



2025 Exhibitor Service Guide

Date: 5 – 7 November 2025

Venue: Queen Sirikit National Convention Center (QSNCC), Bangkok, Thailand

Organized by:

- Messe Frankfurt (HK) Ltd Taiwan Branch
- N.C.C. Management & Development Co., Ltd.

Concurrent with:

fire & safety
powered by Secutech Thailand

The logo for Thailand Smart City Expo 2025. It features a colorful, abstract graphic of a city skyline above the text "Thailand Smart City Expo 2025".

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THAILAND'S EDUCATION TECHNOLOGY EXPO

More information at <http://www.secutechthailand.com/>



Content

General Information	3
Exhibitor Online Service Login and Notice	4
Official Booth Contractor & Freight Forwarder Contacts	5
Freight Forwarder Representatives Worldwide	5
Exhibition Rules & Regulations	6
Stand Related Rules & Regulations	10
Electrical Service	14
Loading and Parking in the Building	16

For further information or assistance, please contact us:

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Thailand | N.C.C Management and Development Co., Ltd.

Ms. Navina Warawinit

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General Information

Events	Date	Time	Note
Move-in	November 3	13:00 – 22:00	Raw space construction only
	November 4	08:30 – 22:00	Raw space & standard booth construction <i>*Exhibitor check-in from 10:00 – 17:00</i> <i>*Electricity will be available from 13:00</i>
Exhibition hours	November 5	08:30 – 19:00	Exhibition hall opens to exhibitors
	November 6 - 7	09:00 – 19:00	<i>*Electricity will be switched off at 19:00</i>
	November 5 - 7	10:00 – 18:00	Exhibition hall opens to visitors (All booths have to remain open and all goods have to be displayed until the end of the exhibition.)
Move-out	November 7	18:00	Exhibition hall closed
		18:00 – 22:00	Exhibitor move out & stand dismantling
		19:00	Power supply will be switched off

Please take note of the following points:

- The exhibition hall will be open for set up from **13:00 – 22:00 on 3 November 2025** and **08:30 – 22:00 on 4 November 2025**. (Overtime working hours can be applied for during 3 – 4 November 2025). Overtime charge will be **surcharged for THB 5,000/hour + Vat 7%** and one booth security personnel, 1 person/booth) and must notify the Organiser 3 hours in advance for overtime working request.
- The exhibitor is allowed to enter into the exhibition hall one and a half hour before the opening exhibition hours on 5 November 2025 (08:30 – 10:00) and 1 hour on 6 – 7 November 2025 (09:00 – 10:00) and can remain in the exhibition hall 1 hour after the show closed. (18:00 – 19:00)
- Raw Space booth will have no power supply and lighting on move-in, show days and dismantling day. Please fill in and submit the Order Form on Rental Inquiries on the Exhibitor Online Service to order Electrical Services from N.C.C. Management and Development Co., Ltd. (Exhibition Contractor / EC Department) only.
- Power supply will be switched on from 13:00 on 4 November 2025 onwards.
- Exhibitors are advised to commence packing their exhibits and dismantle stand construction and fitting materials as soon as the exhibition ends on 7 November 2025 from 18:00 until 22:00.
- All materials and equipment must be removed from the area before 22:00 of 7 November 2025. The Organiser reserve the right to clear the area by moving and storing remaining materials with the **penalty fee of THB 10,000 per square meter per hour** (excluded VAT 7%) in this case, the Organiser will take no responsibility to any damage and loss of remaining materials and belongings.
- During the construction days, please contact the official freight forwarder, Rogers Bangkok Co., Ltd. if you have large and heavy machine to move in. You may also contact the regional freight forwarder for better communication.
- Heavy-lift equipment must be using the appointed loading doors of the exhibition hall during move-in and move-out.
- Exhibitors are advised to commence packing their exhibits as soon as the exhibition ends at 18:00 on November 7. To avoid delay and traffic congestion, special arrangements have to be made in advance with Official Freight Forwarder **before the afternoon of 7 November 2025**.
- Admission is free for trade professionals and business visitors. Pre-registered trade visitors and VIP guests can collect their badges at the pre-registration counter during show days. Onsite registration is available at the counter with 2 business cards during show days.

***Please note that Secutech Thailand 2025 is a trade exhibition. No children under the age of 18 are permitted.**

Exhibitor Online Service Login and Notice

Please note that the Secutech Thailand Service is entirely conducted online. Your EOS login account and password will be sent directly to you via email. Should you have any problems, please contact **Secutech Thailand Team** (stth@secutechthailand.com) directly.

Compulsory

Deadline	Item	Remarks	Contact
For ALL exhibitor			International Messe Frankfurt Taiwan Branch Secutech Thailand Team stth@secutechthailand.com Thailand N.C.C Management and Development Co., Ltd. Ms. Navina Warawinit navina.war@nccexhibition.com
12 September 2025	Exhibitor Online Survey (for business matching purposes)	Should you fail to fill out promptly within the deadline, the publicity for your company will be limited.	
	Company Information (for show directory and marketing material)		
	Product & Case Study Upload (for show directory and marketing material)		
11 October 2025	Exhibitor Badge	After filling out the information, exhibitor may claim the badges on 4 November (10:00-17:00) with one business card.	
For Raw Space exhibitors only			
21 September 2025	Appointed Contractor Agreement	For raw space exhibitors, please ensure to submit the above documents to facilitate a hassle-free setup process and avoid possible penalties.	
	Electricity Rental for Raw Space		
	Booth Design Submission		

Optional Service

Deadline	Item	Remarks	Contact
Early bird rate: 09.24.2025 Regular rate: 10.19.2025 On-site rate: 11.07.2025	Rental Inquiries	The rental service includes furniture, electricity and internet rental inquiries	N.C.C. Management and Development Co., Ltd. (EO) Siravit Chiemchit opt03@nccexhibition.com
12 September 2025	Logistic Service	Please refer to Freight forwarder worldwide Here	Rogers Bangkok Co., Ltd. Payut Varidee / Saran Sanprom exhibitions@rogers-asia.com
11 October 2025	Exhibitor Participation Certificate	This certification is solely issued by the Organiser to verify participation in the show	Messe Frankfurt Taiwan Branch Secutech Thailand Team stth@secutechthailand.com
-	E-Invitation		
21- October 2025	Venue Services	The venue service includes booth catering, flower & plants, internet LAN, wi-fi card, cleaning services and security service.	N.C.C. Management & Development Co.,Ltd. Suphawinee Chumsuk suphawinee.chu@gsncc.com

Exhibitor badge application regulations:

Booth Space (sqm)	9	18	27	36	54	More than 72
Max. Exhibitor Badge Amount	5	8	10	12	15	18

*Exhibitor badges can also be ordered via **Exhibitor Online Service – Exhibitor Badge**.

Official Booth Contractor & Freight Forwarder Contacts

Official Booth Contractor:

N.C.C. Management and Development Co., Ltd. (EC Department)

Stand Contractor

Mr. Chanamate Prachumpat

Email: chanamate.pra@nccimage.com

Tel: +(66) 229 3411

Electrical Contractor

Ms. Tanapornpaan Komwatcharapong

Email: tanapornpaan.kom@nccimage.com

Tel: +(66) 229 3414

Official Freight Forwarder:

Mr. Payut Varidee / Saran Sanprom

Email: exhibitions@rogers-asia.com

Tel: +66 (0) 2752 64179

Mobile: +66 (0) 812 595 333 / +66 (0) 658 204 808

Address: 90/1 Moo 4 Bangna-Trad Road, Bangchalong, Bangplee, Samutprakarn 10540 Thailand

★ Note:

Exhibitors are highly recommended to work with the official freight forwarder and its regional representatives to avoid any issues caused during customs clearance. The organizer has limited ability to assist if the exhibits are sent by non-official forwarders/courier services and retained at customs. The Organizer has no responsibility to assist the shipment if the exhibitor works with other forwarders. If you fail to find your regional representative, please contact Rogers Bangkok Co., Ltd. directly.

Freight Forwarder Representatives Worldwide

CHINA

Ms. Sharon Liang

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Tel: +86-755-83985170 # 8001

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Tel: +886-2-2509-1335 ext:21

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Exhibition Rules & Regulations

1 Payment

Full payment is required within 30 days after the invoice issued. If the contract is signed **between 1 to 21 September 2025**, the payment should be made by **21 September 2025**; contract signed **after 21 September 2025**, should be paid immediately after 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 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 affected 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 will not be 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 Venue Regulations

a) Any act that causes damage toward wall and surface of building is prohibited as follow:

- DO NOT nail, drill, and apply adhesive tape at venue's floor, wall, surfaces, and structure. special carpet tape is allowed for installing booth carpet.
- DO NOT pull, hold, hang and tether anything with QSNCC building & structure.
- The Organiser reserves the right to charge for any damages if fails to comply with rules and regulations.

b) All workers must wear proper uniform & equipment such as safety helmet, safety shoes to prevent accident that may occur during construction process. DO NOT wear slippers inside the hall on move-in and tear down day.

c) DO NOT bring in children or irrelevant person to the area during set up and tear down periods.

d) Exhibitors, Contractors and person involved must use only designated loading entrance. Loading goods, tools and equipment through public entrance and fire exit is prohibited.

e) DO NOT use any constructing tools or equipment such as circular saw, welding machine, rotary cutter, grinding stone, polishing machine that may cause toxic, dust, smoke and flame. The Organiser reserves the right to terminate all work processes if the Contractor/worker fails to comply with rules and regulations.

f) DO NOT use chemical spray or paint that causes dust and toxic.

g) DO NOT bring in gas, explosives, radioactive, flammable or dangerous substance such as fuel, flammable materials and gas tank into the exhibition hall. The Organiser reserves the right to terminate all work processes if the Contractor/worker fails to comply with rules and regulations.

h) DO NOT use the building's standard electrical sockets. Wall and pillar sockets are strictly prohibited for construction and exhibition purposes. Workers must use the designated power supply only.

i) DO NOT adjust or modify lantern, electrical sockets, electric wire and any part of QSNCC building structure.

j) For safety precaution, electricity wire across entrance, exit and fire exit must be covered with neat and proper materials with the condition that those doors must be able to operate as usual.

k) Exhibitors, Contractors, and person involved must notice the Organiser 3 hours in advance for overtime working request. All charges will be calculated at THB 5,000 per hour per booth (not including VAT 7% and one security staff standby)

l) All materials and equipment must be removed from the area before 22:00 of 7 November 2025. The Organiser reserves the right to clear the area by moving and storing remaining materials with the **penalty fee of THB 10,000 per square meter per hour** (excluded VAT 7%) in this case, the Organiser will take no responsibility to any damage and loss of remaining materials and belongings.
13. All construction materials such as wooden board, wooden crate, carton, plastic, foam, steel, etc. must be cleared out of QSNCC, otherwise operation fee will be applied.

14. DO NOT put dangerous and toxic substances, oil and acid into drainage ditches. **Penalty fee of minimum THB 10,000 per booth** (excluded VAT 7%) will be applied at all circumstance.

4 Scaffolding Regulations

Scaffolding installation form must be completed before start of work. Workers must strictly follow all regulations.

Scaffolding must be in good condition. The top platform must contain guardrails with at least 90 cm. height from the floor of top platform. Area for standing must be at least 35 cm width.

All four sides of scaffolding base must be extended by supporting legs or other suitable materials, hooked/gripped with metal pipes to the base on both sides to prevent instability.

In case of using the scaffolding with wheels, the wheels and joints must be in good condition. At least two wheels must be able to be locked.

- Only 2 workers are allowed on the scaffolding. Workers must be in healthy condition to work at height and must wear safety belts, safety helmets, gloves, and anti-slip shoes at all times.
Barriers/fences and warning signs around the scaffolding must be used to prevent unexpected accident from unauthorized access.
- 5 Balloon Regulations**
Only exhibitors with booth space larger than 36 sqm are allowed to install balloons inside their booth. The use of balloons must be approved by the Organiser. Exhibitors must submit an approval request along with the gas certification for the balloon at least 7 days before the setup date. The balloon height must not exceed 5 meters from the floor. Only helium balloons are permitted and must be properly anchored.
Gas Balloon is prohibited in the exhibition hall.
- 6 Safety & Security**
General security will be provided by the Organiser 24 hours a day at the exhibition hall.
Only badges issued by the Organiser will be allowed for access, according to the in-hall on-site schedule.
If the exhibitor would like to hire special security for their own booth, please order from the Exhibitor Online Service at Venue Services.
DO NOT bring in cooking gas, explosives, radioactive, flammable or dangerous substance into the exhibition hall.
The Organiser will not be responsible for the safety of any articles brought into the exhibition hall by exhibitors, their staff, agents, Contractors, members of the public, or any other persons. Exhibitors must ensure they have full insurance coverage, including public liability and comprehensive protection. The exhibitor's period of liability is deemed to begin when the exhibitor or any of their staff, agents, or Contractors first enters the exhibition hall and continues until all exhibits and property have been removed.
- 7 Cleaning**
General Cleaning will be provided by the Organiser but not included inside exhibitor's booth. The Exhibitor will be responsible for the cleanliness inside the booth. All rubbish must be put into the garbage bag and place outside the exhibitor's booth at the end of show day every day. The General Cleaner will only collect the garbage bag outside the booth.
If the exhibitor requires booth cleaning service, please order from the Exhibitor Online Service at Venue Services.
- 8 Food and Beverages**
Outside food and Drink are not allowed to bring inside the exhibition hall, unless official permission provide by the Organiser.
- 9 Overtime working**
The Exhibitor, Contractors and person involved must notice the Organiser 3 hours in advance for overtime working request during move in period of 4 – 5 November 2025.
3 November 2025 working period is 13:00 – 22:00.
4 November 2025 working period is 08:30 – 22:00.
The **overtime charges** will be calculated by N.C.C. Management and Development Co., Ltd.
THB 5,000 per booth per hour (not included VAT 7% and one booth security personnel 1 person/booth)
- 10 Admission 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 Service – 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 **Appointed Contractor Agreement** before being granted such passes, the non-official stand Contractor will be required to pay the **Non-Refundable Management Fee** and **Refundable Cashier Cheque or Bank Guarantee** to N.C.C. Management & Development Co., Ltd. directly by **21 October 2025** with the calculation below:
 - **Non-Refundable Management Fee** = THB 50/sqm x Total sqm
 - **Refundable Cashier Cheque or Bank Guarantee** = THB 1,000 /sqm x Total sqm (Maximum of THB 150,000.00) No VAT is included.
(Above price are exclusive of 7% VAT and subjected to change according to inevitable factors announced by the venue. Withholding tax of 3% can be deducted from the service fee.)
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.
- 11 Security, Safety & Fire Protection**
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, before leaving stands, exhibitors shall 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.

6) Exhibit movement in or out the halls during show hours are strictly prohibited.

f) General security will be provided by the Organiser at day and night. If the exhibitor wants 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.

g) 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.

h) 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.

12 Smoking Restriction

Smoking is strictly prohibited in the exhibition halls.

13 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.

14 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.

15 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.

16 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 cartage 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.

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.
- 17 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.
- 18 Removal of Exhibits** Removal of exhibits from the halls will commence at **18:00 on 7 November 2025**. 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 **18:00 to 22:00, 7 November 2025**.
- 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 18:00, 7 November 2025 is not allowed. The blank **"RELEASE FORM"** can be obtained from the exhibitor service counter.
- 19 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.
- 20 Animals** Live animals are not permitted in the exhibition venue.
- 21 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.** Exhibitors who wish to use a sound system at their booth must have a minimum booth size of 36 sqm and are required to submit a Request Form to the organizer. Each exhibitor will be assigned two time slots per day to operate their sound system. The sound level must not exceed 80 decibels (dB) at any time. If the volume is found to be over the limit, an inspection group will assess the situation, and the organizer will determine an appropriate penalty.
- 22 Violation of Rules & 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.

Stand Related Rules & Regulations

1 Booth Construction

The Organisers have appointed **N.C.C. Management & Development Co., Ltd.** as the Official Stand Contractor to carry out stand fittings, plumbing, electrical works and the construction of standard booths.

a) The construction of stands, signs and fascia shall be of the following material:

- Non-combustible material
- Inherently non-flammable material
- Durably flameproof fabric
- Self-extinguishing plastic material
- Plywood, hardboard, pulp-board, or fibreboard must be flame-resistant through an impregnation process approved by the local authorities and must bear a clear brand mark indicating such treatment. Timber of any thickness must also be impregnated and branded accordingly. Exhibitors with structures exceeding 2.5 meters in height are responsible for properly finishing any partition or structure in a way that is satisfactory to the neighboring exhibitor it faces. Multi-storey stands are prohibited. The Organiser accepts no responsibility for the safety of stand constructions or the installations within them. Textile fabrics used for interior decoration must be inherently non-flammable or treated to be non-flammable to the satisfaction of the local authorities.

b) Exhibitors' Contractors must use only materials approved by the local authorities for stand construction. Each Contractor must ensure that the stand is completed and all waste is removed before the exhibition opens. They must also dismantle and remove the stand, along with any remaining rubbish, within the specified dismantling period. No construction or stand fitting work is permitted during the exhibition's open hours.

c) **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".**

d) **Any booth side facing an aisle, 50% of its length must be kept opened using "see through" materials or open design.**

e) It is compulsory to finish the outside of the backwall/sidewalls exceeding 2.5mH on the neighbouring side from 2.5m upwards with white finishing. No show logo and other lettering is allowed.

f) Logo on the backwall will be allowed with 2m set back from adjacent booths.

g) 4 side open booth is allowed to build back wall only on one side and not exceeding 50% of the length of that side.

i) The Organiser will prepare floor marking of the booth size as reserved.

j) Exhibitors, Contractors, and all involved persons must design special booths, decorations, and signages in proper positions according to the conditions below:

- Maintain a minimum distance of 1.5 meters from fire exits, fire hoses, and fire extinguishers. Booth structures, walls, or belongings must not obstruct access to these safety features.
- Fire hose pits must remain easily accessible at all times. There should be no obstructions caused by booth structures, decorations, or belongings.
- Fire hose pits may be covered with carpet, but the carpet must be cut precisely to the size of the fire hose pit and clearly marked to indicate its location.
- Keep a distance of at least 50 centimeters from walls, partitions, and building pillars.

2 Raw Space Booth Regulations

Raw Space exhibitors need approval from the Organiser for their booth and are requested to carry out the following:

a) To complete and return Appointed Contractor Agreement to inform your assigned Contractor's name and Contractor badges **by 21 September 2025.**

b) To submit the stand design in a 3-dimensional sketch, showing the booth from all sides and equipment inside **by 21 September 2025.** Without a written approval from the Organiser, there is no access to the halls.

c) To submit a technical drawing, show the 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.

d) 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.

e) Raw space booth will have **NO** power supply and lighting during build-up, exhibiting and dismantling. Please order Electrical Services from the Exhibitor Online Service at Rental Inquiries.

f) To complete and return utility point form when ordering electrical/compressed air/water supply related services, show the location of the electric equipment or other systems that you have on

3 Standard Booth Regulations

additional order. If location is not specified, requested utility points will be placed upon Official Contractor's discretion. Any relocation will charge directly to the exhibitor.

g) 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. For Venue protection, **only special carpet tape is allowed.**

h) Decoration and construction need to be inside the contracted area.

i) Booth side adjacent to neighbor has to have its own partition or wall.

j) All stand design above 2.5m needs a written approval from the Organiser.

k) For raw space booths, **the maximum height allowed is 5 m.**

l) 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.

m) 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.

n) Exhibitors who wish to hang any rigging or advertising materials above their booth must rent overhead advertising space from the Organiser at a rate of **THB 2,000/sqm.** All production, installation, and teardown must be carried out by the exhibitor. A complete rigging plan and layout, including technical specifications and dimensions, must be submitted to the Organiser for review. Installation is strictly prohibited without **written approval** from the Organiser. Any unapproved or non-compliant rigging may be removed at the exhibitor's expense.

a) **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 (3m x 3m) package includes:

- Space Rental
- Stand Construction and dismantling
- White Panel wall 2.5m height
- Fascia Board 30 cm with Company Name/Booth Number
- 1 Unit of Table
- 2 Units of Chairs
- 2 Units of Fluorescent Tube 40 watts
- 1 Unit of Waste Bin
- 1 Unit of 5 amps 220 Volts Socket (Not allowed to use with Lighting Equipment)

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.

b) 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.

c) No decoration, booth fitting, or exhibit may exceed the height limit of 2.5 meters or extend beyond the boundaries of the standard booth. If a standard booth is upgraded to a higher structure, the exhibitor will be subject to an additional management fee charged by the venue, as well as extra construction fees from the Official Contractor.

d) No nails, screws, staples, tape, or other fastening devices may be used to hang or attach anything to the building's walls, ceilings, windows, doors, lights, sprinklers, or any other fixtures/surfaces—including those of the booth structure provided by the Official Contractor—either inside or outside the exhibition hall. Exhibitors and their Contractors will be held liable for any resulting damage or penalties.

e) 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.

f) 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.

g) 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.

h) 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.

i) For standard booths, the **maximum height allowed is 2.5 m.**

4 Operation of Stand

a) Exhibitors' literature must include their name and address and should describe their own products or those of their principals or licensors. While exhibitors may take orders at their own stand, they are not permitted to distribute leaflets, solicit orders, or attract attention in the gangways using loudhailers, mechanical devices, noisy exhibits, flashing lights, or shouting.

Any exhibitor found in violation of these rules—by soliciting business, taking photographs or filming without permission, or distributing literature or promotional materials unrelated to their principal's products, whether within or outside their stand—will be removed from the exhibition.

b) No competitions may be held without the Organiser's written permission. Full details of any proposals must be submitted in writing.

c) Exhibitors intending to conduct demonstrations during the exhibition must ensure that these demonstrations do not interfere with other exhibitors' business, particularly in terms of noise, and must not produce smoke or fumes. The Organiser reserves the right to determine acceptable sound levels and the scope of demonstrations. Any promotional activities involving game demonstrations, organized competitions, or quizzes require prior approval from the Organiser.

d) 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.

e) 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.

f) Exhibitors are requested not to place stickers, signs, or posters anywhere in the halls except within their own stands or on paid advertising sites secured through a sponsorship package application. Similarly, exhibitors' representatives are prohibited from distributing brochures, invitations, or other materials in the gangways or near entrances and exits. If you wish to distribute materials outside your booth, please contact the Organiser.

g) Exhibitors are remained that no cash-and-carry sales area permitted in the exhibition.

h) The Organiser will be responsible for cleaning the hall and gangways each day. Exhibitors who need booth cleaning, please go to Exhibitor Online at Venue Services.

i) 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.

5 Subletting of Stand

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 responsibility 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.

6 Dismantling of Stand

a) Exhibitors wishing to remove, replace, or introduce exhibits during the exhibition, carry out alterations or maintenance work, or take photographs of their stands, must do so only at times specified by and with permission from the Organiser. If such work requires lighting, overtime, or Organiser staff, the exhibitor will bear all related costs. For removal of goods, exhibitors must obtain a permit from the Organiser; otherwise, goods may not be taken out of the exhibition building. The Organiser reserves the right to take photographs, drawings, or other recordings during the exhibition and to use them for their own purposes.

b) Exhibitors, their agents, or Contractors are responsible for the complete removal of all goods, materials, and rubbish from the exhibition grounds and surrounding areas. Any exhibitor, agent, or Contractor who fails to remove exhibits, stand wires, ropes, or rubbish within the stipulated time shall indemnify the Organiser against any claims arising from the failure to vacate the exhibition grounds as required. On the due date, the Organiser has the right—but is not obliged—to remove any remaining materials at the exhibitor's expense, who will be liable for all associated losses and costs. The Organiser also reserves the right to specify the times at which individual stands and exhibits must be removed.

c) Removal of exhibits and dismantling of stand commence only after 18:00 on 7 November 2025.

Electrical Service

The Organiser has appointed N.C.C. Management and Development Co., Ltd. (Exhibition Contractor/EC Department) as an Official Electrical Contractor to be responsible for the following:

1 Standard Supply of Electricity

- a) There are two main power supply circuits: "Lighting Power Circuit" and "For Exhibit Power Circuit.
- b) The standard supply is single phase AC 220V/50Hz with + 10% fluctuation. For the safety of your equipment, please use stabilizer.
- c) All electrical motors have independent automatic protection against excessive current surge. The following starter systems should therefore be used:
 - Direct on line: up to 5 HP
 - Star - Delta 5 to 25 HP
 - Auto Transformer: Above 25 HP
- d) Cost of power consumption for lighting equipment (installed by Exhibitor/Contractor) per 1 unit
 - Apply for lighting equipment not more than 5 units and not exceeding 100 watts in total.
 - Apply for ribbon light maximum 5 meters per installation.
- e) For safety precaution and avoid obstruction to access and traffic inside the exhibition hall, electricity wire across entrance, gangway is not allowed.
- f) Power supply will be switch on from 13.00 hrs. on 4 November 2025 onwards.
- g) **N.C.C. Management and Development Co., Ltd (Exhibition Contractor/EC Department) reserve the right not to refund the payment in case of order cancellation.**
- h) In case that 24 hours electrical supply required, the charge will be increased 100% (2 times) from normal rate.
- i) Breaker cable length is 2 meters maximum from utility hole. In case that cable extension is required:
 - There will be extra charge of THB 220/meter for 220 volts and 450/meter for 380 volts (Not including VAT 7%)
- j) In case that Relocation of electrical fitting or equipment required, there will be extra charge THB 220 per unit.
 - Utility hole relocation for 1 unit of breaker single phase 220 Volt will be charged THB 1,300 per unit.
 - Utility hole relocation for 1 unit of breaker three phase 380 Volt will be charged THB 2,500 per unit.
 - All the above charge is not included VAT 7%.
- k) The Exhibitor, Contractor, person involve must submit their electrical order with at least 20% surplus from the order required for safety factor and to avoid any incident from using full capacity of electrical wiring system. It is a must that proper and standard electrical cable being used with ground systems at every connecting point.

2 Electrical Service for Standard Booth

- a) Electrical service for standard shell scheme package consisted of lighting equipment and 5-amp 200-volt socket. Locations of lighting equipment and socket points in the standard booth are fixed locations and may not be moved. Socket point is strictly prohibited to connect the light fitting.
- b) The electrical services order is divided into 4 sections:
 - Section 1: Electrical service order for booth set up and dismantling period
 - Section 2: For Exhibitors requiring light fitting to N.C.C. Management and Development Co., Ltd. (Exhibition Contractor/EC Department)
 - Section 3: For Exhibitors requiring electrical services for their exhibit only NOT for lighting
 - Section 4: For Exhibitors using their own special light fittings, either to be installed by themselves or by Contractor
- c) All additional electrical orders must be submitted along with a location plan indicating the light fittings and utilities required.
- d) Exhibitors approved to use their own special lighting must order electrical power through the electrical order form available under on the Exhibitor Online Service at Rental Inquiries.
- e) The Organiser reserves the right to disconnect the electrical supply to any installation which, in the opinion of the official Electrical Contractor, N.C.C. Management and Development (Exhibition Contractor/EC Department), is deemed dangerous or likely to cause annoyance to visitors or other exhibitors.
- f) Power supplies to exhibits and booth lighting will be switched off at the source 60 minutes after the exhibition closes each evening, and 60 minutes after closing on the final day—except for those with 24-hour electrical service.
- g) Any illegal connection/adaptation found will be disconnected without prior notice. This will also include multi-outlet adapters and any extension from the socket point.

3 Electrical Service for Raw Space Booth

- a) The Exhibitors who apply for "RAW SPACE" or any special design booth must submit their electrical order together with their layout plan before the deadline at **21 September 2025**.
- b) General hall lighting will be provided by the Organiser. All electrical power supplies for booths and demonstrations must be installed by the Official Electrical Contractor, N.C.C. Management and

Development Co., Ltd. (Exhibition Contractor/EC Department), with payment arranged by the stated deadline. For safety reasons, exhibitors are not allowed to connect their exhibits or lighting to the building's main power distribution. The Organiser reserves the right to disconnect power in case of improper connections.

c) A proper power input terminal must be installed by a contractor approved by the Organiser and inspected by the Official Electrical Contractor (Exhibition Contractor/EC Department) before connection to the supply line.

d) Priority will be given to exhibitors who order their electrical services through the Organiser's Official Electrical Contractor, N.C.C. Management and Development Co., Ltd. (Exhibition Contractor/EC Department)

e) Any illegal connection/adaptation found will be disconnected without prior notice. This will also include multi-outlet adapters and any extension from the socket point.

f) No flash lights will be permitted unless they form an integral part.

- The Organiser reserves the right to disconnect the electrical supply to any installation which, in the opinion of the official Electrical Contractor, N.C.C. Management and Development (Exhibition Contractor/EC Department), is deemed dangerous or likely to cause annoyance to visitors or other exhibitors.
- All electrical installation must strictly comply with the required standard safety regulations without exception.
- All electrical wiring must use proper standard wiring cables with grounding connections applied to all connection points. If the Official Electrical Contractor, after inspection, finds that the wiring does not meet the required standards or has improper connections compromising safety, the Organiser reserves the right to temporarily withhold the power supply until corrections are made.

Size of standard wiring cable

Breaker	Standard size
15 Amp/220 V. 1 phase 50 Hz.	2x2.5 Sq.mm. , 1.5 Sq.mm./Ground
15 Amp/380 V. 3 phase 50 Hz.	4x2.5 Sq.mm. , 1.5 Sq.mm./Ground
30 Amp/220 V. 1 phase 50 Hz.	2x6 Sq.mm. , 4 Sq.mm./Ground
30 Amp/380 V. 3 phase 50 Hz.	4x6 Sq.mm. , 4 Sq.mm./Ground
60 Amp/380 V. 3 phase 50 Hz.	4x16 Sq.mm. , 6 Sq.mm./Ground
100 Amp/380 V. 3 phase 50 Hz.	4x35 Sq.mm. , 10 Sq.mm./Ground
150 Amp/380 V. 3 phase 50 Hz.	4x70 Sq.mm. , 16 Sq.mm./Ground
200 Amp/380 V. 3 phase 50 Hz.	4x95 Sq.mm. , 16 Sq.mm./Ground

If an exhibitor wants to order a 380V 3-phase 50Hz breaker, only one sub-circuit is allowed. A load center is required in the booth if more than one sub-circuit is needed. The Organiser reserves the right to temporarily withhold power supply until the load center is installed. Connections to the breaker must be made using ring terminals only; bare wires are prohibited from direct connection to the breaker.

Remark: If the Contractors/Exhibitors fail to comply with the regulations, the Organiser reserves the right to stand ready to cut off power immediately and will charge 20 times from the price in the order form.

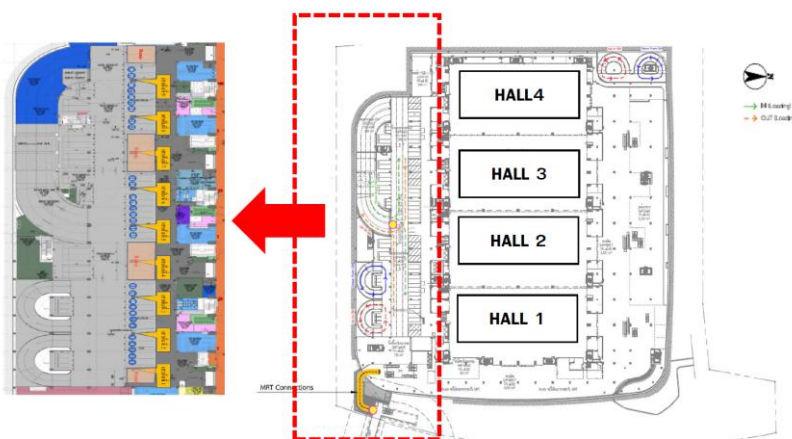
Loading and Parking in the Building

1 Rules and Regulation at The Loading Area

- The height of a loading vehicle must not exceed 4 meters.
- Loading of equipment and tools with assisting devices or lifting by two or more persons must be done through loading doors at back of the halls. (No permission is allowed for loading through hall entrances)
- After loading, please immediately move your vehicles from loading area, to avoid overtime parking charges.
- Parking area at Queen Sirikit National Convention Center is only available for vehicle height not exceeding 2.4 meters.

2 Loading Area

- Parking fee for vehicle with 4 wheels:
 - Free Parking 45 minutes.
 - Parking over 45 minutes, there will be charge at THB 200 per hour.
 - In case of loss or damaged card, there will be fine THB 300 per card.
- Parking fee for vehicle with 6 wheels and more:
 - Free Parking 90 minutes.
 - Parking over 90 minutes, there will be charge at THB 200 per hour.
 - In case of loss or damaged card, there will be fine THB 300 per card.



3 Indoor Parking (B1 – B2 Floor)

- Parking Fee:
 - Parking is free for the first 2 hours. The hourly parking fee is THB 30.
 - A fee of THB 300 must be paid if a parking ticket is damage or lost, excluding the parking fee.
- Indoor Parking Regulations:
 - Operating hour for parking area 06:00 – 24:00.
 - Unauthorized overnight parking will result in a fine of THB 1,000, excluding the parking fee.
 - Parking inside Queen Sirikit National Convention Center has a height limitation of vehicle of 2.4 m.

