



# CALLING EVENT MANAGERS

## For Lahore Science Mela 2023

### Join US in Celebrating Science!



Are you an **event management company** looking for an exciting opportunity to showcase your skills? Look no further!

**Khwarizmi Science Society** is searching for dedicated Event Planners to help us execute Pakistan's biggest science festival, **Lahore Science Mela**, a two days event that will captivate and educate thousands of visitors.

Ready to take the challenge?

#### Event Overview

Lahore Science Mela is the annual flag-ship event of Khwarizmi Science Society focused on making Science Accessible to Everyone!

This October we are bringing the Fifth edition of the Lahore Science Mela (LSM).

The details for LSM 2023 are as follows:



\*Expected Footfall: More than 70,000 in Two Days.

#### Logistics Required

We aim to ensure a seamless and impactful experience for all visitors and participants equally. Requirements are as follows:

##### Pre-Event Planning:

- **Designing Floor Plan:** Efficient use of available outdoor and indoor spaces
- **Pavilions/Arenas:** Mapping out spaces for all exhibits including:
  - **KSS Exploratorium** (Housing more than 100 experiments and demonstrations); LHC Tunnel and LIT-DISCO; Planetarium; Dark Rooms Area
  - **Exhibitor Stalls:** Placement of 150 to 160 exhibitor stalls
  - **Sitting Arena:** Measuring ≈ 120 X 60 ft
  - **Food Arena:** Measuring ≈ 45 X 45 ft
  - **Auditoriums** management
- **Traffic and Parking plan:** Mapping out efficient use of available space outside the venue for parking and smooth traffic flow; Designated Entrance and Exit Points of Visitors, Transportation of Exhibitor stalls and equipment to venue before event.
- **Reception:** Reception Area for KSS Team; Help Desks

##### Hospitality:

- **Tea and Sitting Arrangements:** For Delegates and Media Personnel

##### Event Furnishings:

- **Tenting:** Large Tents (*Qannat*) for respective areas.
- **Walkway Carpets** as per requirement
- **Canopies** spanning 150 by 60 ft for KSS Exploratorium.
- **Dark Rooms Space:** 30 by 30 ft light proof **black tents** for specific science displays.
- **Gazebos and Tents:** For 150 to 160 Exhibitor stalls (differently sized as per requirement).
- **Furniture:** Arranging tables and chairs with covers for over 150 exhibitors.
- **Sofa Setup:** Arranging sitting area with a 3-in-1 sofa setup (as per requirement)

##### Food Arena for Public:

- **On-boarding Vendors**
- **Tents:** Arranging tents and space for vendors as per requirement

##### Sanitary and Cleanliness:

- **Sanitary Staff:** Designating Personnel to ensure venue cleanliness throughout the event
- **Waste Disposal Plan:** Curating effective waste disposal plan during and post-event

##### Enhancing Ambiance:

- **Promotional Material Printing:** Pre-Event; Quality Printing of Flexes, Designs, Venue Guide Maps, Signages and other material as per requirement
- **Decoration:** Designated display of Flexes, Signages and other Promotional material
- **Ventilation Plan:** AC units (4 tonnes), both standing and central; Fans (Designated areas as per requirement)

##### Technical Support:

- **Robust sound system:** Designated areas in KSS Exploratorium, Auditoriums and other arenas as per requirement
- **Electricity:** Efficient Wiring, Cable connections throughout the Arenas (No Cable Nets on pathways)
- **Wifi and Transmitters:** Designated placement of Wifi Devices for Public Usage; Radio/Walkie-Talkies for Team; Loud Speakers for Announcements
- **Projectors and LEDs:** Arranging Projectors for indoor spaces and LEDs for outdoor stalls as required by the exhibitors.

#### Eligibility and Benefits:

- Your company should be registered (being an **Income Tax Filer** or have a valid tax exemption certificate) with a track record of successful event management.
- Efficient problem solvers; Adaptable to challenges; Promising high-quality results.

#### Application Process:

Please submit following supporting documents to the Lahore Science Mela organizing team at [info@khwarizmi.org](mailto:info@khwarizmi.org)

- Your company's portfolio, showcasing your experience in event management.
- An expression of interest, detailing your enthusiasm and approach to managing the specified logistics.
- Include a quotation for your services.
- Submission Deadline: **5th September 2023**