

Rules and Regulations B

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B1 Stand boundaries and design restriction

Shell scheme

Exhibitors may not place any display material or exhibit, nor extend their stand structures and fittings, beyond their contracted boundary.

The permitted stand height is 2.5 meters. Any design for a structure exceeding 2.5 meters in height must be submitted for approval at least 5 weeks in advance and will be considered on a case by case basis. If approved, this structure will be restricted to a distance of 1 meter (3.28 ft.) away from the dividing walls of the neighbouring stands. Exhibitors booking space only are only allowed for this option of availing extra height for their designs.

Open frontages: all stands in the exhibition, irrespective of height, must have at least half of any frontage facing an aisle opened or fitted with transparent material to the underside of the fascia if the design so requires.

The organisers reserve the right at any time to order the alteration or removal of any stand which differs from the approved specifications or which does not conform to the rules and regulations. The costs of such alteration and removal shall be entirely borne by the exhibitor and any sums of money which may have been paid by the exhibitors for rent and charges shall not be refunded.

It is strongly recommended to bring in pre-fabricated stand structures onsite.

B2 Official Contractors

The organisers have appointed official contractors for various services so as to ensure a more efficient and regulated build-up and dismantling.

Please refer to the list of official contractors for details. Unless otherwise stated

- Exhibitors may appoint their own special stand fitting contractors (applicable only for space only exhibitors) subject to prior approval from the organisers.
- Exhibitors are required to return all the forms to the relevant contractors otherwise on-site services may not be guaranteed.
- The services of official contractors are for the convenience of exhibitors. The organisers will accept no liability in respect of any contract between exhibitors and such contractors for the negligence or default of any such persons, their servants and agents.
- Organisers will not be held responsible for any issues / disputes arising out of any contractors services if the same are not requisitioned by the respective exhibitors as per set deadlines.
- Where mechanical handling within the exhibition halls is required, only the official freight forwarders will be appointed.

B3 Stand fitting contractors

- (a) In adherence to safety requirements, only the organisers' official contractor can carry out electrical power supply, compressed air supply and water drainage and pipe installations.
- (b) Exhibitors may appoint their own contractor for special stand design and fabrication, subject to them being approved by the organisers.
- (c) Exhibitors are fully responsible and liable for their appointed contractor's observance of all rules and regulations.

B4 Promotion during the show

Exhibitors are requested not to place stickers, signs, banners, posters or any other form of POP materials anywhere in the exhibition premises other than within their own stand and on paid advertising poster sites and billboards. Likewise, exhibitors' representatives may not distribute brochures, invitations, etc. along the gangway nor near the entrances / exits or anywhere else in the exhibition premises. Organisers reserve the right to confiscate such materials if noticed by any of the organisers staff / official agencies.

B5 Demonstrations and presentations

Exhibitors who intend to do a demonstration or presentation during the exhibition shall ensure that such demonstrations and presentations do not interfere with the conducting of business of other exhibitors in terms of sound, nor cause any smoke or fume. The organisers reserve the right to determine the acceptable sound level and extent of demonstration, if such an activity causes inconvenience or annoyance to the public or other exhibitors within the vicinity of the exhibition.

Consumption or serving of alcoholic drinks / liquor is strictly prohibited within the entire exhibition complex as per local government rules. Any promotional activity involving the demonstration of games, organised competitions or quizzes will need advance permission from the organisers.

B6 Power supply and lighting

- (a) All electrical installation work at the exhibition must be carried out solely by the organisers' official stand contractor.
- (b) Exhibitors requiring special arrangements (e.g. different voltages and frequency or special connections to equipment) must arrange for their own transformers, converters, etc.
- (c) All electrical equipment must be tested by the organisers' appointed licensed engineers prior to turning on the electricity supply.
- (d) In the event that official contractors are appointed by the organiser to carry out electrical work, the exhibitor shall be responsible for settling all accounts for electrical work carried out on and for electrical current consumed by the exhibitor's stand or display directly with the contractor.
- (e) The exhibitor shall ensure that all electrical installations on his stand space and all exhibits comply with any statutory or local regulations or requirements to which the exhibition may be subject. Any direct light from an electrical device must be screened in such a way as to avoid causing nuisance or discomfort to visitors and other exhibitors.

Exhibitors are requested to note that working power load as per request will be made available only on 30 November 2006 between 09.00 hrs and 19.00 hrs. If any exhibitor needs to have power load in addition to the above schedules mentioned on page no. 11, he will have to directly requisition the same with the official contractors at least 15 days in advance, to avail the same.

B7 Stand cleaning

During the exhibition days, the organisers will be responsible for the cleaning of organisers' standard stand carpets and gangways daily. Cleaning of exhibitors' special designed stands shall be the responsibility of the exhibitors appointed contractors even during the show days. During the build-up and dismantling periods, exhibitors are responsible for the removal of their own stand building / dismantling materials and rubbish.

B8 Exhibits move in

Cargoes which are moved directly to the exhibition site should not arrive at the exhibition earlier than 28 November 2006 or before the build up period. Please note that organisers will not take charge of your exhibits reaching the site directly through transport, you will have to appoint someone responsible to accept the delivery on your behalf. Any disputes arising out of transport / labour issues will be the sole responsibility of the exhibitor and the organisers under any circumstances will not deal such matters before, during and after the exhibition. All disputes will have be dealt with by an exhibitor outside the exhibition complex.

Exhibitors, their agents or contractors are responsible for the early installation of their heavy or large exhibits accordingly to the move-in schedule provided by the organisers. When stand structures are erected, it may not be possible to move in. All cartons should be clearly marked with the following:

Name of the exhibitor:
Stand no.
Case no.
Gross weight/net weight:
Dimensions:

Please note that where mechanical handling within the exhibition halls is required, the official freight forwarder must be appointed. Forklifts, cranes and pallet trucks from other forwarders / transporters will not be allowed to work inside the exhibition halls.

If any heavy or large exhibits on site require mechanical aid on site installation, the organisers will appoint an official forwarder to be the site installation contractor on the exhibitor's behalf, and all costs incurred will be borne by the exhibitor.

B9 Storage

Direct arrangement should be made with the official freight forwarders only. Otherwise, exhibitors must arrange for their empty and non-usable cartons and cases to be transported back to their own premises.

B10 Dangerous material

- (a) No naked lights and lamps or temporary gas or electrical fittings may be used in the exhibition halls. Neon lights need prior approval before the exhibition.
- (b) No explosives, petrol, dangerous gasses or highly inflammable substances are allowed in the halls.
- (c) No radio active materials are to be used.

B11 Damage to stand structure and exhibition premises

No person under any circumstances shall cut into or through and floor covering or wall nor alter any stand service except being authorised in writing by the organisers. Any such damage to the stand service structure will be invoiced to the exhibitor.

B12 Payment terms and conditions

- (a) All payments must be made in accordance with the terms and methods of payments set out on the contract form.
- (b) In the event the exhibitor fails to meet any such payment obligations (whether as to the amounts or date of payment) then the organiser reserves the right to cancel its contract with the exhibitor and to resell or reallocate the stand space allocated to

the exhibitor and the provisions of paragraph B12.1 relating to cancellation charges shall apply.

B12.1 Cancellation of stand space

- (a) If the exhibitor wishes to cancel at any time prior to the exhibition or reduce the stand space allocated to him, then written notice of such wish, stating the reasons for such cancellation or reduction, must be sent to the organiser by recorded delivery post. For the avoidance of doubt the organiser shall not be obliged to accept the exhibitor’s notice of cancellation or reduction, the date of cancellation shall be the date the organiser notifies the exhibitor that it accepts the exhibitor’s notice.
- (b) In the event that the organiser accepts the exhibitor’s notice of cancellation or reduction of his stand space or in the event that the organiser terminates the contract with the exhibitor for whatever other reason, the organiser shall have the absolute discretion (but without prejudice to any other right or remedy available to the organiser and without being under any liability to refund or reduce any payments due under these terms and conditions) to reallocate or resell the stand space allocated to the exhibitor and to apply the following cancellation charges:

Time frames of cancellation	Cancellation charge (% of total) commencement of the cost set out on contract form
Until 180 days prior to the start of the exhibition	50% of total cost (plus taxes if applicable)
During the period of 180 and 120 calendar days prior to the start of the exhibition	75% of total cost (plus taxes if applicable)
Within 120 days prior to the start of the exhibition	100% of total cost (plus taxes if applicable)

The cancellation charges may be deducted from money already paid up by the exhibitor. Any balance shall be returned without interest. If the money already paid up by the exhibitor is insufficient, the exhibitor shall forthwith pay to the organiser the balance of the cancellation charges.

- (c) The exhibitor hereby acknowledges that the above amounts represent reasonable compensation for the costs incurred by the organiser as a result of the exhibitor’s cancellation and that they do not represent a penalty.

B12.2 Reduction of space

In the event the exhibitor notifies the organiser in accordance with paragraph b12.2(b) that he wishes to reduce the size of his stand space, then the organiser shall be entitled to resell or reallocate such excess stand space and to apply the scale of cancellation charges set out in the table in paragraph b12.2(b) to the area

by which the original stand space allocated to the exhibitor is reduced and charge the exhibitor accordingly for reduction.

B12.3 Stands space and exhibits

- (a) The exhibitor must occupy the space allocated to him during schedules specified above. In the event the exhibitor fails to do so, he shall be deemed to have cancelled his stand space booking and the organiser shall be entitled to resell or reallocate such stand space and the provisions of paragraph b12.2(b) relating to cancellation charges shall apply.
- (b) The exhibitor acknowledges that he shall only be entitled to use contractors other than the official stand contractors appointed by the organiser or to erect his own stand, with the prior written consent of the organiser.
- (c) Full details of any walk on package provided by the organiser will be supplied in the exhibitor's manual. Plans for specially built stands or displays other than those constructed from any such walk on package must be submitted by the exhibitor to the organiser for approval before construction is ordered.
- (d) If in the opinion of the organiser the exhibitor's stand or display extends beyond his allocated space, the organiser may at its sole discretion charge the exhibitor for the extra space so occupied at the prevailing rate.
- (e) The exhibitor shall be entitled to exhibit only those matters specified on the contract form.
- (f) The exhibitor must not erect his exhibits in a manner which would in the opinion of the organiser obstruct the light or impede the view along the open spaces or gangways of the exhibition or occasion inconvenience to or otherwise affect the displays of any other exhibitor.
- (g) No acceptance by the organiser of the exhibitor's contract form or allocation of the exhibitor's name to any particular part of any exhibition floor plan or stand number will constitute any agreement, warranty or representation by the organiser that the exhibitor is entitled to exhibit at the exhibition in such particular location. The organiser reserves the right without being required to give notice to the exhibitor to change any exhibition floor plan or position of any stand at any time.
- (h) The organiser and any other person either authorised by the organiser or having an interest in the premises shall without notice be entitled to access at all reasonable times before, during and after the exhibition to the exhibitor's stand and for this purpose the organiser or any such person shall be entitled to use such force as may be necessary without incurring any liability whatsoever to the exhibitor.
- (i) Should any dispute arise as to the stand space allocation, the extent of any extra stand space deemed by the organiser to be occupied by the exhibitor beyond that allocated or as to the exhibitor's right to display any exhibits, the decision of the organiser shall be binding.
- (j) The exhibitor shall keep the space occupied by him and the common areas around it neat and clean at all times.
- (k) The exhibitor shall ensure that all necessary approvals and licences for his exhibits have been obtained.

- (l) No exhibit will be allowed into or out of the exhibition centre without an official delivery order or clearance document. The exhibitor shall at its own cost make its own arrangements for transportation of exhibits to and from the exhibition centre (including, without limitation, arranging for all necessary customs clearances) and for storage of exhibits and packaging materials.
- (m) Display of any working or moving exhibits must have the prior written approval of the organisers. Precautionary measures such as the provision of guards or other means of protection must be taken by the exhibitor to protect the public from such moving or working exhibits. Moving or working exhibits shall only be demonstrated or operated by persons authorised by the exhibitor and shall not be left running in the absence of such persons.
- (n) Advertising literature should be distributed from the exhibitor's own stand(s) only. No business activity shall be conducted by the exhibitor and/or his staff outside the allocated stand area. No advertising or canvassing for business may take place anywhere else in the exhibition hall.
- (o) The organisers reserve the right to remove at the exhibitor's expense any exhibits or publicity material not produced by the exhibitor or its associated companies or which are not as specified on the application form.
- (p) At such time after the close of the exhibition as the organisers may specify, or on sooner termination of this contract, all exhibits shall be removed and cleared from the exhibition space and vacant possession of the exhibition space shall be delivered to the organisers in as good and clean order and condition as it was when initially licensed to the exhibitor.
- (q) Any property remaining after the last day designated by the organisers for material to be removed may be sold or otherwise disposed of by the organisers at the exhibitor's expense. No property may be removed from the exhibition before the exhibition ends.
- (r) All exhibits to be displayed within the space allocated and any adhesion thereof would attract penalty or cancellation of stand without notice.
- (s) Exhibits must fall within the defined scope of the exhibition. The exhibitor shall not display on his stand any products which fall into classes other than those described on the application for space, and / or the sales brochure, unless prior consent has been given in writing by the organisers.
- (t) In cases where the exhibitor wishes to use borrowed equipment on his stand to demonstrate his own products, the display of the name of the firm lending the equipment is not permitted, unless that firm is also exhibiting, in which case acknowledgment cards may be displayed.
- (u) An exhibitor who is either associated with or is a selling agent for another firm or firms, and who wishes to exhibit the products of another firm or firms, must state at the time of making application for space the name of the firm(s) to be represented at the exhibition, and undertake to confine the exhibits to the goods of such firm(s).
- (v) Allotment of stands by the organisers shall not imply that they accept the proposed exhibits, and the exhibitor must satisfy himself that his exhibits comply with the regulations. The organisers reserve the right to exclude, and / or require to be removed, any exhibit which, in their reasonable opinion, is not within the scope of the exhibition, or is not suitable for the site allocated to the exhibitor. The decision of the organisers as to the eligibility of exhibits will be absolutely final and binding.

B12.4 Photographs

Stands, articles or any other areas within the exhibition complex may be photographed, drawn, copied or reproduced only with the written permission of organisers.

B13 National pavilions

Organisers of group pavilions and national pavilions are responsible for ensuring that all exhibitors on their stand are fully aware of and agreed to abide by these rules and regulations

B14 Sales

At this trade show “over the counter“ sales are not permitted.

B14.1 Sale of exhibits by overseas exhibitors

Exhibition goods, imported initially via embassy bond. At a carnet or bank guarantee can be sold during the exhibition but removed from customs bonded warehouse only upon the completion of customs sale formalities and payment of applicable customs duties and taxes within the stipulated six month period.

B15 Venue rules and regulations

B15.1 Safety

Any unsafe condition or activity must be immediately reported to the organisers or event department and supervisory personnel of the responsible party for immediate corrective action.

B15.2 Working areas

- (a) No drug or alcoholic drinks in the working area.
- (b) No staffs or workers allowed to stay outside the working area nor do they allow opening of doors, main entrance by themselves.
- (c) No weapon nor a brawl in the working area.
- (d) No photography, record by a camera or a video, both indoor and outdoor, is permitted without consulting the organisers first.
- (e) Transfer or loading of material, goods or other equipment must be done at only the back door of exhibition hall. Loading at the front door is not allowed.
- (f) For transfer or loading of equipment or exhibits within exhibition area, use of forklift is permitted if necessary.
- (g) No movement of trolleys, any equipment nor machine allowed to run on floor with surface of granite, marble or tiles or similar type of floor surface unless authorised by the centre. If authorised, plywood min 10 mm. thick must be laid underneath the moved items.
- (h) All electricity of working area will be turned off 30 minutes after finish of each working day.
- (i) Company / organisers who will work in centre's area must abide by regulation and rules of the centre as well as follow strictly instruction given by centre's operations or security personnel.
- (j) Company / organisers who will work must always wear their uniform and / or put on ID card in working area. Otherwise, the security will not allow entry to the building absolutely.
- (k) In the event that centre find that company / organisers do not follow its rules and regulations and result in any damage of the building, it will disclaim from company / organisers and their personnel the amount of fixing cost.
- (l) Any damage or loss of equipment and other utensils within the building is not the responsibility of the organisers.
- (m) Exhibitor must ensure that electric equipment used in the stand, is turned off before leaving every day.
- (n) No sleeping is allowed in the working areas.
- (o) Exhibits containing explosives, radiation or any dangerous materials are strictly prohibited.
- (p) Use of LPG gas in the premises is not allowed.
- (q) Installation of electrical fitting must be handled by approved electrical engineers only; layout of electrical installation must be submitted to the centre management or via organiser for approval prior to installation.

B15.3 Smoking

No smoking, eating or resting except in the preparing areas designated outside the exhibition halls.

B15.4 Vehicles and equipments

- (a) Load capacities of halls are 10MT / m². Any vehicles or exhibits exceeding the above weight will require an authorisation and provide floor protection with steel sheet 12 mm. thick for load spreading is required.
- (b) No movement of pallet trucks or any kind of vehicles are allowed to run on floor of granite, marble, tiles or similar type of floor, unless authorised by the centre. If authorised, either plastic sheet, carpet or plywood of 10 mm. thickness will be required to cover the floor.
- (c) No exhibit or machines exceeding capacity of the building structure are allowed to enter the building without prior permission from the authorised representative of the centre. Organisers must take care of its move-in and move-out according to the centre rules and procedures.

B15.5 Aisles, gangway and exits

- (a) No obstacles on aisles walk way nor any obstruction to traffic flow especially fire exit and main entrance.
- (b) All emergency exit doors are to be opened in emergency case only. They must not be used for other purposes i.e. smoking etc.

B15.6 Fire regulations

- (a) No welding, sawing or cutting which may be flammable in the building is allowed.
- (b) No spray nor paint the colour mixed with or flammable substance inside and outside the building.

B15.7 Stand construction

- (a) Design and construction must concern safety first. Use of proper and strong material or equipment is a definite requirement.
- (b) Debris or stain from flammable material like thinner must be kept away from the working areas after finish of each working day.
- (c) Do not enter any nail or sharp materials to the surface, walls or any part of the building.
- (d) No glue, 2-sided foam tape nor any material paste or stick on the wall or on any structure of the building is allowed.
- (e) Pulling sling or wire rope against any structure of building is strictly prohibited.
- (f) Any covering materials laid directly against surface of floor is prohibited as use of floorboard underneath is required. If necessary, use of 2-sided tape is possible



with prior permission from the centre. If permitted, removal and well polish of floor in the same condition as before is required.

B15.8 Waste disposal

Washing of tools or any utensils is strictly forbidden inside in-hall toilets or even in the halls.

B15.9 Voice limitation

In the event that use of speakers is required, it must be approved by organiser beforehand and must ensure that noise volume will not disturb other exhibitors.