

# secutech

## THAILAND

The platform that connects global smart security solutions with smart & safe city projects in Thailand

## 2018 Exhibitor Service Manual

**Date: 8 – 10 November 2018**

**Venue: Bangkok International Trade & Exhibition Centre (BITEC), Bangkok, Thailand**

**Organized by:**

- **Messe Frankfurt New Era Business Media Ltd.**
- **Worldex G.E.C. Co., Ltd.**

**Concurrent with:**

**fire & safety**      **SM home**      **info security**  
powered by Secutech Thailand    powered by Secutech Thailand    powered by Secutech Thailand

**More information at [www.secutechthailand.com](http://www.secutechthailand.com)**

**Important information enclosed.  
Please return by the deadlines stated.**  
More information at [www.secutechthailand.com](http://www.secutechthailand.com)



messe frankfurt

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For further information or assistance, please contact us:

### Global

#### Messe Frankfurt New Era Business Media Ltd.

Mr. Jason Cheng

Tel: +886 2 8729 1099 ext. 215

Email: [jason.cheng@newera.messefrankfurt.com](mailto:jason.cheng@newera.messefrankfurt.com)

### Thailand

#### WORLDEX G.E.C. Co., Ltd.

Ms. Rungnapha Pomsuwan (Puy)

Tel: +66 (0) 2664 6488 ext. 401

Email: [rungnapha@worldexgroup.com](mailto:rungnapha@worldexgroup.com)

A. Exhibition time (for **exhibitors**):

	Date	Time	Note
Move-in	November 6	08:00-22:00	Move-in of Official Contractor
	November 6	13:00-22:00	<b>Move-in of special design, approved stand contractor, other contractors</b>
	November 7	08:00-22:00	
	November 6	14:00-17:00	<b>Exhibitor check-in</b>
	November 7	09:00-17:00	
Opening Ceremony	November 8	10:00-10:30	
Exhibition Hours	November 8-10	09:00-19:30	All booths have to remain open and all goods have to be displayed until the end of the exhibition.
Move-out	November 10	18:30-24:00	Move out of exhibits and stands
		19:30	Switching off power supply and dismantling electric equipment
		20:30-24:00	Move out of heavy and/or large exhibits, stand fitting materials
		24:00	Hall closes

B. Exhibition time (for **visitors**):

	Date	Time	Note
Opening Ceremony	November 8	10:00-10:30	
Opening Hours	November 8-10	10:00-18:30	

\*Show schedule is subject to change without advanced notice. For any update, please visit [www.secutechthailand.com](http://www.secutechthailand.com).

**Note:**

- Admission is free for trade professionals, business visitors, holders of invitations and registered only.
- Person under the age of 18 is NOT allowed to enter the exhibition hall nor be booth attendant.
- The Organiser reserves the right to refuse admission to the Fair of any visitors, exhibitors or their agents who are at the absolute discretion regarded as in any way likely to create disturbance or discomfort to the Fair. This also applies to move-in and dismantling period.
- For security reasons, booths must be supervised by exhibitor at all time during the move-in, show period and dismantling.
- ★ Exhibitors or the appointed stand contractors who need to work over time during move-in, show days and dismantling, must apply to the Organiser at the Organiser office before 15:00 on the same day. Additional cost for overtime will charge direct to exhibitors. Please contact the Organiser in advance.
- During the show days, exhibitors will have access to the hall one hour before the opening hours and one hour after the closing hours to service their stands. For security reasons, exhibitors requiring to start earlier / stay later must obtain prior permission from the Organiser.
- Neither exhibitors nor appointed stand contractors are permitted dismantling any part of their exhibits **before 18:30 on 10 Nov 2018**. Exhibitors must be present during dismantling.
- The site operation schedule complies with the general regulations of Bangkok International Trade and Exhibition Centre (BITEC).

#### A. Exhibitor Online System

Genre	Item	Deadline	Remarks
<b>Compulsory</b>	Company Information & Introduction	<b>12 October 2018</b>	For Show Directory. Exhibitor must fill out and check carefully.
	Product Upload (max. 3)		For Show Directory
	Fascia Name		For Show Directory and booth name. Exhibitor must fill out and check carefully.
	Exhibitor Badge		After filling out the information, exhibitor may claim the badges during <b>6 Nov 2018 (14:00-17:00)</b> and <b>7 Nov 2018 (09:00-17:00)</b> with two business cards per person.
	Onsite Contact Information		Provide two main contact onsite (for urgent contact onsite)
<b>Optional</b>	Online Service Order Form	<b>2 November 2018</b>	The additional orders including (1) Furniture Rental (2) Audio/Visual Equipment (3) Electric Rental (build-up & dismantling) (4) Electric Rental (on show days) (5) Temporary Staff can be applied <b>either online or by hard copy. Please choose one of the services (online/hard copy) to avoid re-booking your orders.</b>
	News Upload (max. 1)		
	E-invitation		For multiple deliveries. Please separate the email addresses with a semicolon.

Useful steps for you to log in to Exhibitor Online System:

- Go to [www.secutechthailand.com](http://www.secutechthailand.com) for accessing exhibitor portal.
- Click on "Exhibitor log-in" ([http://www.secutechthailand.com/en/exhi\\_login.aspx](http://www.secutechthailand.com/en/exhi_login.aspx))

**Account:** *Your contact email from application form*

**Password:** *stth2018 (all small caps)*

#### Exhibitor badge application regulations

Booth Space (sqm)	9	18	27	36	45 and above
Max. Exhibitor Badge Amount	5	10	15	20	25

#### B. Service Order Form

Genre	Item	Deadline	Return to	Remarks
<b>Compulsory</b>	1. Exhibitor Survey	<b>28 Sep 2108</b>	MESSE FRANKFURT NEW ERA BUSINESS MEDIA	For all exhibitors
<b>Compulsory (raw space)</b>	2. Appointed Contractor Agreement	<b>12 Oct 2018</b>	XCON	For raw space
<b>Optional</b>	3. Booth Logo		XCON	For standard booth
<b>Compulsory</b>	4. Freight Forwarder		ROGERS BANGKOK	For all exhibitors
<b>Optional</b>	5. Furniture Rental		<b>Online application:</b> click <a href="#">here</a> <b>Hard Copy:</b> XCON	<b>Please choose one of the services (online/hard copy) to avoid re-booking your orders.</b>
<b>Optional</b>	6. Audio/Visual Equipment		<b>Online application:</b> click <a href="#">here</a> <b>Hard Copy:</b> A PLUS	
<b>Compulsory (raw space)</b>	7. Electric Rental (build-up & dismantling)	<b>27 Sep 2018</b>	<b>Online application:</b> click <a href="#">here</a> <b>Hard Copy:</b> A PLUS	
<b>Compulsory (raw space)</b>	8. Electric Rental (on show days)		<b>Online application:</b> click <a href="#">here</a> <b>Hard Copy:</b> A PLUS	
<b>Compulsory (raw space)</b>	9. Booth Layout	<b>12 Oct 2018</b>	A PLUS	Location of additional electric equipment orders
<b>Optional</b>	10. Temporary Staff		<b>Online application:</b> click <a href="#">here</a> <b>Hard Copy:</b> XCON	
<b>Optional</b>	11. BITEC Services		Apply at <a href="http://www.bitec-onlineorder.com">www.bitec-onlineorder.com</a>	

For contact details of each form, please find next page.

Form	Item	Contact
Form 1	Exhibitor Survey	<b>Messe Frankfurt New Era Business Media Ltd.</b> Mr. Ryan Liu   <a href="mailto:ryan.liu@newera.messefrankfurt.com">ryan.liu@newera.messefrankfurt.com</a> T: +886 2 8729 1099 ext. 768
Form 2	Appointed Contractor Agreement (for raw space)	<b>XCON CO., LTD.</b> Ms. Pattraporn Duangmavong   <a href="mailto:pattraporn@xcon.co.th">pattraporn@xcon.co.th</a> Tel: +66 (0)2 275 5312 ext. 217   Fax: +66 (0)2 277 6075 92, 94, 96 Vibhavadee-Rangsit Rd., Dindang, Bangkok 10400, Thailand
Form 3	Booth Logo	<b>XCON CO., LTD.</b> <b>Local:</b> Mr. Suppachoke   <a href="mailto:suppachoke@xcon.co.th">suppachoke@xcon.co.th</a> Tel: +66 (0) 2275 8312-3 ext. 205 Fax: +66 (0) 2691 8873 <b>International:</b> Ms. Chayaanana   <a href="mailto:chayaanana@xcon.co.th">chayaanana@xcon.co.th</a> Tel: +66 (0) 2276 1931-4 ext. 204 Fax: +66 (0) 2277 6075 92, 94, 96 Vibhavadee-Rangsit Rd., Dindaeng, Dindaeng, Bangkok 10400
Form 4	Freight Forwarder	<b>ROGERS BANGKOK CO., LTD.</b> Mr. Maytee Parklak   <a href="mailto:exhibitions@rogers-asia.com">exhibitions@rogers-asia.com</a> Tel: +66 (0) 2752 6417-9 Fax: +66 (0) 2752 6420 90/1 Moo 4 Bangchalong Bangplee Samutprakarn 10540
Form 5	Furniture Rental	<b>Choose</b> <b>Online Application</b> (click <a href="#">here</a> ) or <b>Send Hard Copy to:</b> <b>XCON CO., LTD.</b> <b>Local:</b> Mr. Suppachoke   <a href="mailto:suppachoke@xcon.co.th">suppachoke@xcon.co.th</a> Tel: +66 (0) 2275 8312-3 ext. 205 Fax: +66 (0) 2691 8873 <b>International:</b> Ms. Chayaanana   <a href="mailto:chayaanana@xcon.co.th">chayaanana@xcon.co.th</a> Tel: +66 (0) 2276 1931-4 ext. 204 Fax: +66 (0) 2277 6075 92, 94, 96 Vibhavadee-Rangsit Rd., Dindaeng, Dindaeng, Bangkok 10400
Form 6	Audio/Visual Equipment	<b>Choose</b> <b>Online Application</b> (click <a href="#">here</a> ) or
Form 7	Electric Rental (set-up & dismantling)	<b>Send Hard Copy to:</b> <b>A PLUS UTILITY MANAGEMENT CO., LTD.</b> Ms. Phiangrudee Srinamuang   <a href="mailto:info@aplusutility.com">info@aplusutility.com</a> Tel: +66 (0) 2503 4579 – 83 (Auto lines) Fax: +66 (0) 2503 4577, +66 (0) 2503 4584 50/259 Moo 9 Bangpood, Pakkred, Nonthaburi
Form 8	Electric Rental (on show days)	
Form 9	Booth Layout	<b>A PLUS UTILITY MANAGEMENT CO., LTD.</b> Ms. Phiangrudee Srinamuang   <a href="mailto:info@aplusutility.com">info@aplusutility.com</a> Tel: +66 (0) 2503 4579 – 83 (Auto lines) Fax: +66 (0) 2503 4577, +66 (0) 2503 4584 50/259 Moo 9 Bangpood, Pakkred, Nonthaburi
Form 10	Temporary Staff	<b>Choose</b> <b>Online Application</b> (click <a href="#">here</a> ) or <b>Send Hard Copy to:</b> <b>XCON CO., LTD.</b> Ms. Pattraporn Duangmavong   <a href="mailto:pattraporn@xcon.co.th">pattraporn@xcon.co.th</a> Tel: +66 (0)2 275 5312 ext. 217   Fax: +66 (0)2 277 6075 92, 94, 96 Vibhavadee-Rangsit Rd., Dindang, Bangkok 10400, Thailand
Form 11	BITEC Services	Apply at <a href="http://www.bitec-onlineorder.com">www.bitec-onlineorder.com</a>

**Official Booth Contractor:** XCON CO., LTD.

**Local** Mr. Suppachoke | [suppachoke@xcon.co.th](mailto:suppachoke@xcon.co.th) | Tel: +66 (0) 2275 8312-3 ext. 205 | Fax: +66 (0) 2691 8873

**International** Ms. Chayaanana | [chayaanana@xcon.co.th](mailto:chayaanana@xcon.co.th) | Tel: +66 (0) 2276 1931-4 ext. 204 | Fax: +66 (0) 2277 6075

92, 94, 96 Vibhavadee-Rangsit Rd., Dindaeng, Dindaeng, Bangkok, 10400

**Official Freight Forwarder:** ROGERS BANGKOK CO., LTD.

Please refer to **Form 4** to submit the commercial invoice and packing list to your regional forwarder.

**The Organiser has no responsibility to assist the shipment if the exhibitor works with other forwarders. If you fails to find your regional representative, please contact ROGERS BANGKOK CO., LTD. directly. (page 5)**

### Freight Forwarder Representatives Worldwide

#### CHINA

OTIM CHINA

Ivy Zhang | [ivy@otimsz.com.cn](mailto:ivy@otimsz.com.cn)

Tel: +86 755 83985170 ext. 8007

RM 16H, Jinfeng Building, Shangbu South Rd, No. 1001, Futian District, Shenzhen, Guangdong, China

#### MALAYSIA

R.E. ROGERS (MALAYSIA)

Hasrul | [hasrul@rogers-asia.com](mailto:hasrul@rogers-asia.com)

Tel: +60 3 5510 8611

No. 7 Jalan Warden U1/76 Taman Perindustrian Batu Tiga 40000 Shah Alam, Selangor, Malaysia

#### HONG KONG

JES EXHIBITION SERVICES LTD.

Frank Liang | [frank@jes.com.hk](mailto:frank@jes.com.hk)

Tel: +86 20 83559738

Rm. 2005, Dong Jian Building, West Tower, No. 501 Dong Feng Zhong Road, Guangzhou, 510045, China

#### SINGAPORE

ROGERS EXPO SERVICES (S)

Faith Ong | [faith@rogers-asia.com](mailto:faith@rogers-asia.com)

Tel: +65 6846 0055

6 Harper Road #05-03 Leong Huat Building Singapore 369674

#### INDIA

R. E. ROGERS INDIA PVT. LTD.

Ashutosh Gautam | [Ashutosh@rogersworldwideindia.com](mailto:Ashutosh@rogersworldwideindia.com)

Tel: +91 9716505660

1, Commercial Complex, Pocket H & J, Sarita Vihar, New Delhi, 110076, India

#### TAIWAN

OTIM CO., LTD. (TAIWAN)

Laura Lin | [laura@otim.com.tw](mailto:laura@otim.com.tw)

Tel: 886 2 2509 1335 ext. 25

10F, No. 66, Sec. 2, Jianguo N. Rd, Taipei, Taiwan, 10485

#### INDONESIA

R. E. ROGERS (MALAYSIA)

Royscheider Hermawan | [roy@rogers-asia.com](mailto:roy@rogers-asia.com)

Tel: +62 81 21473 6000

No. 7 Jalan Warden U1/76 Taman Perindustrian Batu Tiga 40000 Shah Alam, Selangor, Malaysia

#### THAILAND

ROGERS BANGKOK CO., LTD.

Mr. Maytee Parklak | [exhibitions@rogers-asia.com](mailto:exhibitions@rogers-asia.com)

Tel: +66 (0) 2752 6417-9 ext. 330

90/1 Moo 4 Bangchalong Bangplee Samutprakarn 10540

#### JAPAN

FAIRTRANS INTERNATIONAL LIMITED

Kentaro Eguchi | [kentaro.eguchi@fairtrans.info](mailto:kentaro.eguchi@fairtrans.info)

Tel: +81 3 3808 0915

Iwasei Nihombashi Bldg. 6F, 6-5 Nihombashi Odenmachi, Chuo-Ku, Tokyo 103-0011 Japan

#### UAE

ELF SHIPPING LLC

Ariane Ramirez | [ariane.ramirez@elfshipping.com](mailto:ariane.ramirez@elfshipping.com)

Tel: +971 4 883 4444

PO Box: 30344, Plot No. 597-1031, Dubai Investment Park-2, Behind Gulf News, Dubai, UAE

#### KOREA

KOREA GLS, INC.

Patrick Kim | [patrick@koreagls.co.kr](mailto:patrick@koreagls.co.kr)

Tel: +82 (0)10 7445 5588

#205, 14 Seongsui-ro 10-gil Seongdong-gu, Seoul, Republic of Korea (04784)

#### VIETNAM

EXPO SERVICES AND LOGISTICS

Quan Nguyen | [quannhn@esl.com.vn](mailto:quannhn@esl.com.vn)

Tel: +84 989115183

405, 4th Fl., Saigon House Bldg., 386-388 Hoang Dieu Str., Dist. 4, Hochiminh City, Vietnam

### Marketing Opportunity

The Show Directory is the official publication by the Organiser which covers comprehensive exhibitor's company information. This show guide comes handy to visitors for searching and better understanding the showcases on the floor. The Show Directory will be distributed during Secutech Thailand 2018, as well as to major distributors, government departments and end users in Thailand. The Show Directory is an effective tool to maximize your exposure and extend promotion results in Secutech Thailand 2018.

### Advertisement Options

#### 1. Rate:

AD Size	Position	Rate
Full Page	Inside Front Cover	USD 2,000
Full Page	Next to Inside Front Cover (Page 1)	USD 2,000
Full Page	Back Cover	USD 2,000
Full Page	Inside Back Cover	USD 2,000
Full Page	Inside Regular	USD 1,000

#### 2. Advertisement Spec.:

Full Page: 130 (w) x 210 (h) mm

Spread: 260 (w) x 210 (h) mm

Half Page Horizontal: 130 (w) x 105 (h) mm

**\*Always leave 3mm on each side as bleeding**

Color: 4 Colors

**File: \*TIFF file in CMYK, 300dpi**

#### 3. Deadline for Submitting Artwork: **12 October 2018**



For further information, please contact us:

#### Global

**Messe Frankfurt New Era Business Media Ltd.**

Mr. Jason Cheng

[jason.cheng@newera.messefrankfurt.com](mailto:jason.cheng@newera.messefrankfurt.com)

+866 2 8729 1099 ext. 215

#### Thailand

**WORLDDEX G.E.C. Co., Ltd.**

Ms. Rungnapha Pomsuwan (Puy)

[rungnapha@worlddexgroup.com](mailto:rungnapha@worlddexgroup.com)

+66 (0) 2664 6488 ext. 401



### 1 Payment

Full payment is required within 30 days upon the invoice issued. If the contract is signed **between 1<sup>st</sup> to 19 Oct 2018**, the payment should be made by **19 Oct 2018**; contract signed **after 19 Oct 2018**, should be paid immediately upon the invoice issued. The Organiser reserves the right to cancel the reservation and application if exhibitor fails to make the payment as regulated in the contract.

If an applicant withdraws his application, for whatever reason, before he receives either a rejection or confirmation of his application, any participation fee paid will be forfeited.

If the exhibitor notifies the Organiser of his withdrawal **within 100 days** of the start date of the event, he is liable for the total participation fee.

Should the exhibitor under contract (i.e. in receipt of confirmation) inform the Organiser that he will not participate in the event **prior to 100 days** of the start date of the event, providing the Organiser is able to resell the stand without loss the payment to be made by the exhibitor will be collected to a handling fee of **USD 1,000** irrespective of the exhibitor's full liability for additional costs, catalogue fees etc.

Payment of stand costs and any other payment shall be effected within the specified date on invoice, unless a different due date has been stated in the invoice, without any deduction or compensation.

When full payment has not been received before the first construction day. Exhibitor or contractor is not allowed to start the construction of the booth.

### 2 Government law

Exhibitors are required to observe and comply with all the laws of DIP Thailand.

### 3 BITEC Regulations

- a) The following requirements shall be observe when carrying out engineering work on the walls, floor, posts or ceiling etc. of the exhibition hall for the installation of exhibits or decoration work. It shall be completely prohibited to:
- Drive in concrete nails or dry bit rivets into floor, wall and post surfaces.
  - Paint directly onto floor, wall and post surfaces.
  - Stick carpet, etc. by applying adhesive agent to entire reverse side.
- b) BITEC is designated as a non-smoking facility. Exhibitors and visitors are required to restrict their smoking to designated areas. If smoking is required in the function areas, prior approval must be given by Event Service Department, BITEC.
- c) Prior written approval from the Customer Service/Food and Beverage Department must be obtained relative to all food and beverage within the facilities. All food and beverage brought into the facilities must be approved for exhibition use only and may not be consumed by staff.

### 4 Admissions to the Exhibition

#### a) Exhibitors

For security reasons, exhibitors must put on the exhibitor badges during the exhibition, build-up and dismantling period. Exhibitor badges can be ordered via **Exhibitor Online System – Exhibitor Badge**. (Persons below the age of 18 will not be allowed entry into the Halls)

#### b) Non-official Stand Contractor Personnel

Contractor badges will be issued to non-official stand contractors and their workmen to enter the exhibition halls during the build-up and dismantling periods only, for the purpose of booth construction and dismantling. Should the contractor have a need to be presented during the exhibition hours, please contact with the Organiser for further arrangement.

Contractor badges can be applied by completing **Form 2 – Appointed Contractor Agreement** and return to XCON CO., LTD. Before being granted such passes, the non-official stand contractor will be required to pay up the **deposit cheque** to XCON directly before **12 October 2018** as below:

- ★ • 1 – 50 sqm = 50,000 Baht / 1,667 USD
- 50 sqm and above = 80,000 Baht / 2,667 USD

(Above price are exclusive of 7% VAT and subjected to change according to inevitable factors announced by the venue.)

These are to ensure the completion of works, complete removal of any debris, cover of any damages done by the contractor to the halls and exhibits. Please refer to **Form 2 – Appointed Contractor Agreement** for details.

### 5 Security, Safety and Fire Prevention

- a) The Fire Law prohibits the use of fire and/or dangerous materials within the hall:
- No naked light and lamp or temporary gas or electrical fittings may be used in the exhibition building.
  - No explosives, petrol, dangerous gases or highly inflammable substances are allowed in the exhibition building.
  - No radioactive materials are allowed in the exhibition building.



Dangerous objects are restricted by the Local Fire Materials Regulation. Exhibition's operating machines during the show are requested to list items and quantities and submit to the Organiser in advance.

- b) All fire extinguishers, hydrants, stopcocks, etc. must remain visible and directly accessible at all times. Any sprinkler installations present must be able to function without hindrance. Exhibitors are bounded to follow immediately and/or all directives issued by the Organiser and/or the Fire Authorities in regard to the use of equipment and apparatus, demonstrations, storage, etc.
- c) At the close of exhibition each day, exhibitors shall before leaving stands make sure that there are no potential fire hazards such as stoves, fires, exhibits used for demonstrations, lighted cigarettes. Water, lights and power should be turned off.
- d) Exhibitors and their staff will not be allowed in the exhibition hall before or after official hours.
- e) All personnel in the exhibition hall must wear identification badges at all times. Exhibitor Badges and Temporary Passes are available at registration counters onsite.
- f) Exhibit movement in or out the halls during show hours is strictly prohibited.
- g) General security will be provided by the Organiser day and night. If the exhibitor want to hire special security for their own booth please contact the Organiser. Please note that exhibitors are not allowed to use own staff of personnel from any other security agency.
- h) The Organiser will not be responsible for the safety of articles of any kind brought into the exhibition by the exhibitors, their employees, agents or contractors, or any other related members. Exhibitors shall make sure that they are fully covered by insurance and take out public liability and comprehensive protection. The period of liability of the exhibitor shall be deemed to run from the time the exhibitor or any of his employees, agents or contractors first enters the exhibition hall, and to continue until all his exhibits and property have been removed.
- i) During all period, security of exhibits, stands and furniture is wholly the responsibility of the exhibitor. His agent or contractor and the Organiser shall not be responsible for any loss incurred.

To guarantee the security and fire safety, the Organiser has the rights:

- To refuse any person who wants to get into the hall.
- To remove any poster, panel, banner and so on which are inappropriate with the event at Party A's assessment.
- To remove anything which may obstruct the exit, emergency way, fire alarms, fire hydrants, extinguishers, and so on located in the hall.

**6 Smoking Restriction**

Smoking is strictly prohibited in the exhibition halls.

**7 Photography, Video & Sound Recording**

All photography, video and sound recording during the fair must be limited to not causing annoyance to visitors or other exhibitors. The Organiser reserves the right to terminate any recording at their own discretion.

**8 Intellectual Property Rights/Copyright**

The exhibitor warrants that the exhibits and packages thereof and the related publications do not in any way violate or infringe any third party's rights including trademarks, copyrights, designs, names and patents whether registered or otherwise. The Organiser has the right to refuse participation of any exhibitors found guilty of infringement of intellectual property rights at any future trade fairs.

**9 Exhibits**

- a) In view of operational safety reasons and regulations enforced by the exhibition venue, only the Official Freight Forwarder is allowed to work in-hall and operate lifting equipment. This regulation will be strictly enforced and is necessary for reasons of dilapidation and control.
- b) Exhibitors are permitted to "hand carry" items to their stands without the use of trolleys. Exhibits / cargos requiring the use of mechanical lifting aids must be handled by the Official Freight Forwarder.
- c) Exhibitors using their own transportation or shipping agent should provide details of their shipping agent by returning **Form 4 – Freight Forwarder**.

**10 Delivery of Exhibits**

- a) The cost of conveying and offloading goods to and from the exhibition shall be borne by the exhibitor. In no circumstances will the Organiser accept or sign for any goods, exhibits or other materials on behalf of any exhibitor. Wherever possible, every facility will be given to lorries, vans, other vehicles, or conveyances to unload at the site. The Organiser reserves the right to specify the times and places of delivery and moving onsite. Local based exhibitors should arrange with their contractors for exhibits to be conveyed to the site and unloaded. Exhibitors requiring carnage and labour facilities should make advance arrangements with the official freight forwarders and shipping agents. Entry for heavy or large loads should be arranged with the official freight forwarder. Special times and entry dates will be specified by the Organiser. Any damage must be reported immediately to Floor Manager including parts of the listed exhibition ground, pavements or road surroundings, stand or exhibit.

## Exhibition Rules & Regulations

- b) Only exhibits belonging to the exhibition program will be allowed. The Organiser reserves the right to remove from the hall any exhibits or items unnecessary to an exhibit.
- c) Cargos should **NOT** arrive at the exhibition hall **earlier than the build-up period**. Exhibitors, 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 is not possible to move in.
- d) If any heavy or large exhibits (over 100kg) arrive onsite requiring mechanical aid onsite installation, the Organiser will appoint an official onsite freight forwarder to be the site installation contractor on exhibitor's behalf, and all costs incurred will be borne by the exhibitors. Forklifts, cranes and pallet trucks from other forwarders will not be allowed to work inside the exhibition hall.
- e) Working machinery must be fitted with safety device, which may be removed only when the machines are not in operation and connected to the source of power. All pressure vessels or compressed equipment must conform to Local Safety Standards and Regulations.
- f) In some cases, the exhibition hall will be the customs bonded area. Comprehensive documentation for customs regulations will be forwarded to all exhibitors by the official shipping/forwarding contractors. Unless all conditions in the instructions issued are complied with, neither the Customs Broker, the shippers nor the Organiser shall be held responsible for non-delivery or late arrival of goods.

### 11 Display of Exhibits

Exhibits must be displayed throughout the period of the exhibition. No exhibitor is allowed to remove exhibits from the exhibition hall without prior permission from the Organiser.

### 12 Removal of Exhibits

Removal of exhibits from the halls will commence at 18:30 on 10 Nov 2018. While general security is provided in the halls, exhibitors are reminded that goods will be exposed to maximum risk at this time as rented items and equipment are being collected by the respective suppliers.

- a) No mechanical lifting or handling equipment will be permitted to enter the exhibition halls for the removal of exhibits except those used by the Official Freight Forwarder.
- b) Dismantling hour is from 18:30 to 24:00, 10 November 2018.

- ★ c) To avoid congestion and to enable smooth exit clearance, for removal of exhibits, all exhibitors and contractors must fill up a **"RELEASE FORM"** that must be endorsed by the Organiser, to be handed over to the gate security officers before leaving the exhibition venue. Leaving the venue **before 18:30, 10 Nov 2018** is not allowed. The blank **"RELEASE FORM"** can be obtained from the exhibitor service counter.

### 13 Force Majeure

The exhibition may be shortened, extended or postponed due to any cause whatsoever outside the control of the Organiser. The Organiser shall not be responsible for any loss sustained by the exhibitor, directly or indirectly, attributed to the elements of nature, force majeure or orders and directives imposed by any government authority. In the event of such circumstances, the money paid by the exhibitors, or any part thereof, is refundable at the sole discretion of the Organiser.

### 14 Animals

Live animals are not permitted in the exhibition venue.

### 15 Noise Control

Equipment used in any part of the exhibition must not generate noise that exceeds a maximum permitted, except with the Organiser's prior approval. **Whenever it is found that the volume of the exhibitor's sound system exceeds 80dB, the inspection group will determine the penalty.**

### 16 Violation of Rules and Regulations

Every exhibitor, his agent or contractor, must observe the regulations laid down and in force during the exhibition, including any amendments which may be applicable during exhibition and introduced by the Authorities or the Organiser. Failure to observe the regulations may result in the Authorities or the Organiser will have the right to close down the stand of exhibitor immediately, and the exhibitor will have the juridical responsibility for his/her violation. In the event of any occurrence not foreseen in these Rules and Regulations, the decision of the Organiser shall be final.

### 1. Construction of Stand

The Organisers have appointed **XCON CO., LTD.** as the Official Stand Contractor to carry out stand fittings, plumbing, electrical works and the construction of standard booths.

- 1.1 The construction of stands, signs and fascia shall be of the following material:
  - Non-combustible material
  - Inherently no-flammable material
  - Durably flameproof fabric
  - Self-extinguishing plastic material
  - Plywood, Hardboard, pulp-board or fibre-board rendered flame resistant by a process of impregnation acceptable to the Local Authorities and bearing a distinguishing brand-mark to indicate that it has been impregnated. Timber of any thickness impregnated and branded as above. An exhibitor exceeding 2.5 meters in height will be responsible for finishing off any partition or structure to the satisfaction of the exhibitor onto whom it faces. Multi-stories stands are prohibited. The Organiser declines all responsibility in respect of the safety of the construction of stands and the installations fitted therein. Textile fabrics used for interior decorative purposes shall be of inherently no-flammable material or of material rendered non-flammable to the Local Authorities' satisfaction.
- 1.2 Exhibitors' contractors shall only use those materials acceptable to the Local Authorities in the construction of stand. Each contractor shall guarantee that the stand will be finished and all rubbish will be removed by the opening of the exhibition and he shall dismantle and remove the stand together with all rubbish within the specified dismantling period. No construction work or stand fitting will be allowed during the open hours of the exhibition.
- 1.3 **NO** person under any circumstances shall cut into or fix **standard booth structures** through any floor covering or wall. Any such damage to standard booth structures will be invoiced to the exhibitor under the heading "dilapidation".
- 1.4 Any booth side facing an aisle, 50% of its length must be kept opened using "see through" materials or open design.
- ★ 1.5 **Raw Space** exhibitors need approval from the Organiser for their booth and are requested to carry out the following:
  - 1) To complete and return **Form 2 – Appointed Contractor Agreement** to inform your assigned contractor's name and contractor badges **before 12 October 2018.**
  - 2) To submit the **stand design** in a 3-dimensional sketch, showing the booth from all sides and equipment inside **before 12 October 2018.** Without a written approval from the Organiser, there is no access to the halls.
  - 3) To submit a technical drawing, showing length, width and height of the booth construction, the connecting points for technique (power supply, water, compressed air) and the location of large equipment (machines, silo's). In some cases, it will also be necessary to give a description of the type of material for safety purpose.
  - 4) If overtime comes necessary during stand construction period, exhibitors/contractors are required to inform the Organiser **before 15:00 on the same day.** Overtime additional cost will charge direct to exhibitors.
  - 5) To complete and return **Form 7 – Electrical Rental (build-up & dismantling)** for electricity service during build-up and dismantling. Please note that no power supply will be applied without completing and submitting the form.
  - 6) Raw Space booths are not equipped with electricity. Please make sure to complete and return **Form 8 – Electrical Rental (on show days)** for the service.
  - 7) To complete and return **Form 9 – Booth Layout** for showing the location of the electric equipment or other systems that you have additional order. If not specified the location, requested utility points will be placed upon Official Contractor's discretion. Any relocation will charge directly to the exhibitor.
  - 8) Prior to construction process, every contractor is obliged to cover hall carpet with own flooring or old carpet. If any damage occurs due to build-up or dismantling stands, the contractor will be liable for the full cost of renovation.
  - 9) Decoration and construction need to be inside the contracted area.
  - 10) Booth side adjacent to neighbor has to have its own partition or wall.
  - 11) All stand design above 2.5m needs a written approval from the Organiser.
  - 12) Height restrictions is as following:
 

**Maximum height:**

    - **6-35 sqm: 4 meters**
    - **36-71 sqm: 5 meters**
    - **72 sqm and above: 7 meters**
  - 13) All side/back walls exceeding **2.5m** should be smooth, and in a neutral colour (white or black), and it is not allowed to carry your text, logo or pictures.
  - 14) All stands facing the aisles must have 50% of the frontage on each side to be opened or fitted with transparent material to the underside of the fascia.
  - 15) No balloon is allowed in the hall.
  - 16) No hanging materials is allowed outside the booth area for exhibitor.
  - 17) All rigging must receive prior written approval from the Organiser and be installed under supervision of the Technical Services Manager/ Engineering Services Manager of the venue. It is required to submit detailed rigging plans, including weight to be hung, location and number of hang points, method of attachment, equipment to be used for attachment, safety measures employed, and the time required to complete the rigging. **All plans must be submitted to the Organiser with booth design before 12 October 2018.** A surcharge will occur if the rigging exceeds the maximum height of booth.
- ★ 1.6 No alterations to the standard booth construction package will be permitted. Interior display work must be designed and constructed so as not to damage or interfere with the standard booth construction package.
 

**Standard booth (3mx3m) package includes:**

  - Booth Structure with Fascia Name

- Carpet 9 sqm (grey)
- 1 no. of lockable cabinet
- 2 nos. of grey chairs
- 3 nos. of spotlights 100W
- 1 no. of power socket (5 Amp.)
- 1 no. of waste basket

The Organiser reserves the right to change the standard booth package without advanced notices.

Special pavilions are not applied for the standard booth perspectives. Please contact your agent to check the perspective for your pavilion.

- 1.7 Standard booth equipment should remain intact and in no way is allowed to be damaged or spoiled. For sticking posters on booth panel, exhibitor is strongly suggested to apply the cloth tape/residue-resistant to prevent any damages to the panels. If Official Contractor finds damage of standard booth materials (i.e. booth panel, frames, etc.), penalty and fine will charge directly to the exhibitor.
- 1.8 No decoration, booth fitting or exhibit shall exceed the height limit of **2.5mH** or place outside of the standard booth. Standard booth if want to upgrade to higher stand, exhibitor will be charged additional management fee by the venue and extra construction fee from by Official Contractor.
- 1.9 No nails, screws, staples, tape or other fastening devices will be used to hang or attached to building walls, ceilings, windows, doors, lights, sprinklers, or other fixture/surface of the booth structure Official Contractor provided, inside or outside the exhibition hall. Exhibitors and their contractors will be liable for any damage and penalty occurred.
- 1.10 Exhibitors are responsible for the cost of any cases of serious damage or dilapidation to the booth or exhibition halls, whether caused by themselves, their agents, contractors, or by any person employed/engaged on their behalf. The Organiser, in conjunction with the listed exhibition ground, inspects every site before build-up and after dismantling of the stand. Dilapidations include painted marks, distemper, mortar or any other adhesive substance, bolt, screw or nail holes, battens, boarding or any other materials or substances attached or adhered to the walls floor, other parts of the building loose wire, or other things left behind. The cost of making good will be assessed by the list exhibition ground and be charged to exhibitors by the Organiser both before and after clearance.
- 1.11 All the main electrical connections at the exhibition must be carried out by the Organiser's Official Contractor. Exhibitors requiring special arrangements (e.g. different voltages or electricians for connection of equipment) must notify the Organiser's electricians for approval and quotation. All electrical equipment must be tested by the Organiser's licensed engineers before turning on the electricity supply. Electrical connections/equipment will be inspected under the code of practice with the ordinance of the Local Electric Appliances Technology Standards, the Local Regulations and by Law of fire prevention. The switchboard on each stand shall have the nameplate and telephone number of the electrical contractor on it.
- 1.12 Applications for any wiring for temporary lighting or power during build-up should be made through the Organiser. The full charge for the work, materials and current supply, will be charge directly to the exhibitor.
- 1.13 The Organiser reserves the right to alter the layout, plans and positions of stand construction, if it is in the interest for the exhibition as a whole.

## 2. Operation of Stand

- 2.1 Exhibitor's literature should list their name and address and describe their products or those of the principals or licensors. They may take orders on their own stand but exhibitors may not hand out leaflets, importune or solicit for orders in any way in the gangways, or draw attention to their stands by the use of loudhailers or by any other kind of mechanical instruments, noisy exhibits, flashing lights or shouting. Any exhibitor contravening these rules and regulations by soliciting business, taking photographs or filming, distributing literature, book tracts or other advertising or literary matter, not relating to his principal's products either on or away from the confines of his stand, will be removed from the exhibition.
- 2.2 No competitions may be held without the written permission of the Organiser. Full details of any proposals should be submitted in writing.
- 2.3 Exhibitors who intend to make demonstration during the exhibition shall ensure that such **demonstrations and presentations must not interfere with conducting business of other exhibitors in term of sound, nor cause any smoke or fume.** The Organiser reserves the right to determine the acceptable sound level and extent of demonstration. Any promotion activity involving the demonstration of games, organised competitions or quizzes will need an advanced permit from the Organiser.
- 2.4 Organisers/agents of group and national stands are responsible for ensuring that all exhibitors on their stands are fully aware of and agree to abide by these rules and regulations.
- 2.5 Exhibitors, their agents and employees shall keep all gangways clear of materials, packing cases, rubbish and equipment. No part of any stand including fascia, signs, lighting, corner posts or other fitting shall project into or overhang any gangway or obscure any fire or exit sign. The Organiser reserves the right to remove any obstruction contravening this regulation and charge the cost caused by such obstruction.

- 2.6 Exhibitors are asked not to place stickers, signs or posters anywhere in the halls other than within their own stand and on paid advertising sites by submitting sponsorship package application. Likewise, exhibitors' representatives may not distribute brochures, invitation, etc. along the gangway nor near the entrances/exits. If you wish to distribute materials please contact the Organiser.
- 2.7 Exhibitors are reminded that no cash-and-carry sales area permitted in the exhibition.
- 2.8 The Organiser will be responsible for cleaning the hall and gangways each day. Exhibitors who need booth cleaning, please go to BITEC's online services [www.bitec-online.com](http://www.bitec-online.com) for further details.
- 2.9 During the show hours, no goods may be brought into or removed from the exhibition hall. The Organiser reserves the right to amend the exhibition dates and hours.

### 3. Subletting of Stand

- 3.1 Exhibitors must not transfer, dispose of, part with, or otherwise sublet the whole or any part of their space, office, store or other accommodation whether for financial consideration or otherwise, or enter into any agreement to do so. An exhibitor, being officially appointed sole agent or sole licensee must state at the time of application for space, the names of the principals to be represented and confined his display to their products. This does not debar an exhibitor displaying products of a principal for whom he become sole agent or sole licensee after allotment of space, providing permission is first obtained from the Organiser. This regulation shall be deemed to include any subsidiary material or product not being a part of, but used as complementary to, an exhibit. An exhibitor may not, except by express written permission from the Organiser, display directly or indirectly, advertise or give credits to any products other than his own or his principal's. The exhibitors shall insure, indemnify and hold the Organiser harmless in respect of all costs, claims, demands and expenses to which the Organiser may in any way be subjected as a result of any loss or injury arising to any persons (including members of the public, the staff of the local authorities, or the Organiser's staff, exhibitors' staff agents and contractors) however caused as a result of any act or default of the exhibitor, their employees, agents or contractors or guests. If the Organiser demands the exhibitor to provide proof that the exhibitor has adequate insurance cover. The Organiser shall not in any event be held responsible for any restrictions or conditions which prevent the construction, erection, completion, alteration or dismantling of stand or for the failure of any services normally provided at the listed exhibition ground, for the cancellation or part-time opening or give credits to any products other than his own or his principal's. The Organiser reserves the right to mask or remove from the hall any products or signs violating this regulation.

### 4. Dismantling of Stand

- 4.1 Exhibitors wishing to remove, replace or introduce exhibits during the course of the exhibition or carry out alterations or maintenance work or take photographs of their stands, shall do so only at the times specified by and with the permission of the Organiser. Where such work entails the use of lighting, overtime and the Organiser's staff, the exhibitor shall bear all costs. In the case of the removal of goods, the exhibitor must obtain a permit from the Organiser, otherwise goods may not be removed from the exhibition building. The Organiser reserves the right to make or cause to be made photographs, drawing etc. during the course of the exhibition and to use the same for their own purposes.
- 4.2 Exhibitors, their agents or contractors are responsible for the complete removal from the listed exhibition ground and outside areas of all goods, and materials used by them, together with all rubbish. Any exhibitor, his agent or contractor failing to remove any exhibit, stand wires, ropes or any rubbish within the time stipulated, shall indemnify the Organiser in respect of any claim thereby occasioned for failure to give up possession of any part of the listed exhibition ground. On the due date the Organiser shall be entitled but not obliged to remove such materials as they consider best at the cost to the exhibitor who shall be liable for all loss and costs. The Organiser reserves the right to specify the time at which individual stands and exhibits shall be removed.
- 4.3 Removal of exhibits and dismantling of stand commence only after **18:30 on 10 November 2018**.



# FORM 1 – EXHIBITOR SURVEY

**COMPULSORY FOR ALL EXHIBITORS**

**Deadline: 28 Sep 2018**

Return Form to: **Messe Frankfurt New Era Business Media Ltd.**

Mr. Ryan Liu | [Ryan.Liu@newera.messefrankfurt.com](mailto:Ryan.Liu@newera.messefrankfurt.com) | +886 2 8729 1099 ext. 768

Company Name:

Booth No.:

Contact Person and Email:

Return Date:

Thank you for being part of Secutech Thailand 2018. Please take the time to complete the exhibitor survey, this will help us to understand your target audience in the industry and provide you with better connections with the visitors.

Exhibitor Information	Product Categories	<input type="checkbox"/> Video Surveillance systems	<input type="checkbox"/> Intercom systems	<input type="checkbox"/> Disaster prevention			
		<input type="checkbox"/> Access control systems	<input type="checkbox"/> Public Address Systems	<input type="checkbox"/> Industrial safety			
		<input type="checkbox"/> Intrusion detection systems	<input type="checkbox"/> Door Solutions	<input type="checkbox"/> Building automation			
		<input type="checkbox"/> Transmission systems	<input type="checkbox"/> Active fire safety	<input type="checkbox"/> Smart home systems			
		<input type="checkbox"/> Perimeter systems	<input type="checkbox"/> Passive fire safety	<input type="checkbox"/> Others			
Products: _____							
Products fit to security / fire / smart home style of:							
<input type="checkbox"/> European	<input type="checkbox"/> American	<input type="checkbox"/> East Asia	<input type="checkbox"/> Southeast Asia	<input type="checkbox"/> Middle East	<input type="checkbox"/> Oceania	<input type="checkbox"/> Other	
Objectives of Exhibiting	<input type="checkbox"/> Contract signing		<input type="checkbox"/> Company / brand promotion				
	<input type="checkbox"/> New product / service launch		<input type="checkbox"/> Looking for business partner				
	<input type="checkbox"/> Looking for new customer		<input type="checkbox"/> Looking for distributor / agents				
	<input type="checkbox"/> Cultivate existing business relationships		<input type="checkbox"/> Experience sharing				
	<input type="checkbox"/> Technology exchange & market information gathering		<input type="checkbox"/> Comparing competitors				
	<input type="checkbox"/> Others, please specify: _____						
Marketing of Products / Service	What is your current market? _____						
	Target markets	<input type="checkbox"/> Overseas	<input type="checkbox"/> Europe	<input type="checkbox"/> North America	<input type="checkbox"/> Latin America	<input type="checkbox"/> Africa	
			<input type="checkbox"/> Oceania	<input type="checkbox"/> East Asia	<input type="checkbox"/> Southeast Asia	<input type="checkbox"/> South Asia	
			<input type="checkbox"/> Middle East & Central Asia		<input type="checkbox"/> Others, specify: _____		
			<input type="checkbox"/> ASEAN country, specify: _____				
	<input type="checkbox"/> Thailand						
	Business nature of target visitors	<input type="checkbox"/> Manufacturer		<input type="checkbox"/> Dealer, agent, distributor, wholesaler		<input type="checkbox"/> Retailer	
		<input type="checkbox"/> Private & official fleets		<input type="checkbox"/> Service provider		<input type="checkbox"/> Systems integrator	
		<input type="checkbox"/> Publisher		<input type="checkbox"/> Trade associations / Govn't agency		<input type="checkbox"/> Others, specify: _____	
	Target sectors	<input type="checkbox"/> Government		<input type="checkbox"/> Factory			
<input type="checkbox"/> Building		<input type="checkbox"/> Enterprise					
<input type="checkbox"/> Hospitality		<input type="checkbox"/> Others, please specify: _____					
<input type="checkbox"/> Infrastructure, please specify: _____							
What are the reasons for your target? _____							
How many years have you been operating in Vietnam?			<input type="checkbox"/> 1 – 2 years		<input type="checkbox"/> 3 – 5 years		
			<input type="checkbox"/> 5 – 10 years		<input type="checkbox"/> 10 years and more		
Comments	Other expectation on the participation of Secutech Thailand 2018 _____						

# FORM 2 – APPOINTED CONTRACTOR AGREEMENT

## COMPULSORY FOR RAW SPACE EXHIBITOR

**Deadline: 12 Oct 2018**

Please return this form to:

**XCON CO., LTD.:** Ms. Pattraporn Duangmavong | [pattraporn@xcon.co.th](mailto:pattraporn@xcon.co.th)

Tel: +66 (0)2 275 5312 ext. 217 | Fax: +66 (0)2 277 6075

Address: 92, 94, 96 Vibhavadee-Rangsit Rd., Dindang, Bangkok 10400, Thailand

### This form must be completed & returned by all raw space exhibitors

This is to confirm that our stand contractor is:

Name of contractor:

Booth No.:

Address:

Contact person:

Tel:

Fax:

E-mail:

### Supervisor who is responsible for construction

Name:

Mobile No.:

No. of constructor badge required:

**\* Exhibitors/Contractors SHOULD send this form to XCON directly.**

### Terms and Conditions:

- The Organiser have appointed "Approved Stand Fitting Contractors" to give exhibitors choices. Exhibitors may acquire such a stand construction and equipment installation from the list provided. Selected constructor must fill out this form and are strongly advised to abide by the terms and conditions set by the Organiser.
- The contractors will have to bear any charges levied by the venue owner for damages caused to their property, flooring, or for debris not cleared away. The contractors are requested to submit the damage **deposit cheque** to **XCON BEFORE 12 Oct 2018**. Please find the deposit rate as below:
  - 1 – 50 sqm = 50,000 THB / 1,667 USD
  - 50 sqm and above = 100,000 THB / 3,225 USD
- This 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 the Organiser may have on the contractor if the damages exceed the deposit.
- Please provide the number of workmen, so construction badges will be prepared accordingly. For security reason, all workers are required to wear contractor badges at all time during the construction period.
- All the booth designs must be submitted for approval. Exhibitors and their selected contractor are requested to submit their stand's design and layout in 3 dimensional sketch, showing the width, the height and equipment inside for approval to [pattraporn@xcon.co.th](mailto:pattraporn@xcon.co.th) BEFORE 12 Oct 2018. The Organiser reserves the right to cancel the exhibiting of the company if the design is not returned in time.**
- By submitting this form, exhibitors and their selected stand contractors agree to abide by the rules and regulations stipulated in the Manual.
- Without a written approval there is no admittance to the hall.

### Authorized by:

Exhibiting Company:

Booth No.:

Tax ID:

Raw Space

Standard Booth (Individual)

Pavilion

Name of person in charge:

Address:

Tel:

Mobile:

Fax:

E-mail:

Approved signature with company stamp:

Date:



## FORM 3 – BOOTH LOGO

**OPTIONAL** FOR STANDARD BOOTH EXHIBITOR

**Deadline: 12 Oct 2018**

Please return this form to:

**XCON CO., LTD.:**

**Local** Mr. Suppachoke | [suppachoke@xcon.co.th](mailto:suppachoke@xcon.co.th) | Tel: +66 (0) 2275 8312-3 ext. 205 | Fax: +66 (0) 2691 8873

**International** Ms. Chayaanana | [chayaanana@xcon.co.th](mailto:chayaanana@xcon.co.th) | Tel: +66 (0) 2276 1931-4 ext. 204 | Fax: +66 (0) 2277 6075

**Address:** 92, 94, 96 Vibhavadee-Rangsit Rd., Dindaeng, Dindaeng, Bangkok 10400

Logo and corporate logo are not allowed to bring and attached on fascia board by exhibitors in the exhibition. If exhibitor would like to apply logo on fascia board, please fulfill the order below:

Code	Item	Dimensions	Cost (per unit)						Qty.	Amount (THB/USD)
			Early Bird Till 12 Oct 2018		Standard 13-31 Oct 2018		Onsite 1-10 Nov 2018			
			(THB)	(USD)	(THB)	(USD)	(THB)	(USD)		
L1	Logo (S)	30 cm. (H)	1,260	41	1,400	45	1,820	59		
L2	Logo (M)	40 cm. (H)	1,750	56	1,925	62	2,520	81		
L3	Logo (L)	50 cm. (H)	2,205	71	2,450	79	3,185	103		
<b>Sub Total</b>										
<b>7% VAT</b>										
<b>GRAND TOTAL</b>										

**Remarks**

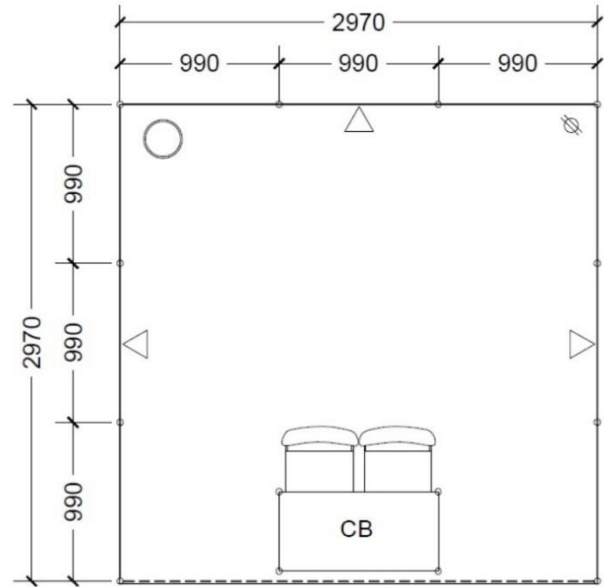
- Please note the prices listed above are in currency THB/USD and exclusive of 7% VAT.
- Please send the .AI file of your company logo by email with this completed form
- Please COMPLETE and RETURN the form to XCON directly.**
- All orders must be accompanied WITH FULL PAYMENT to XCON before 12 Oct 2018. If payment fails to complete by the deadline, the orders will be charged of standard rate. After 31 Oct 2018, the orders will be charged of onsite rate.**
- The local and destination bank charge or any other fee (if needed) will be the exhibitor's responsibility.
- Payment needs to be made by transaction directly to:

<b>Company Tax ID:</b>	0105527038966
<b>A/C Name:</b>	XCON CO., LTD.
<b>A/C No.:</b>	055-0-60062-1 (Saving Account)
<b>Bank Name:</b>	Bangkok Bank (Public) Limited
<b>Bank Branch:</b>	Ratchada-Huai Khwang
<b>Swift Code:</b>	BKK BTHBK

**Authorized by:**

Exhibiting Company:	Booth No.:		
Tax ID:	<input type="checkbox"/> Raw Space	<input type="checkbox"/> Standard Booth (Individual)	<input type="checkbox"/> Pavilion
Name of person in charge:			
Address:			
Tel:	Mobile:	Fax:	
E-mail:			
Approved signature with company stamp:	Date:		

## Perspective of standard booth sample



### Standard booth (3mx3m) package includes:

- Booth Structure with Fascia Name
- Carpet 9 sqm (grey)
- 1 no. of lockable cabinet
- 2 nos. of grey chairs
- 3 nos. of spotlights 100W
- 1 no. of power socket (5 Amp.)
- 1 no. of waste basket

### Remarks

1. The Organiser reserves the right to change the standard booth package without advanced notices.
2. Special pavilions are not applied for the standard booth perspectives. Please contact your agent to check the perspective for your pavilion.

# FORM 4 – FREIGHT FORWARDER

**COMPULSORY** FOR ALL EXHIBITOR

**Deadline: 12 Oct 2018**

Please return this form to:

**ROGERS BANGKOK CO., LTD.**

Mr. Maytee Parklak | [exhibitions@rogers-asia.com](mailto:exhibitions@rogers-asia.com) | Tel: +66 (0) 2752 6417-9 | Fax: +66 (0) 2752 6420

Address: 90/1 Moo 4 Bangchalong Bangplee Samutprakarn 10540

**Please contact your regional forwarder for the freight forwarding service (page 6).**

**Please indicate your shipping agent by filling out the information below and return the form to ROGERS BANGKOK.**

**ROGERS BANGKOK CO.,LTD.**

**Contact:** Mr. Maytee  
**Address:** 90/1 Moo 4 Bangchalong Bangplee  
Samutprakarn 10540, Thailand  
**Tel:** +66 (0) 2752 6417-9 (Auto)  
**Fax:** +66 (0) 2752 6420  
**E-mail:** [exhibitions@rogers-asia.com](mailto:exhibitions@rogers-asia.com)

**OTHER FORWARDER**

**Forwarder Name:** \_\_\_\_\_  
**Contact:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Tel:** \_\_\_\_\_  
**Fax:** \_\_\_\_\_  
**E-mail:** \_\_\_\_\_

**Authorized by:**

Exhibiting Company:	Booth No.:
Tax ID:	<input type="checkbox"/> Raw Space <input type="checkbox"/> Standard Booth (Individual) <input type="checkbox"/> Pavilion
Name of person in charge:	
Address:	
Tel:	Mobile: Fax:
E-mail:	
Approved signature with company stamp:	Date:

## FORM 5 – FURNITURE RENTAL

**OPTIONAL**

**Deadline: 12 Oct 2018**

[Apply online](#) – Please click [here](#) to apply your orders

[Apply in printed form](#) – Please return this form to

**XCON CO., LTD.:**

**Local** Mr. Suppachoke | [suppachoke@xcon.co.th](mailto:suppachoke@xcon.co.th) | Tel: +66 (0) 2275 8312-3 ext. 205 | Fax: +66 (0) 2691 8873

**International** Ms. Chayaanana | [chayaanana@xcon.co.th](mailto:chayaanana@xcon.co.th) | Tel: +66 (0) 2276 1931-4 ext. 204 | Fax: +66 (0) 2277 6075

**Address:** 92, 94, 96 Vibhavadee-Rangsit Rd., Dindaeng, Dindaeng, Bangkok 10400

Ref. No.	Description Size (W x L x H) cm	Cost per unit						Qty.	Total (THB/ USD)
		Early Bird Until 12 Oct		Standard 13 Oct – 31 Oct		Onsite 1 – 10 Nov			
		(THB)	(USD)	(THB)	(USD)	(THB)	(USD)		
SYX006	Low Showcase (W50xL100xH100)	4,216	136	4,600	148	5,900	190		
SYX008	Lockable Cabinet (W50xL100xH75)	1,370	44	1,500	48	1,950	63		
TAX001	Information Counter (W50xL100xH75)	1,180	38	1,300	42	1,690	55		
UA077	Drawer 3 Layer (W50xL50xH75)	1,865	60	2,055	66	2,675	86		
TAX010	Rectangular Table A (W60xL120xH75)	1,116	36	1,210	39	1,580	51		
UT128	Rectangular Table B (W60xL120xH75)	1,180	38	1,300	42	1,690	55		
TAX009	Square Table (W74xW74xH75)	870	28	960	31	990	32		
TAX004	Round Table A (Dia75xH75)	870	28	960	31	990	32		
UT115A	Round Table B (Dia60xH1.10)	960	31	1,060	34	1,380	45		
CHX001	Grey Chair	720	23	806	26	1,030	33		
CHU015	Stool Bar (Dia45xH90)	1,030	33	1,140	37	1,480	48		
SYX001	Display Plinth A (W53xL53xH60)	1,116	36	1,210	39	1,580	51		

SYX002	Display Plinth B (W53xL53xH100)	1,340	43	1,480	48	1,930	62		
SYX017	Big High Showcase (without light) (W50xL100xH250)	6,850	221	7,530	243	9,800	316		
SYX019	Big High Showcase: 2 Glass Shelves (without light) (W50xL100xH250)	7,535	243	8,300	268	10,800	348		
SYX021	High Showcase (without light) (W50xL50xH250)	4,700	152	5,170	167	6,725	217		
SYX023	High Showcase: 2 Glass Shelves (without light) (W50xL50xH250)	5,645	182	6,210	200	8,091	261		
SYX025	TV and VDO Stand (W60xL60xH120)	1,730	56	1,900	61	2,470	80		
STX017	Flat Shelf (W30xL100)	496	16	558	18	690	22		
STX018	Slope Shelf (W30xL100)	558	18	600	19	780	25		
STX021	Folding Door (W100xH200)	1,800	58	1,980	64	2,575	83		
STX022	Wooden Door (W100xH200)	2,750	89	3,025	98	3,935	127		
STX013	System Panel (W100xH250)	880	28	970	31	1,260	41		
UA038B	Brochure Stand (W22xH160)	880	28	970	31	1,260	41		
STX026	Pegboard with 40 hooks (W60xH150)	3,600	116	3,980	128	5,180	167		
SYX026	Coat Hanger A (W50xL100xH120)	680	22	750	24	992	32		
ACX034	Coat Hanger B (W50xL100)	550	18	615	20	806	26		

**Sub Total**  
**7% VAT**  
**Grand Total**

**Remarks**

1. **All Showcases are exclusive of lighting, other items which not show on above list please contact us.**
2. Please note the prices listed above are in currency THB/USD and exclusive of 7% VAT.
3. **For online applicants, please read carefully the quick guide for online service order form (click [here](#)).** After submitting the orders, you will receive a confirmation email in 1-2 working days regarding your orders and total price. If you receive the email, please reply to confirm immediately, or your orders will **NOT** be processed.
4. **For hard copy applicants, please COMPLETE and RETURN the form to XCON directly.**
5. **All orders must be accompanied WITH FULL PAYMENT to XCON before 12 Oct 2018. If payment fails to complete by the deadline, the orders will be charged of standard rate. After 31 Oct 2018, the orders will be charged of onsite rate.**
6. The exhibitor will receive 30% refund for cancellation during set-up period. There will be **NO** refund for cancellation during show days.
- ★ 7. **Please note for applying exhibitor's own sticker, if official contractor find there's damage on the panel, THB 1,070 will be charged per panel.**
8. All items ordered are on rental basis and exhibitors will be held responsible for any damages or loss caused.
9. Exhibitors **ARE NOT** permitted to connect their own electrical fittings. (NO INDIVIDUAL GENERATORS ARE ALLOWED TO BE USED)
10. The list price is for the duration of the exhibiting days.
11. All the orders will need to be submitted before 31 Oct 2018. **Early rate will be applied before 12 Oct 2018; standard rate from 13-31 Oct 2018. After 31 Oct 2018, please apply ONSITE during the move-in period with onsite rate.**
12. 7% VAT must be included in the payment. The local and destination bank charge or any other fee (if needed) will be the exhibitor's responsibility.
13. Payment needs to be made by transaction directly to:

<b>Company Tax ID:</b>	<b>0105527038966</b>
<b>A/C Name:</b>	<b>XCON CO., LTD.</b>
<b>A/C No.:</b>	<b>055-0-60062-1 (Saving Account)</b>
<b>Bank Name:</b>	<b>Bangkok Bank (Public) Limited</b>
<b>Bank Branch:</b>	<b>Ratchada-Huai Khwang</b>
<b>Swift Code:</b>	<b>BKK BTHBK</b>

**Authorized by:**

Exhibiting Company:		Booth No.:	
Tax ID:	<input type="checkbox"/> Raw Space	<input type="checkbox"/> Standard Booth (Individual)	<input type="checkbox"/> Pavilion
Name of person in charge:			
Address:			
Tel:	Mobile:	Fax:	
E-mail:			
Approved signature with company stamp:		Date:	

Furniture sample image

**FURNITURE SERVICE**

<p><b>SYX006</b> Low Showcase</p>  <p>530x965x1000 mm.</p>	<p><b>SYX008</b> Lockable Cabinet</p>  <p>530x965x800 mm.</p>	<p><b>TAX001</b> Information Counter</p>  <p>500x965x750 mm.</p>	<p><b>UA077</b> Drawer 3 Layer</p>  <p>500x500x750 mm.</p>	<p><b>TAX010</b> Rectangular Table</p>  <p>600x1200x750 mm.</p>
<p><b>UT128</b> Rectangular Table</p>  <p>600x1200x750 mm.</p>	<p><b>TAX009</b> Square Table</p>  <p>740x740x750 mm.</p>	<p><b>TAX004</b> Round Table</p>  <p>750x750 mm.H.</p>	<p><b>UT115A</b> Round Table</p>  <p>600x1100 mm.H.</p>	<p><b>CHX001</b> Grey Chair</p>  <p>470x500x440/770 mm.</p>
<p><b>CHU015</b> Stool Bar</p>  <p>450x380x680/870mm</p>	<p><b>SYX001</b> Display Plinth A</p>  <p>530x530x600 mm.</p>	<p><b>SYX002</b> Display Plinth B</p>  <p>530x530x1000 mm.</p>	<p><b>SYX017</b> Big High Showcase (without light)</p>  <p>500x1000x2500 mm.</p>	<p><b>SYX019</b> Big High Showcase : 2 Glass Shelves (without light)</p>  <p>500x1000x2500 mm.</p>
<p><b>SYX021</b> High Showcase (without light)</p>  <p>500x500x2500 mm.</p>	<p><b>SYX023</b> High Showcase : 2 Glass Shelves (without light)</p>  <p>500x500x2500 mm.</p>	<p><b>SYX025</b> TV and VDO Stand</p>  <p>600x600x1200 mm.</p>	<p><b>STX017</b> Flat Shelf</p>  <p>300x1000 mm.</p>	<p><b>STX018</b> Slope Shelf</p>  <p>300x1000 mm.</p>
<p><b>STX021</b> Folding Door</p>  <p>1000x2000 mm.H.</p>	<p><b>STX022</b> Wooden Door</p>  <p>1000x2000 mm.H.</p>	<p><b>STX013</b> System Panel</p>  <p>1000x2500 mm.H.</p>	<p><b>UA038B</b> Brochure Stand</p>  <p>220x1600 mm.</p>	<p><b>STX026</b> Pegboard with 40 hooks</p>  <p>600x1500 mm.</p>
<p><b>SYX026</b> Coat Hanger</p>  <p>500x1000x1200 mm.</p>	<p><b>ACX034</b> Coat Hanger</p>  <p>500x1000 mm.</p>			



# FORM 6 – AUDIO/VISUAL EQUIPMENT

**OPTIONAL**

**Deadline: 12 Oct 2018**

[Apply online](#) – Please click [here](#) to apply your orders

[Apply in printed form](#) – Please return this form to:

**A PLUS UTILITY MANAGEMENT CO., LTD.:** Ms. Phiangrudee Srinamuang

[info@aplusutility.com](mailto:info@aplusutility.com) | Tel: +66 (0) 2503 4579 – 83 (Auto lines) | Fax: +66 (0) 2503 4577, +66 (0) 2503 4584

Address: 50/259 Moo 9 Bangpood, Pakkred, Nonthaburi

No.	Description	Cost (per day)		Qty.	Duration	Amount (THB)
		THB	USD			
1	Display LCD TV 32"	2,200	71			
2	Display LCD TV 40"	3,660	118			
3	Display LCD TV 50"	5,735	185			
4	Display LCD TV 60"	8,835	285			
<b>Sub Total</b>						
<b>7% VAT</b>						
<b>GRAND TOTAL</b>						

**Remarks**

1. Please be noted the prices listed above are in currency THB/USD and exclusive of 7% VAT.
2. **For online applicants, please read carefully the quick guide for online service order form (click [here](#)).** After submitting the orders, you will receive a confirmation email in 1-2 working days regarding your orders and total price. If you receive the email, please reply to confirm immediately, or your orders will **NOT** be processed.
3. **For hard copy applicants, please COMPLETE and RETURN the form to A PLUS directly.**
4. **All orders must be accompanied WITH FULL PAYMENT to A PLUS before 12 Oct 2018.** The payments are non-refundable.
5. All items will be energized on the afternoon of last move-in day.
6. The list price is exclusive of the power consumption.
7. Some of the items above may not be available onsite. Please contact customer service counter if applying onsite.
8. For video walls and video projection walls, quotation can be submitted upon request.
9. Orders are valid only when accompanied with transaction directly to:

**Account Name: A PLUS UTILITY MANAGEMENT CO., LTD.**

Account No.: 328-241850-6 (Saving Account)

Bank Name: SIAM COMMERCIAL BANK PUBLIC CO., LTD.

Swift Code: SICOTHBK

Tax ID: 0125549007451

**Please fill out below form with clear information (Signature and Company Stamp are required)**

Exhibiting Company:		Booth No.:	
Tax ID:	<input type="checkbox"/> Raw Space	<input type="checkbox"/> Standard Booth (Individual)	<input type="checkbox"/> Pavilion
Name of person in charge:			
Address:			
Tel:	Mobile:	Fax:	
E-mail:			
Approved signature with company stamp:			Date:

# FORM 7 – ELECTRICAL RENTAL (BUILD-UP & DISMANTLING)

\*Please note that no power supply will be applied without completing and submitting the form.

**COMPULSORY**

**Deadline: 27 Sep 2018**

**FOR RAW SPACE EXHIBITOR**

[Apply online](#) – Please click [here](#) to apply your orders

[Apply in printed form](#) – Please return this form to

**A PLUS UTILITY MANAGEMENT CO., LTD.:** Ms. Piangrudee Srinamuang

[info@aplusutility.com](mailto:info@aplusutility.com) | Tel: +66 (0) 2503 4579 – 83 (Auto lines) | Fax: +66 (0) 2503 4577, +66 (0) 2503 4584

Address: 50/259 Moo 9 Bangpood, Pakkred, Nonthaburi

Electrical for set-up and dismantle

(Please mark  in channel space)

Item	Description	Price (per day)		Qty.	Date			Amount	
		(THB)	(USD)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
1	15 Amp/220 V. 1 P 50 Hz.	1,116	36		<input type="checkbox"/> 6 Nov	<input type="checkbox"/> 7 Nov	<input type="checkbox"/> 10 Nov		
2	15 Amp/380 V. 3 P 50 Hz.	2,750	89		<input type="checkbox"/> 6 Nov	<input type="checkbox"/> 7 Nov	<input type="checkbox"/> 10 Nov		
3	30 Amp/220 V. 1 P 50 Hz.	1,950	63		<input type="checkbox"/> 6 Nov	<input type="checkbox"/> 7 Nov	<input type="checkbox"/> 10 Nov		
4	30 Amp/380 V. 3 P 50 Hz.	4,600	148		<input type="checkbox"/> 6 Nov	<input type="checkbox"/> 7 Nov	<input type="checkbox"/> 10 Nov		
								<b>Sub Total</b>	
**The company will be release the electricity from 8.00 AM. - 12.00 PM. or during build-up period.								<b>7% VAT</b>	
If you need 24hr operating electricity, please contact A PLUS for further information. Surcharge will occur for this service.								<b>GRAND TOTAL</b>	

## Remarks

- Please be noted the prices listed above are in currency THB/USD and exclusive of 7% VAT.
- For online applicants, please read carefully the quick guide for online service order form (click [here](#)).** After submitting the orders, you will receive a confirmation email in 1-2 working days regarding your orders and total price. If you receive the email, please reply to confirm immediately, or your orders will **NOT** be processed.
- For hard copy applicants, please COMPLETE and RETURN the form to A PLUS directly.**
- All orders must be accompanied WITH FULL PAYMENT to A PLUS UTILITY MANAGEMENT before 27 September 2018.** The payments are non-refundable onsite.
- Cancellation policy:
  - The customer will receive only 40% refund for any cancellation before 27 Sep 2018.
  - The customer will receive only 20% refund for any cancellation from 28 Sep – 26 Oct 2018.
  - The customer will be NO refund for cancellation after 27 Oct 2018.
- The above prices are the rental prices for 1 event only (not exceed than 5 show days). A socket must be used for one exhibit at a time. Multi-point connection is **NOT** allowed to prevent the risk of power overload.
- All items ordered are on rental basis and exhibitors will be held responsible for any damages or loss caused.
- Exhibitors **ARE NOT** permitted to connect their own electrical fittings. (NO INDIVIDUAL GENERATORS ARE ALLOWED TO BE USED)
- All the orders will need to be submitted before the deadline. **A surcharge of 10% will be enforced after 31 Oct 2018 and onsite.**
- The standard supply is 110V, 220V or 380V with approximately 10% fluctuation. For the safety of your equipment, please use a stabilizer.
- A surcharge of 100% of electrical equipment will be added if you require 24-hour operating services.
- The cable that wire from power supply circuits we only provide 2 meter. If you would like to use longer than 2 meter that will be charge **214 THB per one meter.**
- Any relocated will be charge **1,070 THB** per point for circuits breaker **Single Phase**, and **2,140 THB** for circuits breaker **Three Phase.**
- Any power supply circuits breaker does not have any the extension, but if you would like the Socket connection from circuits breaker that will be charge **214 THB** per point for circuits breaker 15 Amp/220V. 1 phase only.
- Any illegal connection or adaptation found would yield electrical disconnection without prior notification 20% the price in the Exhibitor Manual.
- Orders are valid only when accompanied with transaction directly to:

**Account Name: A PLUS UTILITY MANAGEMENT CO., LTD.**

Account No.: 328-241850-6 (Saving Account)

Bank Name: SIAM COMMERCIAL BANK PUBLIC CO., LTD.

Swift Code: SICOTHBK

Tax ID: 0125549007451

**Authorized by:**

Exhibiting Company:	Booth No.:
Tax ID:	<input type="checkbox"/> Raw Space <input type="checkbox"/> Standard Booth (Individual) <input type="checkbox"/> Pavilion
Name of person in charge:	
Address:	
Tel:	Mobile: Fax:
E-mail:	
Approved signature with company stamp:	Date:

# FORM 8 – ELECTRICAL RENTAL (ON SHOW DAYS)

\*Please note that no power supply will be applied without completing and submitting the form.

**COMPULSORY**

**Deadline: 27 Sep 2018**

**FOR RAW SPACE EXHIBITOR**

[Apply online](#) – Please click [here](#) to apply your orders

[Apply in printed form](#) – Please return this form to:

**A PLUS UTILITY MANAGEMENT CO., LTD.:** Ms. Phiangrudee Srinamuang

[info@aplusutility.com](mailto:info@aplusutility.com) | Tel: +66 (0) 2503 4579 – 83 (Auto lines) | Fax: +66 (0) 2503 4577, +66 (0) 2503 4584

Address: 50/259 Moo 9 Bangpood, Pakkred, Nonthaburi

No.	Item	Early Rate Till 27 Sep 2018		Standard Rate 28 Sep-26 Oct 2018		Onsite Rate 27 Oct-10 Nov 2018		Qty.	Amount
		THB	USD	THB	USD	THB	USD		
<b>Equipment rental/plus individual fitting, inclusive of power consumption</b>									
1	Spotlight 100W standard	806	26	869	28	1,147	37		
2	Spotlight 100W with arm	860	28	946	31	1,230	40		
3	Fluorescent Light 1.2 m. 36W	720	23	792	26	1,030	33		
4	Down Light 60 W.	806	26	869	28	1,147	37		
5	Metal Halide 150W 220 V.	2,860	92	3,162	102	4,090	132		
6	Socket 5 Amp (5 Amp fuse) 220V, 50Hz	1,050	34	1,155	37	1,519	49		
7	Socket 5 Amp (5 Amp fuse) 220V, 50Hz (24 hrs.)	2,100	68	2,310	75	3,003	97		
<b>Breaker for lighting and Exhibit Power, inclusive of consumption</b>									
8	15 Amp/220V 1 Phase 50Hz	6,000	194	6,600	213	8,580	277		
9	15 Amp/380V 3 Phase 50Hz	18,000	581	19,800	639	25,740	830		
10	30 Amp/220 V. 1 Phase 50 Hz	12,000	387	13,200	426	17,160	554		
11	30 Amp/220 V. 3 Phase 50 Hz	26,130	843	28,743	927	37,366	1,205		
12	60 Amp/220 V. 3 Phase 50 Hz	48,270	1,557	53,097	1,713	69,026	2,227		
13	100 Amp/220 V. 3 Phase 50 Hz	84,130	2,714	92,543	2,985	120,306	3,881		
<b>Power point charge for exhibitors using their own equipment</b>									
14	Connecting (by exhibitor) per unit of 100W	630	20	693	22	901	29		
15	Connecting (by A PLUS) per unit of 100W	690	22	775	25	987	32		
								<b>Total</b>	
								<b>7% VAT</b>	
								<b>GRAND TOTAL</b>	

**Remarks**

- Please note the list prices above are in currency THB/USD and exclusive of 7% VAT.
- For online applicants, please read carefully the quick guide for online service order form (click [here](#)).** After submitting the orders, you will receive a confirmation email in 1-2 working days regarding your orders and total price. If you receive the email, please reply to confirm immediately, or your orders will **NOT** be proceed.
- For hard copy applicants, please COMPLETE and RETURN the form to A PLUS directly.**
- All orders must be accompanied WITH FULL PAYMENT to A PLUS before 27 Sep 2018. If payment fails to complete by the deadline, the orders will be charged of standard rate. After 26 Oct 2018, the orders will be charged of onsite rate.** The payments are non-refundable onsite.
- Cancellation policy:
  - The customer will receive only 40% refund for any cancellation before 27 Sep 2018.
  - The customer will receive only 20% refund for any cancellation from 28 Sep – 26 Oct 2018.
  - The customer will be **NO** refund for cancellation after 27 Oct 2018.
- The above prices are the rental prices for 1 event only (not exceed than 5 show days). A socket must be used for one exhibit at a time. Multi-point connection is **NOT** allowed to prevent the risk of power overload.

7. The standard supply is 110V, 220V or 380V with approximately 10% fluctuation. For the safety of your equipment, please use a stabilizer.
8. Any cable connection must be connected by the ring terminals. Any illegal connection or adaptation found would yield electrical disconnection without prior notification 20% the price in the Exhibitor Manual.
9. Any relocation will be charged **1,070 THB** per point for circuits breaker **Single Phase**. **2,140 THB** for circuits breaker **Three Phase** and **214 THB** per point for lighting equipment.
10. Only 2-meter cable provided from electrical hatch to circuit breaker. If exhibitor needs longer cable, **214 THB/meter** will be charged.
11. Any problem from exhibitors or their contractors' installation must be of the exhibitor's responsibility.
12. Any power supply circuits breaker does not have extension. If exhibitor would like the socket connection from circuits breaker, **214 THB** per point for circuits breaker 15 Amp/220V. 1 phase only.
13. The wire transfer fee for payment from overseas shall be the exhibitor's responsibility.
14. Payment needs to be made by transaction directly to:

**Account Name: A PLUS UTILITY MANAGEMENT CO., LTD.**

Account No.: 328-241850-6 (Saving Account)

Bank's Name: SIAM COMMERCIAL BANK PUBLIC CO., LTD.

Swift Code: SICOTHBK

**Authorized by:**

Exhibiting Company:		Booth No.:	
Tax ID:	<input type="checkbox"/> Raw Space	<input type="checkbox"/> Standard Booth (Individual)	<input type="checkbox"/> Pavilion
Name of person in charge:			
Address:			
Tel:	Mobile:	Fax:	
E-mail:			
Approved signature with company stamp:		Date:	

**Electricity sample image**

**Breaker for Exhibits (not for lighting), inclusive of consumption**



5 Amp Socket  
(w/ 5Amp fuse) 220V, 50Hz



Breaker for Exhibits, lighting

**Equipment service plus individual fitting, inclusive of consumption**



Spotlight LED 12W.  
standard (Yellow Light)



Spotlight 12W. with  
arm 30 CM. (Yellow Light)



LED tube light 20W.  
1.2 m long (White Light)



Down Light Fluorescent



Metal Halide 150W. (White Light)

**Section D: Power point charge for exhibitors using their own lighting fixture, inclusive of consumption**



Cable Connecting (by exhibitor) per unit of less than 100W. each

# FORM 9 – BOOTH LAYOUT

**COMPULSORY**  
**FOR RAW SPACE EXHIBITOR**

**Deadline: 12 Oct 2018**

Please return this form to:


**A PLUS UTILITY MANAGEMENT CO., LTD.:** Ms. Phiangrudee Srinamuang




[info@aplusutility.com](mailto:info@aplusutility.com) | Tel: +66 (0) 2503 4579-83 (Auto lines) | Fax: +66 (0) 2503 4577, +66 (0) 2503 4584

Address: 50/259 Moo 9 Bangpood, Pakkred, Nonthaburi

This form is used to show the location of the electric equipment or other systems that you have additional order. Please fill out the location with booth No. and side, and send back to **A PLUS UTILITY MANAGEMENT CO., LTD.** by fax or E-mail.

- C Compressed Air
- Water
- D Drain

-  Outlet
- N Connecting (by A PLUS )
- B Breaker

-  Fluorescent Lamp
-  Spotlight (standard)
-  Spotlight with arm

<b>BACK Booth No.....</b>					
<b>FRONT Booth No.....</b>					

**RIGHT**

Booth No.....

**LEFT**

Booth No.....

**Remarks**

1. If not specified the location, your requested utility points will be placed upon official contractor's discretion.
2. Any relocated will be charge 1,070 THB per point for circuits breaker Single Phase, 2,140 THB for circuits breaker Three Phase and 214 THB per point for lighting equipment.
3. Any illegal connection or adaptation found would yield electrical disconnection without prior notification 20% the price in the Exhibitor Manual.

**Authorized by:**

Exhibiting Company:		Booth No.:	
Tax ID:	<input type="checkbox"/> Raw Space	<input type="checkbox"/> Standard Booth (Individual)	<input type="checkbox"/> Pavilion
Name of person in charge:			
Address:			
Tel:	Mobile:	Fax:	
E-mail:			
Approved signature with company stamp:		Date:	

# FORM 10 – TEMPORARY STAFF

**OPTIONAL**

**Deadline: 12 Oct 2018**

[Apply online](#) – Please click [here](#) to apply your orders

[Apply in printed form](#) – Please return this form to

**XCON CO., LTD.:** Ms. Pattaporn Duangmavong | [pattaporn@xcon.co.th](mailto:pattaporn@xcon.co.th)

Tel: +66 (0)2 275 5312 ext. 217 | Fax: +66 (0)2 277 6075

Address: 92, 94, 96 Vibhavadee-Rangsit Rd., Dindang, Bangkok 10400, Thailand

**General Translator**

Category	Rate / Person / Day (THB/USD)	Date		No. of Staff	Amount (THB/USD)
		From	To		
Thai – English	3,500 BAHT (or 113 USD)				
Thai – Chinese	4,500 BAHT (or 145 USD)				
<b>Sub Total</b>					
<b>7% VAT</b>					
<b>GRAND TOTAL</b>					

**Remarks**

- Please note the prices above are in currency THB/USD and exclusive of 7% VAT.
- Working hours **7 hours** per day. Additional hours would be considered overtime and have surcharge.
- The assigned staff will report directly to the exhibitor onsite.
- Temporary staff should **NOT** be entrusted with the handling of cash or other valuables. Exhibitors will be responsible for the safety of temporary staff whilst at their exhibition booths and the Organiser will not be responsible for any losses or damages caused by such personnel.
- The price above is for temporary staff that possess basic interpreting skills. Professional interpreter quotation please contact XCON for the service.**
- For online applicants, please read carefully the quick guide for online service order form (click [here](#)).** After submitting the orders, you will receive a confirmation email in 1-2 working days regarding your orders and total price. If you receive the email, please reply to confirm immediately, or your orders will **NOT** be processed.
- For hard copy applicants, please COMPLETE and RETURN this form to XCON directly.**
- All orders must be accompanied WITH FULL PAYMENT to XCON before 12 Oct 2018.** After the deadline, exhibitor will be responsible for surcharge. Without receiving full payment, the service will not be delivered onsite. The payments are non-refundable.
- Payment needs to be made by transaction directly to:

**Company Tax ID: 0105527038966**

**Account Name: XCON CO., LTD.**

Account No.: 055-0-60062-1 (Saving Account)

Bank Name: Bangkok Bank PCL

Bank Branch: Ratchada – Huay Khwang

Swift Code: BKK BTHBK

**Authorized by:**

Exhibiting Company:		Booth No.:	
Tax ID:	<input type="checkbox"/> Raw Space	<input type="checkbox"/> Standard Booth (Individual)	<input type="checkbox"/> Pavilion
Name of person in charge:			
Address:			
Tel:	Mobile:	Fax:	
E-mail:			
Approved signature with company stamp:			Date:



# FORM 11 – BITEC SERVICES

**OPTIONAL**

**Deadline: 12 Oct 2018**

For the below list of order please apply via [www.bitec-onlineorder.com](http://www.bitec-onlineorder.com) before the deadline.

No.	Service item	Deadline
1	Food & Beverage	<b>12 Oct 2018</b>
2	Banquet Equipment	
3	Meal Boxes	
4	Signage & Digital Printing	
5	<b>Internet</b>	
6	Cleaning	
7	Guest Supplies	
8	Flower & Plants	
9	AV Equipment	
10	Furniture	
11	Transportation	
12	Advertising	

## How to Register?

1



### Sign Up

Go to [www.bitec-onlineorder.com](http://www.bitec-onlineorder.com) and click the Sign Up button

2



### Create Your BITEC Online Order Account

Follow our simple instructions on the screen to enter your email address, password, contact and billing information.

3



### Verify your email

After submitting your details, you will receive an email confirmation. Simply click the Complete Registration button in your email to complete the registration process.

You now have access to all the benefits of BITEC Online Order!



[www.bitec-onlineorder.com](http://www.bitec-onlineorder.com)

## How to Order in 5 Simple Steps

1



### Log in

Click the Sign In button and enter your username and password

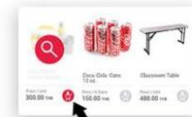
2



### Choose your event

Select the event that you wish to supply. You may type in the name of your event in the search box or simply use the drop down list to select the month and year of your event.

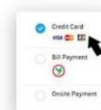
3



### Choose your products and services

Browse through our online catalogue and select your desired items by adding them to your shopping cart.

4



### Choose your payment method

We offer a variety of payment options for your convenience including credit card and bill payment.

5



### Receive your products

Once your order and payment is complete, we will deliver your products and services directly to your booth or as specified during the order process.