

The Roads & Traffic Expo Thailand 2020 Exhibition Manual



The Exhibition Manual aims to provide exhibitors with the most productive exhibiting experience at The Roads & Traffic Expo Thailand 2020 with relevant logistical details and services forms.

Exhibitors are advised to put forward personnel for the submission of all necessary services forms before the stated deadlines to ensure that your preparations are administered timely.

Please feel free to contact the general helpdesk or respective service providers/form managers listed should you require any assistance.

Event Dates & Timing

Build-up

| | |
|---------------------------|--|
| Monday, 10 February 2020 | 11am to 6pm (Raw space exhibitors & contractors) |
| Tuesday, 11 February 2020 | 10am to 6pm (Raw space exhibitors & contractors) |
| Tuesday, 11 February 2020 | 12nn to 6pm (Shell scheme & Start-Up Pod exhibitors) |

Conference & Exhibition

| | |
|-----------------------------|---------------|
| Wednesday, 12 February 2020 | 9am to 6pm |
| Thursday, 13 February 2020 | 9am to 5:30pm |

Tear-down

| | |
|----------------------------|---------------|
| Thursday, 13 February 2020 | 5.30pm to 8pm |
|----------------------------|---------------|

Organiser and Official Partners

| Organiser | Official Stand Contractor (Rental of Furniture, AV, Lighting & Electrical Services) |
|--|---|
| <p>Terrapinn Pte Ltd 1 Harbourfront Place Harbourfront Tower 1, #12-01/03 Singapore 098633</p> <p>Juliana KOH (Ms) Tel: +65 6322 2761 juliana.koh@terrapinn.com</p> <p>Hamisha (Ms) Email: +65 6322 2767 operations.sg@terrapinn.com</p> | <p>A Plus Utility Management Co., Ltd. 50/259 Moo 9, Chaengwattana Road, Bangpood Pakkred, Nonthaburi 11120 Thailand Tel: +66 2 503 4579-83 ext.116 Fax: +66 2 503 4577</p> <p>Junsuda (Mail) Tel: +66 2 503 4577 Email: sales@aplusutility.com</p> |
| Official Freight Forwarder & On-site Handling Agent | Venue |
| <p>Agility Fairs & Events Logistics Pte Ltd 5 Changi North Way, 3rd Floor Singapore 498771 Tel: +65 6500 0250 Fax: +65 6214 9592</p> <p>Veerachai Pattarapateep (Mr) Email: VPattarapateep@agility.com</p> <p>Jakrawut Wichitpornchai (Mr) Email: JWichitpornchai@agility.com</p> <p>Tel: +66 (0) 2 326 3456 Fax: +66 (0) 2 360 8634</p> | <p>BITEC Management Co., Ltd. 4343 Sukhumvit Rd. Bangna Tai, Bangkok 10260, Thailand</p> <p>Nattapol Loungjarern (Ice) Tel: +662 726 1999 #7525 Email: Nattapol.L@bhirajburi.co.th</p> |

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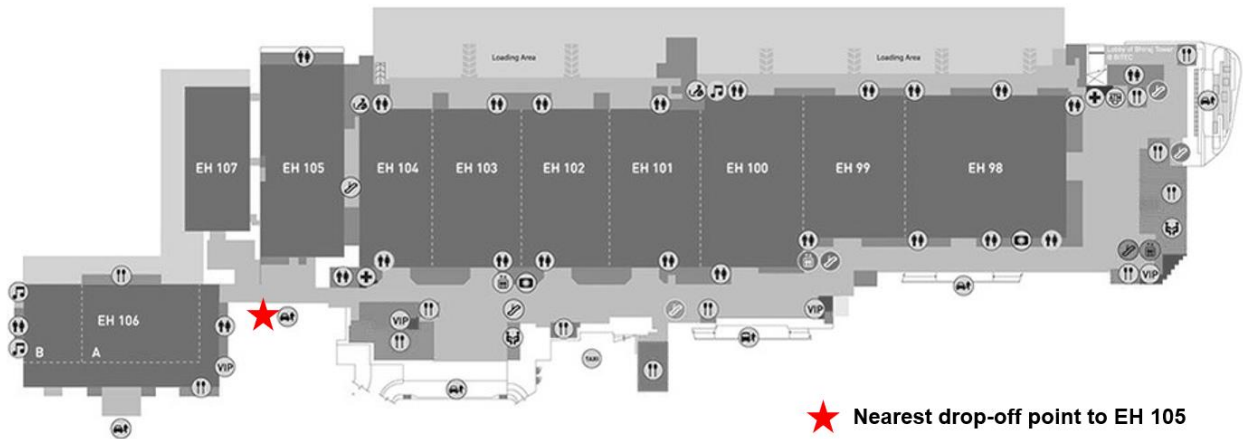
Security & Safety 20

Venue Information

Address

Bangkok International Trade & Exhibition Centre (BITEC)
Ground Floor
Exhibition Hall (EH) 105

88 Debaratna Road (Km.1), Bangna Tai, Bang Na, Bangkok 10260, Thailand



How to Get There

BITEC is easily access via

- 1) Taxi – the nearest drop-off point is located in front of EH105 (refer to map above)
- 2) BTS – the Centre is design for easy access from/to Bangna Station via Link Bridge on Level 2, West Wing.

Note: This is based on estimation and is subject to traffic conditions.

Venue Specifications

| | |
|--------------------------------|--|
| Flooring | Asphalt Ground |
| Floor Loading Capacity | 3,000kg/sqm |
| Freight Door | 4.4m (L) x 4.8m (H) |
| Ceiling Height | Ceiling Height of 9 meters |
| Air Conditioning System | Air-chiller System |
| Lighting System | LED Bulbs |
| Car Park | Outdoor Parking – P1 (265 lots), P2 (624 lots), P3 (208 lots) Indoor Parking – B1 (1,544 lots), B2 (1,705), B3 (656 lots) |

Technical Services

BITEC offers various technical and food and beverages services:

- **Cleaning Services**
- **Internet Services**
- **Telecommunication**
 - BITEC offers complimentary Wi-Fi and users can connect to the Wi-Fi for basic internet browsing, web-based email and social applications for up to 30 minutes per session, and up to 3 sessions per day.
 - Please note that the speed of the Wi-Fi is dependent on the location and other items which may interfere with the signal. Exhibitors who require a secure network for their usage are advised to order a dedicated fixed-line service from the venue directly.
- **Food & Beverage Services**
 - All food and beverages services on BITEC property is exclusive to About Food Co., Ltd (c/o BITEC). Any breach will be subject to charges by the Center.

BITEC Online Order gives exhibitors access to order the above products and services via a convenient and easy-to-use online system at www.bitec-onlineorder.com. An account is required to make orders.

Click [here](#) to see how to register for an account.

Click [here](#) to see how to make an order.

Click [here](#) to see how to pay for an order.

If you require assistance on the BITEC Online Order system, please contact the helpdesk at +(66 2) 726 1999 or info@bitec-onlineorder.com.

Operations Schedule - On-site

| Date | Time | Activity | Description |
|---|----------------------------------|--|--|
| Pre-Show | | | |
| Mon. 10 Feb | 1100 hr | Unloading & Set-up for Raw Space (space only) Stands | Location of Raw Space (space only) Stands will be marked out for commencement of construction works by contractors. Depending on stand location, unloading of stand materials may be conducted by staggered timings. |
| Mon. 10 Feb | 1200 – 1400 hr | Freight delivery to stands | Due to access restrictions along the aisle of the exhibition halls, exceptional arrangement must be made with the Organiser and official freight forwarder by the exhibitor for any large exhibits and/or displays. |
| Mon. 10 Feb | 1800 hr | Exhibition Hall Closes | Construction works of Raw Space (space only) to be continued on the next day. |
| Tue. 11 Feb | 1000 – 1800 hr | Set-up for Raw Space (space only) Stands Continues | Raw Space (space only) Stands can continue with their construction works by contractors. |
| Tue. 11 Feb | 1200 – 1800 hr | Exhibitors' Registration | Exhibitors are to register at the Registration Counter located outside the exhibition hall for the exhibitors' badges. |
| Tue. 11 Feb | 1200 – 1800 hr | Shell Scheme stands occupancy and dressing up | Portable & valuable exhibits/displays are advised not to be displayed till closer to the opening days of the exhibition. |
| Tue. 11 Feb | 1200 – 1800 hr | Electricity supply to stands | Electricity supply will be turned on after the Official Electrical Engineer inspection and the Certificate of Fitness has been signed. |
| Tue. 11 Feb | 1800 hr latest | All constructions & decorations must be completed | Contractors must vacuum and clean the stands upon completion before handing over to the Exhibitor. |
| Tue. 11 Feb | 1800 hr | Exhibition Hall Closes | All personnel must leave the exhibition hall. |
| Exhibition Period | | | |
| Wed. 12 Feb Thu. 13 Feb | 0800 – 1830 hr 0800 – 1830 hr | Electricity Supply to Stands | Electricity supply will turn on an hour before the exhibition opening hours and turn off half an hour after the exhibition closes. |
| Wed. 12 Feb Thu. 13 Feb | 0800 – 1830 hr 0800 – 2000 hr | Exhibitors Access | Approval has to be obtained from the Organiser by 1400 hrs on the same day for exhibitors who need to be at their stands before/after official opening hours. Cost of security services during the extended hours will be borne by exhibitors. |
| Last Exhibition Day & Tear Down | | | |
| Thu. 13 Feb | 1700 – 1730 hr | Shut down of demonstration exhibits and equipment | All exhibits and equipment must be shut down before the electricity supply is turn off at 1730 hrs. |
| Thu. 13 Feb | 1700 onwards | Distribution of packing materials | Packing crates and materials will be delivered to stands who have engaged the service of the official freight forwarder. |
| Thu. 13 Feb | 1700 – 1830 hr | Packing of exhibits and emptying from the hall | All exhibits must be packed by 1830 hr to facilitate the dismantling of shell scheme stands. |
| Thu. 13 Feb | 1700 – 1830 hr | Collection of rented items by suppliers | Exhibitors are to remove all content from the rented items before stipulated collection time by supplier. |
| Thu. 13 Feb | 1730 – 2000 hr | Dismantling of raw space (space only) stands | All stand materials and dismantled waste must be removed from the hall by 2000 hrs |
| Thu. 13 Feb | 1830 – 2000 hr | Dismantling of shell scheme stands | All stand materials must be packed and removed from the hall by 2000 hrs |
| Thu. 13 Feb | 2000 hr latest | All personnel must leave the hall | The Organiser will not be responsible for any items left in the exhibition hall. |
| The above schedule is accurate at the time of posting, | | | |

Registration, Admission Hours & Policies

Admission Policy

- Admission to the show is strictly for registered sponsors, exhibitors, speakers and registered delegates only.
- Persons under 18 years and members of the general public will not be admitted.
- Badges are non-transferrable and if impersonation is found, badge will be confiscated, and a replacement will not be given.
- Lost or replacement of badge(s) may be obtained at THB 50 per badge.
- All personnel must be in proper business or working attire. Personnel who are not appropriate attired (i.e. ripped jeans, shorts, bermudas, singlets, slippers, beach sandals) will be refused admission.
- The Organiser reserves the right to refuse admission or remove any person without giving a reason.

Exhibitors

Only contracted exhibiting companies may apply for exhibitor passes. The number of complimentary exhibitor passes issued is based on contracted space.

Stand Contractors

Exhibitors who wish to nominate an external stand contractor must submit Form 2 (Appointed Stand Contractor) by the stipulated deadline.

External stand builders are required to pay an **administrative fee of THB 150 per sqm + 7% VAT** and a **refundable performance bond of THB 12,000** in cash or cheque onsite to the Official Stand Contractor, A Plus Utility Management Co., Ltd.

This deposit is to ensure that the rules and regulations are abided by and to cover any damages arising directly or indirectly from any infringement. This is without prejudice to any additional claims A Plus Utility Management Co., Ltd. may have on your contractor and/or you if damages exceed the deposit.

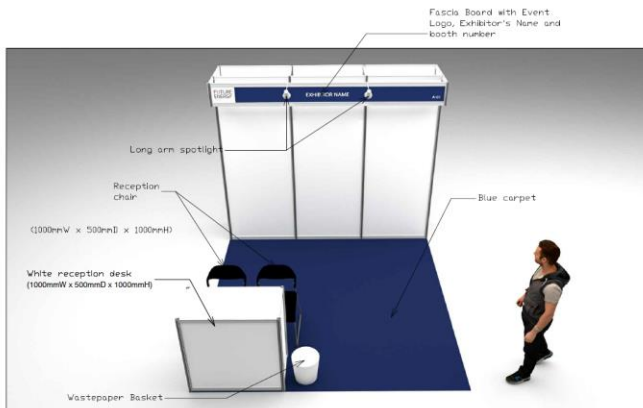
External stand builders will only be allowed to bring in exhibition materials and commence work with a valid temporary pass and when full payment of the administrative fee and performance bond is completed.

Admission Hours

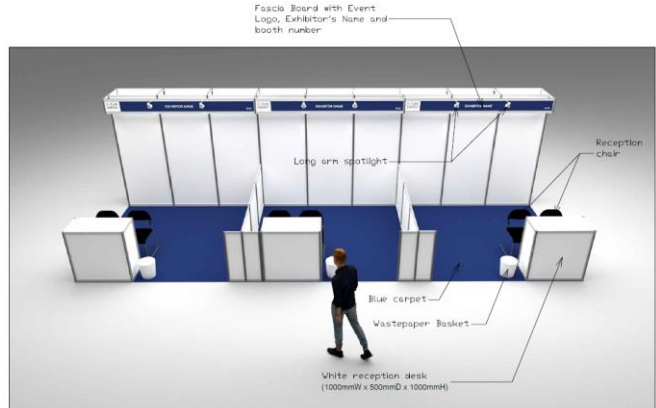
| Personnel Type | Mon. 10 Feb | Tue. 11 Feb | Wed. 12 Feb | Thu. 13 Feb |
|---|----------------|----------------|-----------------|----------------|
| | Build-Up | | Exhibition Days | Tear Down |
| Raw Space Stand (space only) Exhibitors and/or the appointed contractors | 1100 – 1800 hr | 1000 – 1800 hr | 0800 - 1830 hr | 0800 - 2000 hr |
| Shell Scheme/Start-up Pod Exhibitors | NA | 1200 – 1800 hr | | |
| Media/Press (with shell scheme stand) | NA | 1200 – 1800 hr | 0800 – 1800 hr | 0800 – 1730 hr |

Shell Scheme & Start-up Stands

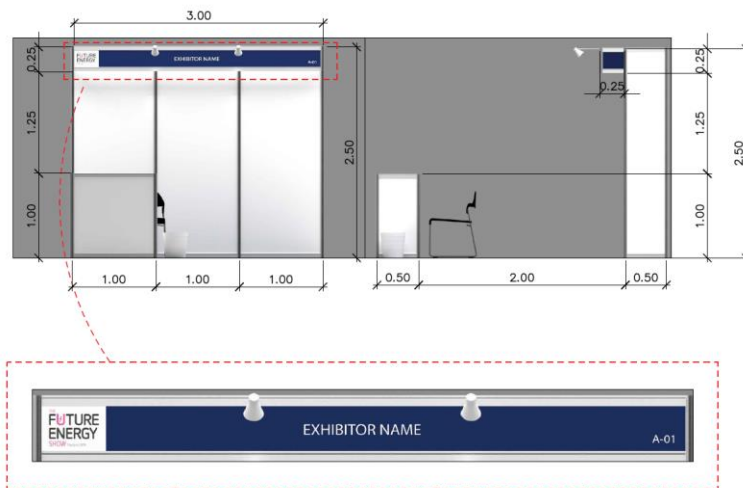
Shell Scheme Package



9 sqm – 3m x 3m



9 sqm – 3m x 3m with neighbouring stands



Elevations and close-up of fascia board

Note: Visual is for illustration purposes only.

All Shell Scheme and Start-up Stands will be built by the official stand contractor and will include the following:

| Item Description | 6 sqm | 9 sqm | 12 sqm | 18 sqm |
|---------------------------|---|-------|--------|--------|
| Reception Counter (White) | 1 | 1 | 1 | 2 |
| Folding chair | 2 | 2 | 3 | 4 |
| Long Arm Spotlight | 2 | 2 | 2 | 3 |
| Wastepaper Basket | 1 | 1 | 1 | 1 |
| Power Socket | 1 | 1 | 1 | 2 |
| Walls | Walls of PVC white laminated panels and modular aluminium extrusions in system construct. | | | |
| Fascia Name | Fascia board with event logo, company name and stand number. | | | |

Exhibitors may engage a contractor of his choice for any additional fittings but must abide by the following rules and regulations

- a) No nailing, drilling or screwing on the shell scheme stands are allowed and any damages will be charged to the exhibitor or his appointed contractor. Any assistance required in hanging or display on the shell scheme stands may contact the official contractor directly.
- b) No painting or wallpapering on the panels of the shell scheme stands are allowed. A Plus Utility Management Co., Ltd. must be contacted for a quotation to provide such work. Any double sided or adhesive tapes pasted on the panels must be removed after the Exhibition.
- c) Exhibitors may refer to Form 3 (Shell Scheme & Start-up Stand Fascia) in the eManual if they wish to have their company logo on the fascia board of their shell scheme stands.
- d) Exhibitors may contact the official contractor for a quotation to change the floor covering of their choice.
- e) Exhibitors occupying a corner stand and wish to erect a side wall may be required to be set back into the stand by a metre as deemed necessary by the Organiser for safety reasons & to provide sufficient exposure to the neighbouring stands.
- f) Any enhancement to the walls of the stands must maintain at the height of 2.44 metres. Other structures within the stand must set back by a metre from the wall and must not exceed the height limit allowed in the respective segments of the hall.
- g) No financial credit or item-exchange for any Shell Scheme package items not utilised.

Start-up Stand Visual



10 start-up stands

Note: Visual is for illustration purposes only.

All Start-up Stands will be built by the official stand contractor.

| Item Description | Entitlement |
|-------------------------|--|
| Table Top (1mL x 0.5mW) | 1 |
| A2 size poster | 1 |
| Fascia Name | Fascia board with company name and stand number. |

Submission of the artwork for A2 graphics/poster must be made to A Plus Utility Management Co. Ltd by the stipulated deadline in Form 3 (Shell Scheme & Start-up Pod Fascia).

Raw Space Stands

Submission of Stand Designs for Approval

Deadline: [Wednesday, 15 January 2020](#)

Artist's impression for stand design inclusive of layout plans, front and side elevations must be submitted to the Organiser by **Wednesday, 15 January 2020** for approval. All dimensions must be clearly indicated on the drawings and scale drawing should not be smaller than 1:200. The Organiser reserves the right to request for modification to the stands on-site to meet the relevant government authorities prevailing conditions and circumstances though the stand design has been pre-approved by the Organiser.

In certain stand designs – such as those exceeding 4m in height, has a complex design, and/or are double storey stands, the Organiser will require the certification by a qualified and recognised Thailand registered professional structural engineer and relevant authority endorsement prior to construction. The same engineer will also be required on-site to inspect the stand when it is completed to ensure that it is built according to the drawing submitted and certify that it is safe for occupation.

Appointment of Contractor

The Organiser has appointed A Plus Utility Management Co., Ltd. as the official stand contractor for the exhibition and exhibitors may contact them for stand design/construction.

Exhibitors may also appoint their own contractor subject to the approval from the Organiser. Exhibitors should inform the Organiser of their appointed stand contractor by completing Form 2 (Appointed Stand Contractor) in the eManual.

Exhibitors should take note of the following:

- a) Exhibitors are responsible for the behaviour of their appointed contractor and must ensure that all rules and regulations in this eManual are compiled to, in addition to Thailand Regulatory Requirements and will be liable for any damages arising directly or indirectly from any infringement.
- b) Exhibitors must also ensure that the stand is structurally safe and is able to support all lighting, fixtures, decorations and equipment that may be fixed on the stand structure. The Organiser's approval only covers the general design/layout to ensure that all exhibitors' stands are provided with possible and fair exposure, that they are conform to the show rules and regulations and that the location of the stand and their measurements corresponds to the contract signed.
- c) In designing and preparing for their stands, Exhibitors and their appointed contractors must strictly adhere to the schedule of on-site operations. Failure to comply with the schedule may result in the delay of electricity supply to the stands and moving in of exhibits. Overtime charges and any consequential costs incurred will be borne by the Exhibitor & their appointed contractor.
- d) Personnel working at the exhibition site must have the original work document with them at all times and must be produced for inspection upon request.
- e) Before an Exhibitor Appointed Stand Contractor is allowed to work on site, he must:
 - Place a refundable performance bond of THB 12,000 to the Official Stand Contractor
 - Pay a non-refundable administrative fee of THB 150 per sqm + 7% VAT to the Official Stand Contractor
 - Ensure that all plans are approved by the Organiser, Venue and relevant local authorities.
- f) All plans must be approved, and all necessary payment must be placed before contractors are allowed to commence work on site. The Organiser will not be responsible for any delays caused by the inefficiencies of the stand contractor appointed by the exhibitor.

Rules and Regulations on Raw Space Stand (space only) Construction

- a) All stands must have suitable covering, eg: carpet, to clearly demarcate the contracted space and it must be affixed with double-sided tapes. These tapes are to be removed during the dismantling period.
- b) Except for “island” stands (4-side open), a backwall must be installed for every stand. Stands with immediate neighbour(s) should also be installed with the necessary sidewall(s). Walls above 2.5m overlooking adjoining stands must be finished in white color only.
- c) The maximum height for raw space stands must not exceed 4m height.
- d) Exhibitors may not place any display material or exhibit, nor extend their stand structures and fittings, beyond their contracted boundary. The Exhibitor will be charged for any infringement of this rule, and the Organisers reserve the right to remove the infringement.
- e) Display of programmable moving lights, such as cyber and neon lights are restricted within the perimeter of the exhibitor’s stand. The prevailing rate for space rental on per square metre basis will be charged to exhibitors who fail to comply to the above.

Flashing lights/signs are not allowed unless they are an integral part of the exhibits/product display. Sequence-lit displays are subject to the Organiser’s approval on the rate of light change.

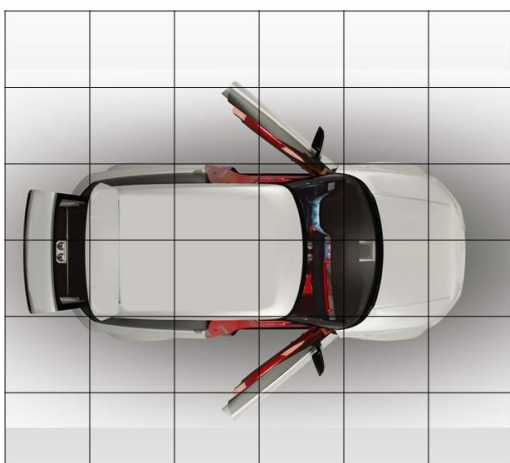
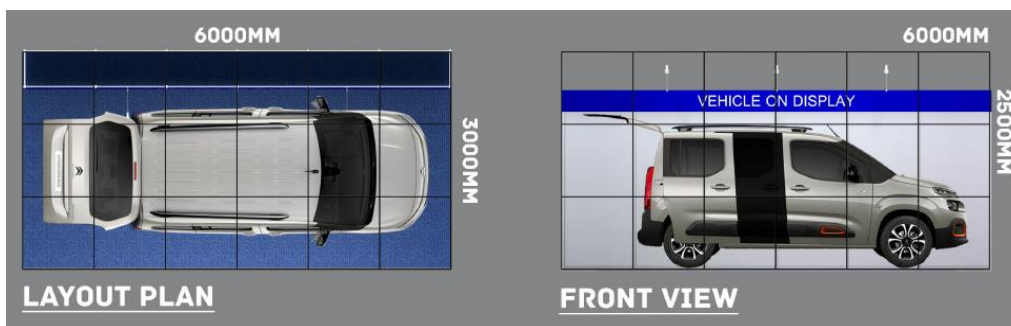
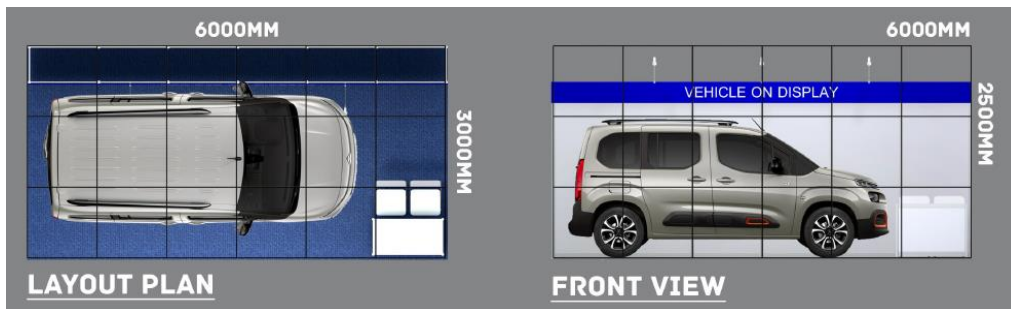
- f) Structures with graphics/branding above 2.44 metres should not be overlooking into adjoining stands. (i.e. the structure must be set back at least 1m (one metre) from the back and/or side walls.
- g) The company’s name and stand number must be prominently affixed on the stand. The Organiser reserves the right to have this affixed should it appear otherwise, and cost incurred will be borne by the exhibitor or his appointed contractor.
- h) All materials used in the stand construction & decoration must be fire-retardant and must be supported by test reports/certificates issued by internationally recognised testing laboratories in English. Material samples and certifications must be ready for on-site inspection upon request.
- i) Fabric materials used as stand covers, canopies, tents, or used as curtains or draperies, must be permeable to water and have a minimum surface flame spread rating of Class 2.
- j) Paint or other adhesives are strictly forbidden on the exhibition hall flooring. All double-sided tapes used must be residue resistant and must be removed during the dismantling period.
- k) Welding, sawing, painting, spray-works, etc are not allowed within the exhibition halls. Penalty will be imposed for those who infringe this regulation.
- l) Installation of any type of air-conditioning units is not allowed in the exhibition halls. Should an exhibitor require air conditioning units to be installed within their stand for the sole purpose of maintaining an acceptable working condition for demonstrating the Exhibitor’s product/equipment, prior written approval must be sought from the Organiser.
- m) Generators are not allowed inside the halls.
- n) Any heavy lifting requiring mechanical assistance, such as: pallet jacks, forklifts and cranes must be handled by the official freight forwarder.
- o) In the construction of the stand, no nailing, drilling or screwing on existing fixtures, walls and floorings of the exhibition hall is allowed. Any damage cause will be charged to the Exhibitor and his appointed contractor.
- p) Exhibitors and/or their appointed contractors are to maintain the general cleanliness and tidiness of their stand working area at all times. All stand work debris must be removed from exhibition hall on a daily basis. Prior arrangements may be made with the cleaning contractor.

Covered Ceiling & Enclosed Areas

- a) Stands with covered ceilings shall not exceed 225sqm in area.
- b) All enclosed space, including areas used for storage must be installed with an automatic fire extinguishing system eg. portable fire sprinkler. One sprinkler ball should be installed at a stipulated rate of one per every 12 sqm of the covered ceiling area or part thereof.
- c) A minimum clearance of 0.5 metre should be maintained from sprinkler heads. No structure should be erected such that it obstructs the spray pattern of the sprinklers. No object or fitting is to be attached or tied to the sprinkler heads.
- d) A minimum of 2 exit points (each exit point should be of minimum 1 metre width) are required for enclosed areas which have a floor area of 7sqm or more, subject to approval of the enclosed area by the Organiser (please refer to 2k above). The maximum escape travel distance to the nearest exit point shall not exceed 15m.
- e) Enclosed areas with a floor area larger than 75sqm are to be provided with directional exit signs.

Stands with Vehicle on Display

- a) Stand with vehicle on display are required to submit the Vehicle on Display Form by **Thursday, 23 January 2020**. The organiser and/or venue reserved the rights to refuse entry of the vehicle(s) without prior submission of the form.
- b) A clearance of 500mm boarder all-round the stand is required; vehicle on displayed must not be positioned at the perimeter of the stand.
- c) Vehicle on display with the door(s) and/or boot open must adhere to the 500mm boarder clearance.
- d) All items including furniture such as reception counter, chairs, banner/poster, brochure...etc. must be placed within the stand.



General Rules & Regulations

Operation of Stands

Exhibitors must ensure that their stands are fully staffed and manned throughout the opening hours of the exhibition and must not participate in any activity which causes, or is likely to cause, annoyance to visitors or other exhibitors.

Exhibitor's activities must be confined within the boundaries of the contracted stand. No distribution of brochures, invitation, etc is allowed at the registration area, entrances/exits of the exhibition halls, F&B outlets, show hospitality areas or any other areas which causes inconvenience to visitors and other exhibitors.

Presentation and Demonstration of Exhibits/Products

The Organiser appreciates that demonstrations and presentations form an integral part of exhibitions. Exhibitors, however, should exercise discretion to other exhibitors when carrying out demonstrations and presentations.

Loudspeakers/sound devices and/or image projection equipment are to be placed in such a way that sound/image is directed downwards and into the stand, and not towards or across the aisles. The operation of any sound device or image projector must not interfere with, or be an annoyance to neighbouring stands. Sound levels recorded at adjacent or opposite stands should not exceed 70dB for all speech, music and sound effects.

The Organiser may also require such demonstrations or presentations to be carried out in accordance to a timetable as laid down after the consultations with the exhibitors involved. Exhibitors planning to stage demonstrations or presentations must provide a reasonable space for the audience within the confines of the stand.

The Organiser reserves the right to shut off power to stand who do not comply with the noise ruling despite reminders.

Working Exhibits

Moving machinery must be fitted with safety devices when the machines are in operation. These safety devices may be removed only when the machines are disconnected from the source of power. Working machines must be placed at a relatively safe distance from the audience. We strongly recommend the use of safety guards.

All pressure vessels or equipment under pressure must conform to the safety standards & regulations. Prior approval must be sought from the Organiser before operating such equipment. No motors, engines, contrivances or power-driven machinery may be used without adequate protection against risk of fire.

No naked or open flame equipment is to be used in the exhibition hall at any time.

Hazardous Materials

Hazardous materials such as Temporary Gas (LPG) and Explosives, petrol, dangerous gasses or highly inflammable substances are not allowed in the exhibition premises at all times.

Power Supply and Lighting

All electrical installation work from source of supply at the exhibition must be carried out solely by the Organiser's official contractor. Exhibitors requiring different voltages, stabilisers, frequency or special connections to equipment should arrange for their own transformers, converters, boosters, etc and keep the Organiser informed.

All electrical equipment should be tested and approved by the Organiser's appointed licensed engineers prior to turning on the electrical supply. All electricity supplied to the stand will be switched off from source half an hour after the exhibition closes daily.

24-hour electricity supply is available by prior arrangement with the Official Stand Contractor at least 2 weeks before the show. **SUCH SUPPLIES CANNOT BE ARRANGED AT SHORT NOTICE.** The Organiser reserves the right to disconnect the electrical supply to any installation, which in the opinion of the electrician, is dangerous or likely to cause annoyance to visitors or other exhibitors.

Generators are not allowed in the exhibition hall.

Security

The Organiser has deployed security officers and janitors during the event for general security and maintenance of the hall. Janitors are not allowed to enter exhibitors' stand for security reasons. You may leave your garbage in the aisles for pick-up by the janitors. Exhibitors are responsible in cleaning and securing safety of own stands.

Promotion(s) During the Show

Exhibitors are not allowed to place stickers, signs or posters anywhere in the exhibition hall other than within their own stand and on paid advertising poster sites and billboards. Exhibitor's representatives are not permitted to distribute any publicity materials, souvenirs and the likes along gangways, near the entrance/exits and other public areas of the exhibition venue. Non-exhibitors are prohibited from displaying or promoting their activities anywhere in the exhibition and may be asked to leave.

Photography

Photography is allowed for exhibition stands or individual exhibits within the exhibition site. Exhibitors who wish to restrict photography should place notices and may hire security personnel for such enforcement at its own discretion.

Photography, sound recording, videotaping and filming may be conducted in the event premises by the organisers. All attendees will deem to have provided consent to the use of your photograph, voice, likeness, and image in any broadcasts of this event and in subsequent productions drawn from video or audio recordings of this event by attending the event and entering event premises.

The photographs and recordings may be published or broadcasted in public publications and in publicity materials, including but not limited to the Organiser's websites and any social media platforms. All such recordings, articles, quotes, photographs, films, audio or video and/or reproductions of same in any form, are the property of the Organiser. The Organiser, its affiliates, employees, representatives and agents are released from any and all claims, demands, costs and liability that may arise from the use of these recordings, photographs, videotapes or films, and/or any reproductions of same in any form, as described above, arising out of being interviewed, recorded, photographed, videotaped or filmed (including any copyright or other intellectual property rights arising therefrom).

Delivery of Materials

Delivery is strictly through the delivery bay located at the loading area of BITEC. No delivery shall be allowed using the main entrance of the building even during the event proper.

Parking is not allowed for more than 30 mins at the loading & unloading area.

All personnel must provide their identification card to exchange for a temporary pass to access the exhibition venue.

Storage

Direct arrangements should be made with the official freight forwarder, Agility Fairs & Events Logistics Pte Ltd. Otherwise, exhibitors must arrange for their cartons and cases to be transported back to their own premises. Exhibitors are not to store such items within the exhibition halls.

The Organiser reserves the right to remove/dispose of any carton, cases and/or packing materials left in the exhibition halls. Any cost incurred will be borne by the exhibitor.

Authority on Premises

In the event of any problems or disputes on-site, the decision of the Organiser will be final. The Organiser also reserves the right to amend any earlier decision made in order to meet and satisfy any unforeseen or prevailing circumstance for the benefit of the Exhibition and concerned parties.

Liabilities & Insurance

All Exhibitors participating in this Exhibition MUST arrange an “all-risk” insurance coverage from their Country of Origin up to their exhibition stand, including the duration of the Exhibition period and return to domicile at their own expense. Exhibitors are strongly advised to pack and remove all portable, attractive and valuable items from the exhibition halls at the end of each day when the Exhibitions closes. All valuables MUST NOT be left unattended or out of sight at all times. The Organiser will not be held responsible for the safety of articles of any kind brought into the Exhibition by the Exhibitors, their agents, contractors, visitors or any other person whatsoever.

Exhibitors shall ensure that they are fully covered by insurance and take out public liability and comprehensive protection of amount not less than USD\$500,000 per incident. The period of liability of the Exhibitor shall be deemed to run from the time the Exhibitor or any of his agents or contractors first enter the Exhibition site, and to continue till all exhibits and property have been removed.

The Exhibitor shall insure, indemnify and hold the Organiser and their staff and agents harmless in respect of all costs, claims, demand and expenses to which the Organiser may in any way be subjected as a result of any loss or injury arising to any person howsoever caused as a result of any act or default of the Exhibitor, his agents, contractors or invitees. Exhibitors shall also be responsible for making good any loss or damage to any items which they have rented or hired from the official contractors, agencies and service providers. Exhibitors shall also take all necessary precautions to prevent any damage to their equipment, exhibits and display before making any connection to the electrical supply provided by the official contractors.

Evidence and proof of insurance will be required to be presented to the Organiser prior to moving into the exhibition hall for installation.

Payment for Exhibition Space, Administrative Fee and Performance Bond

No Exhibitor, staff and agents and/or their contractors/vendors/suppliers may begin stand construction/decoration or move in their exhibits into the hall or surrounding area until full payment of bond and/or fee, including deposits, has been received by the Organiser and Official Stand Contractor.

Dilapidation

Exhibitors are responsible for the cost of making good or replacing any damage or dilapidation to the Exhibition premises caused by themselves, their agents, contractors or by any person or persons employed or engaged on their behalf by such agents or contractors.

Exhibitors with Shell Scheme stands are also responsible for the cost of making good, any damage to the contractor’s stand structures, floor coverings, light fittings and any other hired items, whether caused by themselves, their agents, contractors or by any person or persons employed or engaged on their behalf by their agents or contractors. The cost of damages and losses will be stated by the relevant contractor and borne by the Exhibitor concerned.

The cost of damages and losses accessed by the Organiser/relevant contractor will be borne by the Exhibitor concerned.

Force Majeure

The Exhibition may be postponed, shortened or extended due to any cause whatsoever outside the control of the Organiser. In this event, the Organiser shall not be held responsible for any loss sustained by the Exhibitor, directly or indirectly attributable to the elements of nature, force majeure or orders and directives imposed by any governmental authority. Fees paid by the Exhibitor, or any part thereof, are refundable at the sole discretion of the Organiser.

Statutory Requirements

Notwithstanding any other provisions in this Exhibitor Manual, The Exhibitor shall be responsible for compliance of all local authority requirement, legal obligations and regulations and codes of practice, where applicable, in advertising materials for use at the exhibition. Exhibitors shall indemnify the Organiser of any claims, cost, expenses, liabilities and damages that the Organiser may incur or suffer due to any breach of this obligation.

Freight, Shipping & Site Handling

Mechanical handling (i.e. pallet truck and forklifts) within the exhibition premises can only be provided official sole freight forwarder, Agility Fairs & Events Logistics Pte Ltd.

Exhibitors are encouraged to engage the official freight forwarder who is familiar with all customs procedures, freight handling, customs and tax regulations in Thailand. As they are also the exclusive on-site handling agent, they can provide a door-to-door service, right up to your exhibition stand and is available on site throughout the build-up, show days and tear down.

However, exhibitors may engage a forwarder of their choice, but all shipment/consignment requiring mechanical assistance (i.e. pallet trucks and forklifts) must be handed over to the official freight forwarder at the loading and unloading areas, with the exception of those that can be hand-carried by one person.

Please provide details on Form 7 (Freight Forwarding Services) in the eManual.

Deadlines/Schedule at a Glance

| Description | Deadlines |
|---|-------------------------|
| Arrival of exhibits by courier | Monday, 20 January 2020 |
| Copies of Bill of Lading and the Commercial Invoice and Packing List for sea freight consignments | Friday, 10 January 2020 |
| Arrival of exhibits shipped by sea freight | Friday, 17 January 2020 |
| Copies of Commercial Invoice and Packing List for airfreight consignments | Monday, 13 January 2020 |
| Arrival of exhibits shipped by airfreight | Monday, 20 January 2020 |

Deadlines for Dispatch of Documents (Pre-Alerts)

To ensure no delays or undue inconvenience for customs clearance on arrival, it is imperative that copy of the vessel/flight details with master air waybill / ocean bill of lading detail be forwarded well in advance before the arrival of shipments according to the stipulated deadlines above. Agility will not be responsible for any delays and any port/airport storage charges will be re-charged at cost.

Pre-alerts must be forwarded to us:

Agility Fairs & Events Logistics Pte Ltd
Tel. +65 6571 5602
Fax. +65 6214 9592 / 6214 9593
Contact: Mr Michael Ng
Email: MNg@agility.com

Documentation

To assist you in the preparation of documents, we have attached a copy of Agility Combined Commercial Invoice and Packing List form for your usage in Form 7 (Freight Forwarding Services). You may photocopy additional copies if the attached is insufficient.

Explanatory notes on the filling of this Combined Commercial Invoice and Packing List form are as follows:

1. All entries in these forms must be in the English Language.
2. A full description of the item must be given. Do not just indicate the model name or model number. Describe the item - such as "1:3 scale (cutaway) missile model" or "souvenirs – Lapel pins" or "wooden display plinth - floor standing", etc.
3. Brand name, Model (if any), Serial No. (if any), Country of Origin, Community, Product Name, Net Weight of each items must be declared.
4. Every individual item, including giveaway items and brochures is to be given a value based on CIF value expressed in U.S. dollars. Do not indicate the phrase "No Commercial Value".
5. The following declaration must be indicated: "The invoiced goods are of country..... origin and are intended for display purposes only at the exhibition site in Bangkok."

For consolidated containerised sea shipments (more than one exhibitor's items in the container), the following additional documents must accompany the Bill of Lading, Commercial Invoice and Packing List:

- 3 copies of House Bill of Lading
- 3 copies of Container Manifest

For consolidated air shipments, a House Airway Bill for each exhibitor and a consolidation manifest must be issued.

For temporary import shipment, Customs authorities require catalogues/brochure for all items which are declared as temporary import. Failure to comply with this instruction may lead to delay in clearance or additional expenses.

Important Notes:

- a) All importation of Electronics Equipment e.g: TV, lights and etc are required to apply for the necessary License from relevant authorities. It is imperative for the exhibitors to ensure that proper documentation is presented. All controlled items must be re-exported after the exhibition.
- b) All models have to be presented by serial numbers. Failure to do so will be required to pay for importation duties + 7% VAT.
- c) The numbers of declared items in the packing list will have to tally with the number of items shipped. Failure to do so may lead to cargo being held by the custom and Agility cannot guarantee to be able to clear on time. Any charges incurred if any will be billed as per outlay + 10% service fees.
- d) Effective from November 13 2017, Importers & Exporters for all shipments is mandatory to have "shipping marks" on all packages/case/crate. Failure to comply will result to a penalty fee not over 50,000 Thai Baht for "no shipping marks". All shipping marks on cargo would have to be the same as BL/AWB.

Custom Regulations

The Thai Customs are strict and thorough in their examination of goods. All packages can be expected to be opened and contents checked against the Combined Commercial Invoice & Packing List.

HEAVY FINES will be imposed on the exhibitor in cases of '**UNDERVALUATION**', '**NON-DECLARATION**', and '**ERRONEOUS DECLARATION**'. In such cases, Agility shall not be responsible for any delay in clearance. Customs fines and extra expenses incurred shall have to be borne by the exhibitor. Exhibitors are therefore strongly reminded to declare the true market value of their goods and be extremely careful in their preparation of documents.

All shipment must be declared with the exact/true market values otherwise Agility Co., Ltd **WILL NOT** be responsible if shipment is being held in Thai custom for under declaration. Agility Co., Ltd may also require to adjust the value of each item for customs purpose with/without prior notice if each item is below Thai market value.

Controlled Items in Thailand

Exhibitors are requested to note and understand that all Foodstuff, Beverage, Communication equipment (such as radio, radar etc.), Defence Equipment (such as weapons, armour etc.), Electric Appliance (such as TV, lighting etc.), Cosmetics, Beauty Products, Medicines & Medical equipment, Glass, Light & Sound Equipment, Toy, Motorbikes, Used Cars, Weighting & Measuring equipment, Construction equipment & all dangerous goods are subject to Import License prior to their importation into Thailand for exhibition purpose.

All communication equipment cannot be operated/tested/ utilized and **ONLY** can be imported for display purposes only.

We can confirm whether your shipment contains any controlled items upon receiving your commercial invoice and packing list.

Foodstuff

We do not recommend that you ship foodstuff or beverages to the exhibition if you are not exhibiting food products and would suggest you buy them in Thailand. If it is essential that you bring your own, please ensure they are packed, documented and shipped on a separate HBL or HAWB from the main exhibits to avoid delays in customs clearance. All foodstuff and beverages are subject to an Import License by Food & Drug Administration of Thailand. Shipment must not be effected until such license is obtained/approved, otherwise, high customs penalty will be incurred by exhibitor's account.

Please be guided that imported foodstuff and beverages are subject to import duty & VAT. No exemption will be granted **DO NOT MIX OR SHIP ALCHOLIC DRINKS OR CANNED FOODSTUFFS WITH YOUR EXHIBITS/STAND MATERIALS AS THESE ITEMS ARE SUBJECT TO STRINGENT INSPECTIONS BY THE THAI CUSTOMS/ HEALTH AUTHORITIES.**

Processing of Temporary Importation

ATA Carnet

- a. Thailand is a subscriber of the ATA Carnet System. Exhibitors participating in International trade fairs / exhibitions in Thailand can use ATA Carnet for temporary admission of their exhibition goods into Thailand – refer to ATA Carnet & Power of Attorney in Form C & D for further details.
- b. Please ensure that the ATA Carnet is issued in “ENGLISH” language only. A letter of Power of Attorney to authorize Agility Co Ltd to act as the representative of ATA Carnet holder with the same signature of person who signed the ATA carnet is required by Royal Thai Customs.
- c. Exhibition goods can be temporary imported into Thailand but must be re-exported after the fair / exhibition within 2 (two) months after the arrival date of exhibits. Any no-return items are subject to import duty and tax.
- d. For exhibition goods destined for a later exhibition in Thailand, our covered storage facility in Bangkok can be utilized at a reasonable storage rate – please contact Agility Fairs & Events Logistics Pte Ltd immediately should you require such service.

Bank Guarantee Temporary Importation Fee

- a. We are able to arrange shipment to be imported via this temporary import warehouse facility. Exhibitors, who intend to use this service, need not arrange their own customs bond.
- b. Consignments that are imported into Bangkok on temporary import basis will be subjected to a temporary import fee (non-refundable) based on the CIF value of the consignment.

Bank Guarantee Fee – Raised by Exhibitor

Consignments that are imported into Bangkok on temporary import basis will be subjected to a nominal administration and co-ordination fee.

Permanent Importation

Brochure and Giveaway Items

Brochures and giveaway items are permitted entry into Thailand, but they are subject to import duties of between 10% and 60% of the CIF value. These dutiable items amongst others are leather wallet, leather key holders, T-shirts, ties, scarves, badges and lapel pins. Such items must be packed and declared separately.

Please note that import duties will be calculated based on the declared value or customs assessed value, whichever is the greater.

*****Duty & tax calculation for printed matter*****

Customs duty & tax will be calculated, based on the weight of the exhibits and mode of transport. The different ways to calculate duty & tax are as follows; -

Airfreight: Thai Customs will assess the FOB value of printed matter at Bht 100/kg (C), plus all cost of airfreight charges which are declared in AWB (IATA rate) as the cost of freight charge (F), plus insurance premium (I), then the duty rate of printed matter is 10% of CIF Value plus Value Added Tax (VAT) 7% of CIF Value plus Duty.

Seafreight: Thai Customs will assess CIF value of printed matter at US\$ 4.252/kg and Customs duty & tax will be applied in the same rate as above at 10% and 7% respectively.

Note: Customs will use your declared value in your invoice & packing list or their assess value, whichever is greater

Documentation Surcharge

All consumable items being packed / shipped together with the exhibition goods in the same consignment will require an extra custom permit for import/export.

Receipt/Delivery of Shipment/Consignment at the Exhibition Premises

| Build-up | |
|--|---|
| Through the official freight forwarder | <ul style="list-style-type: none"> • Larger items may be delivered to the stands first and will only be opened in Exhibitor's presence. |
| Through Exhibitors' appointed forwarder | <ul style="list-style-type: none"> • Items requiring mechanical assistance will be handed over to the official freight forwarder at the loading/unloading bay. • Items that can be hand-carried by one person may be delivered to the stand – to be arranged between Exhibitor/Appointed Forwarder. |
| Through Courier Services arranged by Exhibitor | <ul style="list-style-type: none"> • Exhibitor must be present to receive the items. • Alternatively, Exhibitor may appoint the official freight forwarder to receive and safe keep until their arrival at their stand. Please contact official freight forwarder for costing/quotation. |
| Porter Service On-site | <ul style="list-style-type: none"> • Porter Service will be provided by the official freight forwarder. Please contact official freight forwarder for charges. |

All delivery, loading and unloading of shipment/consignment can only be done at the loading bay designated by the official freight forwarder. Vehicles parked at the loading/unloading bays will come under the supervision and direction of the official freight forwarder as well as the exhibition security officers.

Exhibitors are to ensure that their stand is near completion before shipment/consignment is delivered. Exhibitors are also to be present at their stand to receive delivery of their shipment/consignment. The Organiser shall not accept any delivery on behalf of any Exhibitor and will not be responsible for any failure in delivery, damage or loss to the shipment/consignment. The Organiser shall also not be responsible for the safe-keeping of shipment/consignment which is delivered to the stand but there is no one present to receive them.

Unpacking of large items from the shipment/consignment within the exhibition hall is strictly not allowed. Such act would potentially cause obstruction and hindrance to other activities going on within the hall and may cause damage to the flooring and facilities of the exhibition hall. Instead, prior arrangement has to be made with the official freight forwarder for the unpacking of such items outside the exhibition hall and deliver them into the hall. Small items such as those that could be removed directly from the shipment cases and displayed in the stand may be unpacked inside the exhibition halls. Please consult the official freight forwarder if you have any doubt.

Delivery/Removal of Exhibits/Goods During Exhibition Days

No delivery/removal of exhibits and other exhibition items are allowed during the show opening hours of the Exhibition. Such delivery and removal can only be carried out an hour before the show opening hours in the morning and half an hour after show closing time in the evening. Any request to deliver outside the times allowed must be communicated to and agreed by the Organiser.

At the Close of Event

It is imperative that every exhibitor has completed and signed the Return Shipping Instruction Form before they leave the exhibition. Agility will not be held responsible for any sort of loss or damage incurred due to an exhibitor not completing or signing the form correctly. If the exhibitor needs to change the number of packages returning and has failed to provide Agility with the revised instruction. Agility will not be held responsible for any such discrepancies in the piece count.

If for some reasons the exhibitor has not been able to meet with our representatives, and the exhibitor have a return shipment requirement, they should either visit our site office or contact our Agility representative at the earliest opportunity to complete their disposal instructions.

If the exhibitor has sold their exhibits to a 3rd party during the event, it is the sole responsibility of the Exhibitor thereafter and Agility will not accept responsibility for any loss or damage after this time unless otherwise specified in writing. The exhibitor must be present to oversee the collection of all Exhibits.

Security & Safety

Security

General security will be provided by the Organiser. Security officers will patrol the exhibition premises, but their duties will not include specific attention to individual stands/exhibits. The Organiser will not accept responsibility for theft, loss or damage of exhibits, stores or any other equipment belonging to Exhibitors, contractors or visitors. Exhibitors must arrange their own insurance to cover all stages of the Exhibition.

To minimise the possibility of theft/loss, Exhibitors are advised to:

- Bring in and display small portable and valuable exhibits/products/display items nearer to the Exhibition opening day and store them away securely after the exhibition closes each day.
- If your exhibit is highly valuable, you may wish to hire security officers to attend to your stand exclusive and may contact the Organiser for details of the official security agency. Please note that you may not use your own staff or other security agencies.
- Pack all exhibits/products immediately after the exhibition closes on Thu. 13 Feb 2020. It is at this time that the risk of exhibits and valuables going missing is the greatest.

We also strongly recommend that at least one representative be at the stand when the exhibition closes, to supervise all dismantling, packing, and collection until a complete hand-over to your nominated agent/forwarder is done.

Exhibitors are advised that rented furniture will be collected from this day onwards. Therefore drawers, cupboards, etc. should be emptied and their contents packed away after the Exhibition closes on Thu. 13 Feb 2020.

Exhibitors' staff members will not be allowed in the exhibition premises outside the official hall opening hours and no one is allowed to stay in the exhibition premises overnight, unless absolutely necessary and written approval has been given by the Organiser.

Fire Precautions

All fire hose reels, fire extinguishers, fire alarms and emergency lights in the exhibition hall must not be blocked and must remain accessible at all times.

Upon seeing an outbreak of fire, one should activate the fire alarm system and try to quench the fire or confine it by using extinguishers. All goods in the vicinity should also be removed.

Exhibitors may contact the official contractor for provision of fire extinguishers if required for the nature of their exhibits/products and the cost will be charged to the Exhibitor.

Cavities and empty space beyond the contracted boundary are not allowed for storage of brochures, empty crates, cartons, boxes, packing materials, etc.

During the build-up and tear-down period, exhibitors and/or their appointed contractors are to maintain the general cleanliness and tidiness of their stand working area and aisles must not be obstructed with construction materials or debris. They are also responsible for the removal of all stand construction debris and rubbish on a daily basis.

Smoking is prohibited by venue in the exhibition hall, meeting rooms, atrium, air-con walkways, function areas and restaurant with food services.

No naked or open flame equipment is to be used in the exhibition hall at any time.

- End of The Roads & Traffic Expo Thailand 2020 Exhibition Manual -