

EXHIBITOR MANUAL



GENERAL INFORMATION

SHOW DAY	:	Wednesday 25 – Thursday 26 November 2020
SHOW TIME	:	10.00 – 18.00 Hrs.
LOCATION	:	The 3 rd Floor
VANUE	:	Makkasan Expo Hall, Airport Rail Link, Makkasan Station, Bangkok, Thailand

ADMISSION & ATTIRE :

- The exhibition is open to trade and business visitors only.
- The general public and minors below the age of **18** will not be permitted entry from the build-up period through to the last day of dismantling for security and safety reasons.
- All visitors must be properly attired
- Organised groups employees of manufacturing operations, government officers and senior students are welcome. Please contact the organiser in advance to provide the service of group registration by email : registration@aesexhibitions.com
- The Organiser reserves the right to refuse entry without being required to give reasons.

BADGE & EXHIBITOR CHECK-IN :

All personnel entering the exhibition hall must wear identification badges which will be issued by the Organiser. Badges are not transferable.

- **Exhibitor's badges** will be issued at the Exhibitor Check-in counter on-site to exhibitors and their representatives who will be manning the booth. Please see the schedule for more details.

- Exhibitors are not to apply for Exhibitor badges for visitors or visiting staff who should use Visitor badges. These badges are also not given to their contractors who will be given Contractors badges.
- **Temporary (contractor) badges** will be issued to delivery personnel. This will be issued at the entry point.

RUBBISH REMOVAL & STAND CLEANING :

- **During the build-up and tear-down periods**, exhibitors and/or their appointed contractors will be responsible for the day-to-day removal of their rubbish (i.e. empty paint tins, lumber, scrap, etc.). Removal of debris must be carried out on a daily basis, **no accumulation of debris is allowed inside the exhibition hall.**
- **No crates, exhibits or packing materials may be placed on gangways during build-up and behind the exhibitors' stands during the exhibition.** During the exhibition period, carpets of all stands will be cleaned before show opening hours every day.
- The Organiser's cleaning contractor, who will clean the area daily, have instructions to dispose all items left in gangways and behind stands. Apart from general hall cleanliness, this is also a strict enforcement of the Fire and Safety Regulation.

GENERAL SECURITY :

General security provided by the Organiser should not be depended on to provide more than a presence to inhibit theft. Security guards will patrol the exhibition hall in general, but their duties will not include specific attention to individual stands.

Security Notice

1. The Organiser will not be held accountable for items brought into the exhibition hall by the exhibitor, contractor, or their respective servants, agents, sub-contractors or invitees. Such items shall be stored at the owner's sole risk within the exhibition stand.
2. The Organiser will not be held accountable for items lost, misplaced, or stolen during build-up/move-in, move-out/tear down, and show days.
3. The Organiser will not be held responsible for losses or damages of any kind to exhibits, goods, and stand materials.
4. All exhibitors are advised to ensure that their exhibits and valuables are kept secure at all times.
5. While the Organiser will provide a general security service from move-in to move-out, the security guards should not be depended on to provide more than a presence to inhibit theft.

The Organiser hereby gives formal notice to exhibitors that the Organiser, its agents and its official vendors neither offer nor accept responsibility for exhibitors' property of any kind.

6. Exhibitors are reminded that it is a strict condition of their contract to ensure that all items brought into the halls are fully insured by the exhibiting company.
7. Exhibitors or their agents are advised to possess supporting documents ownership of the exhibits during the move-out period as you may be asked to produce documentary evidence if necessary.

FACILITIES & SERVICES :

- **Public telephone**

Public telephone is located in the 2nd Floor

- **Food & Drink**

Food & Drink is located in the 2nd Floor.

- **Car Parking**

Indoor Parking, Basement Floor.

ORGANISER & SERVICE PROVIDER :

Co – Organiser :

- **Asian Exhibition Services Ltd. (AES)**

gas@aes-exhibitions.com

Tel : +662 711 1767-8

Fax : +662 711 1769

- **AIT Events Co., Ltd.**

jerry@ait-events.com

Tel : +86-10- 8416 4557

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Project Team :

- **AES**

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Operation Support :

Mr. Wisoot Srikachorn E-mail:ops@aesexhibitions.com
Tel : +662 711 1767-8 Mobile : + 66 86 570 4550

Official Stand Contractor : T.C. Construction Service Co.,Ltd.

Ms.On-anong Moapichai

E-mail : tc.onanong@gmail.com

Tel : +662 639 0581-4 Mobile : + 66 089 478 6968

Recommended Contractor : Aesthetics Co.,Ltd

Ms. Phueng

Email : phuengvilawan@gmail.com

Mobile : + 66 062 715 7788

Recommended Freight Forwarder :

Sun Expo Services Co.,Ltd.

Ms. Natchaya Hinpetch (Waan)

E-mail : waan@sunexpothai.com

Tel : +662 728 4452-4 Mobile : +66 94 450 8885

Recommended Accommodation :

- 1. Mercure Bangkok Makkasan** E-mail : H8422-SL4@accor.com
- 2. FX Hotel Metrolink Makkasan** E-mail : reservations.metrolink@furama.com
- 3. The Continent Hotel Bangkok** E-mail : sales@thecontinenthotel.com

Remark : Please refer to **ASIAN EXHIBITION SERVICES LTD.**, the organiser and kindly copy in your e-mail address to **vilawan@aesexhibitions.com** for room booking any times.

MOVE-IN & MOVE-OUT SCHEDULE:

FUNCTION	DATE	TIME
Move-In: <ul style="list-style-type: none"> ➤ Space Only 	Mon. 23 November Tue. 24 November	11.00 – 22.00 Hrs. 09.00 – 22.00 Hrs.
<ul style="list-style-type: none"> ➤ Space with Shell scheme 	Tue. 24 November	09.00 – 22.00 Hrs.
Move-Out: <ul style="list-style-type: none"> ➤ Space Only ➤ Space with Shell scheme 	Thu. 26 November	18.30 – 22.00 Hrs.

Remark :

- Cargos which are consigned to the exhibition site should **NOT** arrive at the exhibition hall earlier than the first day of the build-up.
- Exhibitor's, their agents or contractors are responsible for the early installation of their heavy or large exhibits according to the move-in schedule provided by the Organiser. ***When stand structures are erected, it may not be possible to move-in/install heavy and large exhibits that arrive late.***
- Please note that official freight forwarder must be appointed for mechanical handling within the exhibition hall. ***Forklifts, cranes and pallet trucks from exhibitors and other forwarders will NOT be permitted into the exhibition hall.***
- Exhibits arriving on site without a pre-appointed official freight forwarder will be referred to an official freight forwarder by the Organiser. All costs incurred will be borne by the exhibitor.

GENERAL CONSTRUCTION RULES & REGULATIONS

The general construction rules and regulations shall apply to all areas and operations of all contractors, which must observe these rules and regulations as a basis for their work.

Contractors and Exhibitors should study the rules and regulations in order to align their understanding of work functions and to seek convenience from the Organiser.

- 1. Booth construction and decoration work beyond the determined area is strictly prohibited.**
Construction and decoration works can be performed within the border lines of the designated area only. No parts shall protrude beyond the designated area both across the horizontal dividing lines and across the imaginary vertical dividing lines.
- 2. Drilling, hammering, dragging with any kind of material is strictly forbidden.**
If driven into the original building structure, such as floor and wall for any purpose. In case the Organiser discovers such conduct, it shall require that the Stand Contractor will be fine for the loss and / or damage fee.
- 3. Use of electric power through the outlets around the Hall is strictly prohibited.**
Failure to observe this requirement shall lead to the imposition of **5,000 Baht** fine per outlet.
- 4. Walkway, fire escape route, common area shall be free of obstruction and construction materials at all times.**
If the Organiser finds the belongings left or placed thereupon, it shall have a Freight Forwarder remove those articles at an instant.
- 5. Drinking alcoholic beverage is strictly forbidden in the buildings and construction areas.**
- 6. Use of the Hall's ceiling to fasten with any booth structure or for any other purpose**
Except where the ceiling is used for hanging truss structures for installing the video, light & sound system, and for shows and performances intention is strictly prohibited.
- 7. No adhesive is permitted to be used on floorings or walls.**
Poster or other promotional material shall not be affixed to any part of the hall.
- 8. Do not use any controlled substance or have any kind of illegal substance in possession.**
Violators shall be prosecuted under the laws of the Kingdom of Thailand.
- 9. Smoking is not permitted.**
It is strictly forbidden in the exhibition hall, but is allowed in the area provided.
- 10. Personnel and security guards are strictly prohibited from staying overnight in the booth**

Exception as allowed with the written permission issued by the Organiser.

11. Use of rubber adhesive in the Hall is strictly forbidden.

For the fact that the odour and chemicals will disturb others and may cause harm to those in the vicinity.

12. Use of table mounted electric circular saw in the Hall is strictly forbidden.

While small electric hand saw is allowed.

13. Waste materials generated by construction activities such as scrap wood, thinner, oil or other inflammable materials left after construction completion shall be cleared out by the Stand Contractor.

Disposing the wastes in any trash container belonged to The Venue is also strictly prohibited

14. Fire extinguishers and trash containers (For Space Only) MUST be brought into the stand on November 23, 2020, subject to the inspection by the Organiser.

15. Moving freights into the hall which requires the use of auxiliary handling equipment such as Fork lift truck, towing equipment, etc. shall be performed by the Official Freight Forwarder only.

16. Importation of foreign labour to work at the Event requires obtaining of a Thailand employment visa from the Thai embassy in the country of labour origin.

Foreign workers must secure a work permit before start working, otherwise the employer may be legally prosecuted upon an inspection visit of government officials.

17. Obtaining permission to work after hours in each day during exhibition period may be done after the working hours at the Organiser office before **16.00** hours of the day for which permission is requested. *The incurred expenses comprise a fee based on work duration and electricity consumed.*

18. Construction area entry permission shall only be granted by the Organiser. Those being allowed entry are requested for cooperation to adhere to the following regulations :

1. **Wearing a safety helmet at all-time when enter the construction area.**
2. **Wearing the Stand Contractor uniform.**
3. **Wearing protective shoes.**
4. **Wearing the contractor badge, on the chest area only.**

19. Any action against the construction rules and regulations prescribed in this manual is strictly prohibited.

In case of any doubt, the person in charge shall consult the Organiser before proceeding with the construction or any other actions.

RULES & REGULATIONS for “Space only”

Exhibitors having Special Design stand are advised to use the service of the Official Stand Contractor or Recommended Contractor to undertake the job as this will facilitate convenient installation. Otherwise, exhibitors are required to obtain consent from the organiser before any of their own contractors are allowed to work onsite. The Organizer reserves the rights to reject any contractor and design they deem inappropriate.

If the exhibitor constructs a booth by himself or his own contractor, he is required to abide by the following regulations.

1. **Safety shall be given first priority among all considerations :** If an accident arises out of faulty work performance within a space, and the construction thereupon causes damage to the own booth and / or the other booths including personal injury to a third party, the Stand Contractor occupying that space shall be fully liable for the damage incurred without any dispute.
2. **The strength and stability of construction :** The decorative parts and construction materials must be strong and stable. If the Organiser detects that either the construction or the decorative part is likely to fall down or drop down or collapse, the Organiser shall ask for permission to discontinue and inspect the work in order to make correction till completion before re-opening such space for use, both during the construction period and during the exhibition period.
3. **Construction and decoration:** Construction shall be based entirely on the drawings approved by the Organiser. Performing construction work other than prescribed in the drawings is not

allowed, and in case the Organiser discovers such conduct, it shall require that the Contractor involved make corrections or changes so as to comply with the approved drawing details.

4. Work performance inspection: Details are divided into 2 steps as follows:

Step 1 Construction drawings, electrical drawings shall be submitted to the Organiser for approval before proceeding. Request forms shall be filed within the specified date. The construction drawings shall include:

1.1. Perspective pictures.

1.2. Front-view, Top-view and Side-view cross-section diagrams.

1.3. Booth floor plan, electrical schematic diagram, light sound and visual system diagram.

1.4. Clear and comprehensive width, length and height information.

1.5. Location of fire extinguisher and electrical control point in the floor plan and diagrams.

1.6. Construction of double storey booth, electric post and tower requires engineer's approval;
(If any)

Submission of construction drawings for approval MUST be submitted within October **21, 2020** for the Organiser to examine and approve before proceeding with the construction. Approval shall be regarded as complete when drawings are confirmed by the Organiser. Submission via facsimile shall not be accepted. Drawings must be submitted by e-mail to **Asian Exhibition Services Ltd.** E-mail: **ops@aesexhibitions.com**

Step 2 Construction, Exhibition and Dismantling Inspection

2.1 The Organiser shall verify whether the construction work has been performed based on approved drawings.

2.2 The Organiser shall inspect for any damage to booth construction and decorative parts during exhibition period. If worn or damaged parts are found to be hazardous, the Organiser shall inform the person in charge of the booth to restore them to normal operating conditions before putting back into use.

2.3 Post-dismantling inspection shall be conducted to find any damage to the exhibition space.

5. The stand constructed must comply with the dimensions of the space allocated. Each stand **MUST** have its own panels and is not permitted to use the neighbour's panels. All of panels shall be not higher than **2.50 M**. ***If any panel is higher than 2.50 M, it is restricted to a distance of***

1.00 M. away from the dividing wall of neighbour's stand and reasonable decoration or material MUST cover the back of that panel.

Where any side of a stand faces directly to another stand or close to the walkway, the following rule must be adhered to: **A maximum length 50% only** of side may be closed by panel with **2.50 M.in Height. If any panel is higher than 2.50 M, it is restricted to a distance of 1.00 M. away from stand edge.**

6. The stand must have their exposed back wall covered with suitable material, i.e. white wooden panel.
7. **The maximum height of the stand** is restricted to **3.50 M** (Depending on location of stand)
8. **Standard carpet tape must be used for the stand construction.** Contractors or Exhibitors are forbidden to use materials which are difficult to clean, *otherwise extra cleaning expenses will be paid by Contractors or Exhibitors.*
9. **All material (including electrical facilities) used in construction must be properly fire-proofed in accordance with the local regulations.**
10. All electrical works **MUST** be approved by the Official Electrical Contractor and carried out under the supervision of the Official Electrical Contractor
11. **All outside stand contractors** are required to deposit **the performance bond** at **1,000 THB per SQM.** by a Cashier cheque to: **Asian Exhibition Services Ltd., effective date on November 23, 2020** or Bank transfer to
Account Name : **Asian Exhibition Services Ltd.**
Account No. : **1018654408**
Account Type: **Saving Account**
Bank : **Bangkok Bank Plc**
the deposit must be paid to the organiser before **the first set-up day.**

In case of no damage, the deposit will be refunded in full to the stand contractor within 30 days after the show.

12. All workers are required to attach a contractor's badges, collected at the loading gate.

RULES & REGULATIONS for "Shell Scheme Stand"

1. Decoration or construction by covering, gluing, nailing, or drilling the original stand wall, and covering the original name board with new one is strictly forbidden.

2. **The electric outlet provided within a Shell Scheme Stand is allowed to be used for equipment only.**

Consuming power through the outlet for spotlight and lighting is strictly prohibited.

Failure to observe this requirement causing power failure shall result in a fine commensurate with the damage incurred.

3. **A Shell Scheme Stand, which requires one own decoration** shall notify the Organiser by submitting the construction and / or decoration drawing prior the construction, and a sum of money is required to be deposited as damage guarantee.

RULES & REGULATIONS for Display, Demonstration, Announcement

1. **Use of balloons, blimps or drones** are strictly forbidden.
2. **Use of sound system or amplifier equipment** in the stand is strictly forbidden. But if needful, The exhibitor must seek the prior permission by the organiser.
3. **Any product testing / demonstration** on the walkway covered with carpet and the common area is strictly forbidden.
4. **Placing belongings or goods** outside the stand space is strictly prohibited.



SERVICE FORMS SUBMISSION SCHEDULE

Form No.	Form	Deadline for Submission
01	Media Opportunity	October 10, 2020
02A	Participating Principals	
02B	Agents	
03	Show Directory	
04	Product Index	
05	VIP Visitor Invitations	October 22, 2020
06	Exhibitor Badges	
07	Space Only	
08	Fascia Name Board	
09	Furniture	
10A	Electrical Fitting & Supplies Service	
10B	Electrical Service (for Build-up & Tear-Down Period)	
11	Audio Visual	OCTOBER 16, 2020
12	Freight Forwarding & Onsite Handing Services	