

## 2023 Exhibition Regulations & Rules

**Date: 1 – 3 November 2023**

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

**Organized by:**

- **Messe Frankfurt (HK) Ltd Taiwan Branch**
- **Worldex G.E.C. Co., Ltd.**

**Concurrent with:**



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

## Exhibition Rules & Regulations

### 1 Payment

Full payment is required within 30 days upon the invoice issued. If the contract is signed **between 1<sup>st</sup> to 22<sup>th</sup> Sep 2023**, the payment should be made by **22<sup>th</sup> Sep 2023**; contract signed **after 22<sup>th</sup> Sep 2023**, should be paid immediately upon the invoice issued. The Organizer reserves the right to cancel the reservation and application if exhibitor fails to make the payment as regulated in the application form

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.

Should the exhibitor inform the Organiser of the cancellation more than 120 days before the first day of the show, the exhibitor will be liable for 50% of the contractual price for Organiser operation and marketing service

If the cancellation is informed **less than 120 days** before the first day of the show, the exhibitor will be liable for **100% of the contractual price**.

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 observing 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 Organizer for further arrangement  
Contractor badges can be applied by completing **Appointed Contractor Agreement** and return to THE EXHIBIZ CO., LTD. Before being granted such passes, the non-official stand contractor will be required to pay up the **deposit cheque** to The Exhibiz directly before **23 October 2023** as below:

- ★ • **1 – 50 sqm = 50,000 Baht / 1,516 USD**
- **50 sqm and above = 80,000 Baht / 2,425 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 **Appointed Contractor Agreement** for details.

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- 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 Organizer 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 Organizer 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 Organizer day and night. If the exhibitor wants to hire special security for their own booth, please contact the Organizer. Please note that exhibitors are not allowed to use own staff of personnel from any other security agency.
- h) The Organizer 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 Organizer shall not be responsible for any loss incurred.
- To guarantee the security and fire safety, the Organizer 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 Organizer 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 Organizer 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 **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 Organizer 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 Organizer reserves the right to specify

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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 Organizer. Any damage must be reported immediately to Floor Manager including parts of the listed exhibition ground, pavements or road surroundings, stand or exhibit.

- b) Only exhibits belonging to the exhibition program will be allowed. The Organizer 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 Organizer. 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 Organizer 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 Organizer 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 Organizer.
- 12 Removal of Exhibits** Removal of exhibits from the halls will commence at **19:00 on 3 November 2023**. 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 **19:00 to 24:00, 3 November 2023**.
  - ★ 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 Organizer, to be handed over to the gate security officers before leaving the exhibition venue. Leaving the venue **before 17:00, 3 Nov 2023** 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 Organizer. The Organizer 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 Organizer.
- 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 Organizer'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 Organizer. Failure to observe the regulations may result in the Authorities or the Organizer 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 Organizer shall be final.

## 1. Construction of Stand

The Organizers have appointed **THE EXHIBIZ 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 Organizer 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 Organizer for their booth and are requested to carry out the following:
  - 1) To complete and return **Appointed Contractor Agreement** to inform your assigned contractor's name and contractor badges **before 29 September 2023**
  - 2) To submit the **stand design** in a 3-dimensional sketch, showing the booth from all sides and equipment inside **before 29 Sep 2023**. Without a written approval from the Organizer, 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 Organizer **before 15:00 on the same day**. Overtime additional cost will charge direct to exhibitors.
  - 5) To complete **Extra Order Online Form - Electrical Rental (section D)** 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 **Extra Order Online Form - Electrical Rental (section A, B, C)** for the service.
  - 7) To complete and return **Extra Order Online Form - Electrical Rental (section D)-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 Organizer.
  - 12) Height restrictions is as following:
 

**Maximum height:**

    - Standard Booth **2.5 m**.
    - Raw Space **Maximum height 5 m**.
  - 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 Organizer 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 Organizer with booth design before 29 Sep 2023**. 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 black chairs
- 3 nos. of spotlights 100W
- 1 no. of power socket (5 Amp.)
- 1 no. of waste basket

The Organizer 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 Organizer, 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 Organizer both before and after clearance.
- 1.11 All the main electrical connections at the exhibition must be carried out by the Organizer's Official Contractor. Exhibitors requiring special arrangements (e.g. different voltages or electricians for connection of equipment) must notify the Organizer's electricians for approval and quotation. All electrical equipment must be tested by the Organizer'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 Organizer. The full charge for the work, materials and current supply, will be charge directly to the exhibitor.
- 1.13 The Organizer 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 Organizer. 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 Organizer reserves the right to determine the acceptable sound level and extent of demonstration. Any promotion activity involving the demonstration of games, organized competitions or quizzes will need an advanced permit from the Organizer.
- 2.4 Organizers/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 Organizer 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 Organizer.
- 2.7 Exhibitors are reminded that no cash-and-carry sales area permitted in the exhibition.
- 2.8 The Organizer 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 Organizer 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 Organizer. 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 Organizer, 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 Organizer harmless in respect of all costs, claims, demands and expenses to which the Organizer 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 Organizer'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 Organizer demands the exhibitor to provide proof that the exhibitor has adequate insurance cover. The Organizer 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 Organizer 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 Organizer. Where such work entails the use of lighting, overtime and the Organizer's staff, the exhibitor shall bear all costs. In the case of the removal of goods, the exhibitor must obtain a permit from the Organizer, otherwise goods may not be removed from the exhibition building. The Organizer 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 Organizer 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 Organizer 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 Organizer 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 **19:00 on 3 November 2023**.