



Standard Operating Procedure (SOP) for Fabrication Companies Pakistan Auto Parts Show (PAPS) 2025 – Karachi Expo Centre

Issued by: PAAPAM & Petrol Solution Co., Ltd.

Effective Date: 18 October 2025

Applicable To: All Booth Fabrication Contractors and Exhibitors Engaged in Booth Construction

1. Fabrication Company Registration

1. All fabrication companies intending to work for PAPS 2025 exhibitors must **register through the official portal** <https://www.paps.pk>.
2. **Eligibility Criteria:**
 - The fabrication company must have successfully executed booth work in **at least two (2) previous PAPS exhibitions held in Karachi.**
 - The company must have a **clean record with no official complaints** lodged in previous events.
3. Upon preliminary approval, the fabrication company shall:
 - Submit a **Security Deposit of PKR 300,000/- (Three Hundred Thousand Rupees only)** in the form of a **Pay Order in favour of “PAAPAM.”**
 - **Sign a Fabrication Compliance Contract** issued by PAAPAM.
 - Follow all event regulations, health and safety rules, and design guidelines defined in this SOP.
4. **Unregistered or unapproved fabricators will not be allowed** to enter or operate within the Expo Centre.

2. Booth Design Submission and Approval

All exhibitors opting for **bare space** must submit their **booth design for prior approval** before starting any construction.

Design files must be shared in **PowerPoint (PPT)** or **PDF format** and must include:

- Front, side, and top elevations
- Dimensions in feet (width, depth, and height)
- Clear markings for banners, LCDs, branding elements, lighting, seating arrangements, and electrical load requirements



Height Limitation and Structural Guidelines

A. Booths at Center Space

- The **maximum permitted booth height** for all center stalls is **10 feet**.
- **Front and back walls must not be completely closed**. Only **side walls** may be constructed and may be used for **SMDs or media walls**.
- Any design element, structure, or display that **block, hides, or obstructs the visibility** of the booth located behind will **not be permitted**.

B. Booths at Corner or Wall Side

- If a booth is located **along the back wall or side wall** (and not adjoining another exhibitor behind), there will be **no specific height limitation**.
- However, the structure must remain at least **2 feet below the ceiling height** of the selected exhibition hall to maintain safety and ventilation standards.

3. Electrical, Sound, and Noise Control

- **Basic electricity** will be provided by the organizer **only for general booth lighting** (tube lights, spotlights, or standard illumination).
- For all **high-load equipment** — including **SMD screens, sound systems, decorative lighting, coffee machines, mini refrigerators, or other electrical appliances** — **power must be supplied through a generator**.
- Fabricators must **clearly mention their total electrical load requirement** in the booth design submission.
- The **generator supply** may be managed in one of the following ways:
 - The **fabricator may use a shared generator**, coordinated and approved by the Event Management Team (charges will apply), **or**
 - The **fabricator may arrange their own dedicated generator** at their own cost, subject to safety clearance by the organizer.
- **Sound systems and audio displays** must be kept within **controlled and reasonable volume limits** to avoid disturbance to nearby exhibitors.
- In the case of **noise complaints or violations of sound limits**, the **Event Management Team reserves the right to immediately restrict or disconnect** the booth's sound system or electrical connection.



4. Fabrication and Setup Guidelines

1. Only **registered and approved fabrication companies** are allowed to execute booth construction inside the Expo Centre.
2. All heavy carpentry, cutting, painting, and welding must be **completed offsite (pre-fabrication)**.
 - If any onsite work is necessary, it may only be performed in the **designated fabrication area** assigned by the organizer.
3. **Boxes and safety equipment** must be placed **at the back side of the booth** or in an approved storage area.
4. Fabrication materials must be **non-flammable and meet fire safety standards**.
5. Booth flooring, structure, and branding must be executed **strictly as per the approved design**.
6. Unauthorized modifications or extensions beyond the approved plan will lead to **immediate suspension of work**.
7. Fabrication companies must adhere to the **setup timeline** provided by the Event Management Team.

5. Onsite Work, Safety, and Cleanliness

1. All workers must wear **proper safety gear** (helmets, gloves, and safety shoes).
2. **Fire extinguishers and other safety tools** must be arranged by the fabrication company at their respective booths.
3. Fabrication companies must provide a **detailed list of their team**, including:
 - Full Name
 - CNIC Number
 - Mobile Number
 - Work Category
 - Address
 - Agency/Contractor Name (if shared)

If any resource or worker violates compliance or causes damage, responsibility will extend to **all agencies involved**.

4. During setup days, **only authorized personnel** with valid event passes will be allowed inside the hall.



5. Behavioural Compliance:

- Taking selfies or photographs near sponsor variants **before official unveiling** is strictly prohibited.
 - Roaming unnecessarily around other booths is **not permitted**.
6. **Cleanliness:** All debris, packaging, and waste must be cleared regularly. Workspaces must be maintained in a clean and organized manner.
7. **Noise and Movement Control:** All work must be performed within assigned areas. Unnecessary movement or disturbance to other stalls is strictly prohibited.

6. Dismantling and Clearance Compliance

1. Dismantling will only be permitted **after official closing hours** on the final day of the event.
2. All dismantling activities must be carried out in a **safe, organized, and damage-free manner**.
3. Safety compliance, including protective gear and careful equipment removal, is **mandatory during dismantling**.
4. Any booth or company found **damaging venue property or leaving waste** will face **penalty deductions** from their security deposit.
5. All resources must cooperate with the Event Management Team to ensure a **smooth and coordinated dismantling process**.

7. Inspection and Compliance

1. Before the event opening, the **PAPS Event Management Team and Expo Safety Officials** will jointly inspect every booth to verify:
 - Height and design compliance
 - Front and back openness for visibility
 - Electrical and fire safety compliance
 - Sound and noise level control
 - Cleanliness and proper arrangement
2. Non-compliant booths will be issued a **Rectification Notice** or may face **temporary suspension of operations** until corrections are made.
3. Continued violations will lead to **forfeiture of the security deposit** and **blacklisting** from future exhibitions.



8. Penalties and Enforcement

- Any **violation of this SOP, event safety, or sound control guidelines** will result in **immediate disciplinary action**.
- **If any fabricator or exhibitor breaches compliance, the entire security deposit will be forfeited and held by PAAPAM.**
- Serious or repeated violations may also result in **cancellation of booth access or disqualification from future PAPS events.**
- All fabricators must treat this SOP as a **binding compliance document**, and adherence is **mandatory without exception.**

9. Contact and Coordination

For registration, approvals, and compliance coordination:

email: support@paps.pk, nbt@paps.pk

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Fabrication & Design Compliance Desk

Pakistan Auto Parts Show (PAPS) 2025

Organized by PAAPAM & Managed by Petrol Solution Co., Ltd.

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