; parcel/package arrives via freight need custom clearance & require a fee. Please make sure you discuss that & pay to your courier while booking. **It's important to coordinate this matter well as your package needs to be released before you arrive.**

Also, you need to provide an authorization for clearing the package on your behalf along with your passport copy to the courier.

Your courier service provider should be able to explain you the details of requirements on this matter.

10. Signage / Displays or Special Exhibition Services (besides the standard package offer)

If you require any signage, displays, stand attendants or other services or supplies, please send us your requirements as soon as possible by email (pruthapichairak@icao.int). The deadline for all printing, fabrication and supplies is 01 October 2023. Please send us details about your additional requirements and then we can advise you on any required specs and fee.

11. Wi-Fi Internet shall be available in the exhibition premise

Free Wi-Fi is available in the exhibition premise. You may also contact the conference secretariat /Registration Desk for access the Wi-Fi Internet facility.

12. Security

Exhibitors shall follow the above-mentioned schedule for daily exhibition opening and closure. Please ensure to be present at 08:30 a.m. in the morning at the time of exhibition opening from 15 to 19 October 2023 and please make sure to take the valuables and equipment with you each day at the time of closure. The exhibition booth is generally covered by the overall and general security provided by Pan Pacific Sonargaon.

While the conference organizer and Pan Pacific Sonargaon Dhaka shall make every reasonable effort to prevent any damage or theft to your exhibition booth and its contents, neither the conference organizer nor Pan Pacific Sonargaon Dhaka will be liable for any loss or damage or theft of documents or merchandise in the booth at any time. Please make arrangement for necessary insurance if you have any items of significant value.

The conference organizer and Pan Pacific Sonargaon Dhaka shall not be responsible or liable to the exhibitor or to anyone at the booth or in the exhibition hall for any accident happening or injury suffered or for any damage to or loss of any chattel sustained in the areas of the exhibition.

The exhibitor shall be responsible and pay as per venue management billing for any damage to the structure, floor, wall pillar and any part of the exhibition venue caused by his staff or contractor in the transportation, removal of refuse and/or decoration works.

13. Exhibitors' name tag

Please get your personal name tag from the DGCA58 Registration Desk at Grand Ballroom Foyer.

14. Banners and Signs

Sign boards and banners are NOT allowed to be put inside the compound of Pan Pacific Sonargaon Dhaka or inside the exhibition area. However, you can put sign boards or banners inside your own exhibition booth.

15. Sound and Music

Audio equipment should be operated at moderate volume so as not to disturb fellow exhibitors.

16. Booth Clearance

You must clear your booth on 19 October 2023. You can start clearing it after 13:00 hrs. and finish before 16:00 hrs. on the same day.

17. Updates on the Website <https://www.dgca58.gov.bd>

Please check out for the latest updates and information on the conference website.