



ASIAN SEED CONGRESS 2019 EXHIBITOR'S MANUAL

We welcome all exhibitors to the Asian Seed Congress 2019.

The Asia and Pacific Seed Alliance Ltd. (APSA) and National Seed Association of Malaysia (NSAM) will be hosting The Asian Seed Congress at Kuala Lumpur Convention Centre (KLCC) in Malaysia during November 25-29, 2019 and The Flipside Co., Ltd. is honored to be selected as the official event organizer for this year's congress once again.

The Flipside Co., Ltd. is an event organizer based in Thailand with business partners all around the globe. This will be the 3rd consecutive year we have been selected as the official Asian Seed Congress event organizer. Last year's event was successfully held in Manila, The Philippines and this year we plan on making it another successful year for all exhibitors and delegates attending.

Enclosed is the Official ASC 2019 Exhibitor Manual. We ask all Exhibitors to please fill out the necessary details regarding your booth, advise any special requests you may have and send back to us accordingly.

We look forward to serving you and all exhibitors at The Asian Seed Congress 2019.

The Flipside Co., Ltd



Regular / Corner Booth

Submit to: The Flipside Co., Ltd.



59/12 Soi Prasert-Manukij 27, Prasert-Manukij Road, Jorakhaebua, Ladprao,
Bangkok 10230, THAILAND

Tel: +66 90 559-5516 E-mail: asc2019@flipsidebkk.com

Submit completed forms by e-mail to asc2019@flipsidebkk.com no later than October 1, 2019

Company Information		
Company Name		Booth #
Tel:	Fax:	E-mail:
Contact: <input type="checkbox"/> Mr. / <input type="checkbox"/> Ms.		Position:

REGULAR BOOTH



CORNER BOOTH



NOTE:

- Booth Dimension is 3 m x 3 m x 2.5 m (Width x Length x Height)
- 1.5 m Function Table and 2 Chairs will be provided in every booth.
- The Flipside will supply each exhibitor with a sign placed above the booth as booth heading.

Booth Heading:

In the box above, please write the name of your company, which will be used for the booth heading. Please note it will be printed exactly the way you write in the box, so please be aware of capital and small letters.

Office Use Only

Date Received:	Received By:	Booth Number:
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Booth Construction - Super Booth

Submit to: The Flipside Co., Ltd.



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Company Information		
Company Name		Booth #
Tel:	Fax:	E-mail:
Contact: <input type="checkbox"/> Mr. / <input type="checkbox"/> Ms.		Position:



NOTE:

- Standard Super Booth Dimension (System Booth Construction as shown in the picture) is 6 m x 6 m x 2.5 m (Width x Length x Height)
- Height Limitation for Super Booth Customization can be up to 4 m. However, any construction above 3 Metres in height MUST provide design documents to The Flipside and KLCC for approval.
(see details for required document in Form 2-1)
- All customised booth exhibitor MUST complete Form 2-1 to Form 2-4.
- 1.5 m Function Table and 2 Chairs will be provided in every booth.
- If you wish The Flipside to help design and construct your Super Booth, please contact us directly.
- Custom Design for Super Booth must be sent to The Flipside for Approval.
- Please send your Super Booth design and/or layout to The Flipside before **October 1, 2019**

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Customized Booth Design Plan Appraisal Checklist

Submit to: The Flipside Co., Ltd.



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Please complete the following fields:

Details of our Construction company are as follows:	
Booth No.:	Booth Name:
Construction Company Name:	
Contact Person (Person in charge of your booth construction):	
Tel:	Fax:
Mobile:	E-mail:
Have you informed your private contractor of the move-in/out schedule and construction regulation? <div style="text-align: center;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </div>	

- 1.) Custom booth designs above **3.0 METRES** in height **MUST** provide all the following documents.
- 2.) All custom-built design plans must be viewed by the Centre's Safety, Health & Environment (SHE) Department to ascertain if the stand or booth complies with the Centre's safety standards. This appraisal process does not include structural design, rigidity or integrity of the stand or booth. Submission documentation should explain the stand or booth building method.
- 3.) Please complete this document together with the 3D dimension plans (or actual stand photos) and relevant documentation specified no later than November 15th prior to build-up date in the original MS. Word document.
- 4.) This document will not be processed unless all the information below is completed and the Centre will not be liable for any delays due to late submission.
- 5.) Acceptance of booth designs will be notified through electronic mail. Copies of the attached documents must be carried onsite at all times for inspection purposes. Failure to present the documents when requested by Centre will lead to a temporary stop in work until documents are provided.**

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SECTION A: CUSTOM BOOTHS

All the following information **MUST** be provided (check all boxes)

	YES	NO
1.) Height information of booth _____ metre(s)	<input type="checkbox"/>	<input type="checkbox"/>
2.) 3D Design (Isometric, Front, Sides and Rear Elevation)	<input type="checkbox"/>	<input type="checkbox"/>
3.) Layout and elevation view with grid line (1 metre x 1 metre indication of grid)	<input type="checkbox"/>	<input type="checkbox"/>
4.) Structural materials and connection details	<input type="checkbox"/>	<input type="checkbox"/>
5.) Base plates sizes and connection details	<input type="checkbox"/>	<input type="checkbox"/>
6.) Back wall exceeds 3.5 metre height. (If yes, refer to Section B.7)	<input type="checkbox"/>	<input type="checkbox"/>
7.) Free standing wall exceeds 3 metre in height. (If yes, refer to Section B.8)	<input type="checkbox"/>	<input type="checkbox"/>
8.) Raised Flooring / Platform above 50 mm height. (If yes, must provide corner protection)	<input type="checkbox"/>	<input type="checkbox"/>
9.) Glass wall or Glazing (If yes, must have min. 10 mm thick and tempered)	<input type="checkbox"/>	<input type="checkbox"/>
10.) Solid Ceiling or Roof exceeds 18 sq.m (If yes, refer to Section B.10)	<input type="checkbox"/>	<input type="checkbox"/>
11.) Enclosed room / storage with solid ceilings (If yes, refer to Section B.11)	<input type="checkbox"/>	<input type="checkbox"/>
12.) Use of Decorative wall paper, textile, or drapes to cover booths. (If yes, refer to Section B.12)	<input type="checkbox"/>	<input type="checkbox"/>
13.) Hanging objects (If yes, please attach separate submission of Hanging Object Request Form)	<input type="checkbox"/>	<input type="checkbox"/>
14.) heavy Machinery, High Risk Equipment Displays, or Game Activities (If yes, please attach separate Exhibitor Activities Approval Request Form)	<input type="checkbox"/>	<input type="checkbox"/>

SECTION B: REGULATIONS

Dear Booth Contractor,

To help ensure the safe enjoyment of events held at the venue, please carefully review the Kuala Lumpur Convention Centre's safety and regulations policies below:

- 1.) The booth contractor is responsible for ensuring that each stand complies with the Centre's and/or authorities' guidelines or requirements.
- 2.) The booth contractor is to ensure all installations are constructed in accordance to the agreed design and technical specifications which were reviewed by the Centre. The stand contractor will be fully responsible for the design, stability and workmanship of the structure.

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SECTION B: REGULATIONS (CONTINUED FROM FORM 2-2)

- 3.) Any stand exceeding 3 metres in height requires complete structural drawings including technical specifications.
- 4.) Kindly note, in “Designated Zones”, which are potential low ceiling areas, stand contractors must comply with all build height restrictions.
- 5.) Should “changes” arise after the acceptance, the stand contractor shall resubmit their design plans to indicate the “changes” prior to the build-up date.
- 6.) If any installation work onsite deviates from the pre-reviewed specifications, the booth contractor shall be responsible for rectification work and any cost arising to ensure the onsite change or deviation meets the Centre’s safety requirements (E.g. additional plasma TVs or lighting features fitted on to a wall structure must comply with load limit and stability requirements).
- 7.) Back walls exceeding 3.5 metres in height MUST be minimum of 100mm thick and will be subject to the Centre’s approval.
- 8.) Any free standing walls exceeding 3 metres in height requires metal framing with a base plate and stability design calculations based on the final back wall height.
- 9.) Any ceiling/canopy 18 sq.m and above must be reinforced with a metal section and must be supported from the ground with a minimum 3 inch (7.62 cm) diameter tube or equivalent support.
- 10.) Any enclosed room or storage with solid ceiling must provide wireless smoke detector and portable fire extinguisher inside.
- 11.) Decorative covers or booths shall be fireproofed or properly treated with flame-retardant chemicals. If the following materials are used for display or decorative purposes, they must be flame retardant or, in case of in case of natural foliage, treated with an anti-dormant spray:
 - Textiles and/or drapes.
 - Wall paper and/or any other materials used for booth decorations.

It is also necessary to fireproof textiles, paper and other combustible merchandise on display. This may be limited to an acceptable quantity. Samples must be submitted to the Centre along with the Fire Test Certificate for approval.
- 12.) Any heavy machinery displays, high risk equipment or game activities are required to submit an Exhibitor Stand Activities Approval Request Form for the Centre’s approval prior to move in. The stability and safety of all display items within the stand shall be the sole responsibility of the Exhibitor or their appointed supplier or contractor.

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SECTION B: REGULATIONS (CONTINUED FROM FORM 2-3)

- 13.) Any booth which may pose a particular fire hazard through the storage of or actions within must provide a portable ABC (6kg) fire extinguisher.
- 14.) Booths should not exceed the contracted space. This includes display items, furniture, roofs and electrical lighting.
- 15.) Fixing or adjoining structures above aisles is not allowed.
- 16.) Booth carpeting or additional flooring over the aisle carpet in order to join stands opposite each other is not allowed.
- 17.) All booth contractors must possess valid Business Registration License, Workmen Compensation Insurance and Public Liability/Third Party Liability Insurance. All Malaysian workers must possess an Identity Card (IC) and all foreign workers must possess a valid work permit in order to obtain a contractor badge. The badge must be visibly worn by all workers at all times.
- 18.) Failure to comply with any of the above regulations or design deviations from the original submission will result in the cessation of work until the issue is resolved to the satisfaction of Centre's management or the cancellation of work.

I, hereby confirm that I have read and understood the above and agree to abide by the terms and conditions by duly signing this document.

Accepted by:
Viewed by:

Contractor

Office Use Only

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Electricity

Submit to: The Flipside Co., Ltd.



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Company Name		Booth #
Tel:	Fax:	E-mail:
Contact: <input type="checkbox"/> Mr. / <input type="checkbox"/> Ms.		Position:

Booth Electricity Supply

Up to 13 Amp Single-Phase is complimentary, however, in case of more than 13 Amp Single-Phase is needed, Form 4 must be submitted.

All listed prices are in USD

Additional Electricity Supply					
Description	Daytime Only		24 Hours		Amount
	Quantity	Unit Price	Quantity	Unit Price	
Single-Phase 220V	13 Amp	60	13 Amp	120	
Single-Phase 220V	15 Amp	120	15 Amp	250	
Subtotal					
Total (Subtotal + 6% VAT)					

PAYMENT OPTION 1 : Bank Transfer to the following account.

**All bank transfer fees are to be paid by exhibitors.

Beneficiary:	The Flipside Co., Ltd
Bank Name:	Kasikorn Bank
Bank Address:	Room No. 512-513, 5th Floor, Central Plaza Shopping Center Building, 99 Rama 9 Rd., Huai Khwang, Huai Khwang, Province Bangkok 10310, THAILAND
Account Number:	010-8-85191-0
Swift Code:	KASITHBK
Sender's Name	

PAYMENT OPTION 2 : PayPal

PayPal Account: ronnakorn.s@flipsidebkk.com

- Services will not be provided if payment is not received by the due dates.
- Electricity cannot be ordered onsite. It must be ordered prior to the deadline.

Office Use Only

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Furniture Rental

Submit to: The Flipside Co., Ltd.






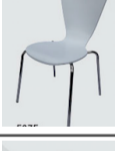




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Company Information		
Company Name		Booth #
Tel:	Fax:	E-mail:
Contact: <input type="checkbox"/> Mr. / <input type="checkbox"/> Ms.		Position:

All listed prices are in USD

Code	Description	Image	Dimension W x L x H (CM)	Quantity	Unit Price (Per Day)		Amount
					Until Oct 1	From Oct 2	
Furniture and other Suppliers							
FC-01	Folding Chair - Black		40 x 40 x 79		10	15	
FC-02	Chrome Chair - Chrome		48 x 43 x 77		25	35	
FC-03	Easy Armed Chair - Black		38 x 47 x 79		25	35	
FC-04	Slim White Chair - White		38 x 47 x 79		25	35	
FC-05	Back Rest Chair - Black		38 x 47 x 79		25	35	
FC-06	Cushion Leather Chair - White		33 x 39 x 83		35	45	
FC-07	S Type Bar Stool - Black		33 x 43 x 85		40	50	
FC-08	Wood Modern Bar Stool - WH		33 x 43 x 85		40	50	

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Date Received:	Received By:	Booth Number:
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All listed prices are in USD

Code	Description	Image	Dimension W x L x H (CM)	Quantity	Unit Price (Per Day)		Amount
					Until Oct 1	From Oct 2	
Furniture and other Suppliers							
FC-09	Leather Modern Bar Stool - BL		33 x 43 x 85		40	50	
FC-10	Back Rest Bar Stool - White		33 x 43 x 85		40	50	
FC-11	Cushion Leather Bar Stool - BL		33 x 43 x 85		45	55	
FC-12	Lounge Sofa (1 Seater) - BL		70 x 70 x 81		60	80	
FC-13	Lounge Sofa (2 Seater) - BL		70 x 170 x 81		80	100	
FT-01	Round Table (White)		80 x 75		30	40	
FT-02	Bistro Round Table (White)		60 x 100		40	50	
FT-03	Chrome Round Table - Chrome		60 x 75		30	40	
FT-04	Chrome Bistro Round Table - CH		60 x 100		40	50	
FT-05	Glass Round Table - Clear		75 x 76		35	45	
FT-06	Glass Bistro Round Table - Clear		60 x 100		45	55	
FT-07	System Square Table - White		50 x 50 x 50		30	40	

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Date Received:	Received By:	Booth Number:
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All listed prices are in USD

Code	Description	Image	Dimension W x L x H (CM)	Quantity	Unit Price (Per Day)		Amount
					Until Oct 1	From Oct 2	
Furniture and other Suppliers							
FT-08	Coffee Table (Glass Top)		60 x 60 x 45		40	50	
OT-01	Low Showcase		100 x 50 x 100		30	40	
OT-03	High Showcase		100 x 50 x 210		40	50	
OT-04	Square Showcase		50 x 50 x 210		35	45	
OT-05	Lockable Cupboard		100 x 50 x 75		30	40	
OT-06	Display Box Type A		50 x 50 x 50		30	40	
OT-07	Display Box Type B		50 x 50 x 75		35	45	
OT-08	Display Box Type C		50 x 50 x 100		40	50	
OT-09	Book Rack (Wall Unit)		100 x 43 x 190		45	70	
OT-10	Book Rack (Island Unit)		100 x 66 x 114		40	60	
OT-11	Info Counter		100 x 50 x 100		30	40	
OT-12	Lockable Counter		100 x 50 x 100		40	50	

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All listed prices are in USD

Code	Description	Image	Dimension W x L x H (CM)	Quantity	Unit Price (Per Day)		Amount
					Until Oct 1	From Oct 2	
Furniture and other Suppliers							
OT-13	Shelving A (Slope)		100 x 30		20	30	
OT-14	Shelving A (Flat)		100 x 30		20	30	
OT-15	Netting		50 x 50		20	30	
OT-16	Cloth Hanging		50 x 75		20	30	
OT-17	System Rack		100 x 50 x 212		60	70	
OT-18	Planter Box		100 x 250		60	70	
OT-18	Chrome Brochure Rack		120		30	40	
OT-19	ZigZag Brochure Rack		150		35	45	
OT-20	LED Armed Spotlight (Yellow)		-		35	45	
OT-21	LED Armed Spotlight (White)		-		35	45	
OT-22	LED Spotlight (Yellow)		-		30	40	
OT-23	LED Spotlight (White)		-		30	40	

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All listed prices are in USD

Code	Description	Image	Dimension W x L x H (CM)	Quantity	Unit Price (Per Day)		Amount
					Until Oct 1	From Oct 2	
Furniture and other Suppliers							
OT-24	Refridgerator				120	150	
OT-25	LCD TV Stand				120	150	
AV-01	Lenovo i3 Laptop				300	350	
AV-02	Lenovo i7 Laptop				600	650	
AV-03	DVD player				30	40	
AV-04	32 Inch LED TV				160	240	
AV-05	43 Inch LED TV				230	340	
AV-06	49 Inch LED TV				240	370	
AV-07	60 Inch LED TV				270	470	
SUBTOTAL							
TOTAL (SUBTOTAL + 12% Management Fee + 6% VAT)							

NOTE:

If exhibitor would like to use Independent Contractor for booth construction / interior;

- 1,500 USD insurance deposit will be charged by KLCC official contractor. (refundable within 1 month after the event)

- 15 USD / sq.m will be charged for Admin Fee by KLCC official contractor.

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Bank Address:	Room No. 512-513, 5th Floor, Central Plaza Shopping Center Building, 99 Rama 9 Rd. Huai Khwang, Huai Khwang, Province Bangkok 10310, THAILAND
Account Number:	010-8-85191-0
Swift Code:	KASITHBK
Sender's Name	

PAYMENT OPTION 2 : PayPal

PayPal Account: ronnakorn.s@flipsidebkk.com

- All price will be quoted with Total Cost + 12% Management Fee + 6% VAT
- Orders can be made on-site but cannot be guaranteed depending on item availability, and may require a minimum of 4 hours for delivery time.
- If you need special furniture or equipment not shown in form 4, please contact The Flipside.
- Services will not be provided if payment is not received by the due date.
- Changes may be made by Oct 5, 2019 without incurring penalty charges.
- Cancellation Policy:
 - 1.) All cancellations must be submitted in writing.
 - 2.) A 20% cancellation fee will be applied to all cancellation received by Oct 2, 2019
 - 3.) No refunds will be given for cancellations received after Oct 5, 2019.

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Booth Cleaning

Submit to: The Flipside Co., Ltd.



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Company Information			
Company Name		Booth #	
Tel:	Fax:	E-mail:	
Contact: <input type="checkbox"/> Mr. / <input type="checkbox"/> Ms.		Position:	

We would like to have our booth cleaned on the following days:

November 25

November 26

November 27

November 28

All listed prices are in USD

Daily Cleaning Rate	Booth Size	Amount
50 USD per 9 sq.m	sq.m	
Total (Subtotal + 6% VAT)		

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Account Number:	010-8-85191-0
Swift Code:	KASITHBK
Sender's Name	

PAYMENT OPTION 2 : PayPal

PayPal Account: ronnakorn.s@flipsidebkk.com

** The Flipside will keep the hallways and shared space clean before and after the exhibition, and take care of trash bins during the exhibition. All waste produced during booth construction is to be removed by exhibitors. Exhibitors may leave trash bins in front of their booth to be emptied by The Flipside after the exhibition.

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Move-in/Move-out Schedules

Move-in and move-out schedules showing the access time for contractor, exhibitors' personnel are required and must be submitted to The Flipside prior to the Event move-in.

Exhibitors must notify The Flipside at least 10 working days prior to any changes to the move-in/move-out schedules, so that changes can be promptly reflected in the Loading Dock Traffic Control Schedule.

Equipment Ingress and Egress

The Exhibitor must only use entrances and exits designated by the Centre for moving in or out equipment or other materials and must comply with all regulations and directions of the Centre as to access and vehicle movements and load limits.

Set up and Dismantling Time

Exhibitors can set up the booth from Sunday 24th November from 13:00 hrs after complete the registration, set up period will be from 13:00 - 23:00 hrs and continue again on Monday 25th from 08:00 - 10:00 hrs. only. Exhibitors and their contractors are to unload their vehicles at the loading dock and not, the front door. Any damage to the building as a result of moving materials in through the front door and public lifts will be the responsibility of the Exhibitors.

No children under the age of 18 years are allowed into the contracted venues during the build-up and breakdown. The contracted venues can be hazardous during these times and this ruling is in place to protect the children's safety.

Escalators and Lifts

Passenger lifts and escalators are not to be used for transporting freight or equipment or furniture including tables, chairs, boxes, etc. The use of trolleys is prohibited in the passenger lifts.

The redirection of the escalator flow and programming of the passenger lifts is subject to the Centre's approval in consideration of other events taking place at the same time.

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Freight Lifts

There are three (3) freight lifts for material handling in the Centre and these are located at the East, Centre and West of the building.

Freight Lift Dimension

Door Height	2.6 metres (8.53 feet)
Door Width	2.7 metres (8.86 feet)
Interior Height Interior Width	2.6 metres (8.53 feet)
Interior Depth	2.7 metres (8.86 feet)
Maximum Capacity	6.3 metres (20.67 feet) 700 kg/7 tonnes

The freight lifts have access from Level P1 to Level 4 of the Centre and must be operated by the Centre's staff or its representatives only.

When using the freight service lifts, the maximum loading capacities must always be observed. Precaution must be taken to ensure that no damage is inflicted upon the lift doors, walls and control panel whilst in the process of delivering goods. Should there be any movement of heavy equipment, the interior of the lifts must be protected with additional material for additional protection.

Storage

The Kuala Lumpur Convention Centre does not provide storage facilities for Exhibitors or any of their sub-contractors. Any storage requirement for early deliveries, late dispatches and for the holding of packaging materials must be formally submitted to The Flipside for approval. Such storage requirement is subject to availability.

Carpet Protection

- All carpeted spaces throughout the venue must be protected from freight, vehicle movement and stand construction activities.
- The Centre's carpet and back lanes must be protected with plywood for the route of the vehicle.

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Damages

Under Clause 14.1 of the Centre's Hire Agreement, the Exhibitor is responsible for anything done in or to the Centre by its representatives. The acts or omission of the Exhibitor representatives are taken to be the acts or omission of the hirer.

A representative is defined as employees, officers, agents, exhibitors, contractors and sub-contractors.

Any damage to the Kuala Lumpur Convention Centre by the Exhibitor representatives will therefore be billed to the Exhibitor.

All damages committed by third parties, whether noticed by the Centre staff or by the general public, must be reported to Security, who will complete an incident report detailing who caused the incident, the damage done, the names of any witnesses and any other information pertinent to the situation.

A report includes details of the damage incurred at the event. The replacement costs will be copied to the Exhibitor and the appropriate costs will be charged to the Exhibitor or in the case of a Congress, deducted from the Exhibitor's security deposit.

Food and Beverage (F&B) Policy

The Kuala Lumpur Convention Centre is the exclusive supplier of food and beverage. No outside food and beverage may be brought into the Centre, either by Exhibitors or third parties for sale, distribution or consumption on-site, without the prior approval of the Centre.

Electrical Installation, Compliance and Fire Safety

- For exhibitions, electrical equipment for the booth will be installed by the electrician wiring contractor appointed by the official show contractor.
- Exhibitors must include sufficient electrical sockets to serve all of the equipment on the stand.
- Only one extension lead pen socket will be permitted. The uses of block sockets for multiple plugs are not permitted.
- The Centre reserves the right to withhold connection of power to a stand or to shut off power to a stand which is does not comply with the electrical safety requirements or if it is deemed to be unsafe.

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Bangkok 10230, THAILAND

Tel: +66 90 559-5516 E-mail: asc2019@flipsidebkk.com

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Dangerous Activities

- Exhibitors must provide full details of any potentially dangerous activities to be undertaken in the exhibition booth(s) to the event organiser.
- No such activities may be conducted during an exhibition without the show organiser and the Centre's approval which must be obtained before move-in day and which may be withheld at the Centre's absolute discretion.
- Activities conducted in exhibition booths must comply with fire, health and safety regulations.

Exhibitor Services

- The following services are required to be ordered from the Centre :-
 - Beverage
 - Booth Catering
 - Internet services and Telecommunications
 - Potted Plants and Flowers
 - Catering Service Staff

To order any of the above services, please contact The Flipside for the Login ID and Password.

- For assistance with regards to any of the service order forms, please contact asc2019@flipsidebkk.com
- With effect from 1 April 2015, all the Centre's goods and services will be inclusive of 10% service charge, of which the total will then be subject to a 6% Goods and Services Tax (GST).

Exhibitors' Hand-Carry Procedures

- Hand-carried freight is defined as items that can be easily carried by an individual exhibitor, without the need for mechanised equipment.
- Examples of acceptable hand-carried materials include boxes, suitcases or fibreboard shipping cartons, portable displays on wheels and small luggage bags.
- Exhibitors may use the guests lift access to transport materials that can be hand carried to their booths.
- The following items are not considered hand-carried items: two wheel dolly loads, carts, boxes or crates.

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Exhibitors' Loading and Unloading Procedures

- Exhibitors' exhibit materials must enter and exit through the approved loading docks.
- Exhibitors will be allowed to hand carry items in or out of the exhibition halls during move-in and move-out days. Loading Passes will be issued to exhibitors for entering the loading docks by the event organiser.
- During a large scale exhibition move-in/out, exhibitors will be required to go to the vehicle holding area (VHA) to queue for unloading in the dock area. Exhibitors will not be allowed to unload at the loading dock area without going to the VHA first.
- Access to exhibition halls will be via a loading dock and will be under the supervision of the Centre's Traffic Marshal.
- Hand carry loading procedures are limited to cars, mini-vans, station wagons or pick-up trucks (cannot exceed 20 feet (6.1 metres) in length and 12.5 feet (3.8 metres) in height). No full-sized trucks or trailers will be allowed to unload via the hand carry loading procedures.
- Should exhibitors need assistance with load in/out, they will be referred to the appointed official show freight forwarder at which time fees may apply.
- Vehicles are allowed to load/unload only and may not park in the loading dock area, once vehicles are unloaded; they must be moved to alternate parking locations.
- Upon the close of the exhibition, there will be a 1 hour allowance for removal of hand carry exhibits. Exhibitors can load the hand carry exhibits to their vehicles in the loading dock area during breakdown.
- Exhibitors will be brought to the dock from the VHA on a first come-first served basis in combination with the trucks and van lines coming to pick up exhibitor freight.

The loading and unloading procedures may vary; exhibitors are to refer to show organiser to confirm the vehicle holding area procedures during exhibition move-in/out.

Exhibitors' Deliveries and Freight

- The Centre does not have onsite storage and cannot accept freight and shipment on behalf of exhibitors.
- Exhibitors who chose to manage their own freight carrier to the venue during the specified move-in and move-out day must notify the show organiser the specific details of the movement.
- It is important to ensure that sufficient move-in and move-out time is allocated.
- Advance deliveries and freight shipments are not permitted prior to the move-in date.
- If you have any concerns regarding timing, shipment and transportation, please contact The Flipside.

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(Continue from Form 6-4)

- Exhibitors' appointed carrier will not be allowed to unload at the loading dock area without going to the VHA first. The loading and unloading procedures may vary; exhibitors are to refer to event organiser to confirm the vehicle holding area procedures during exhibition move-in/out.
- Use of own forklift, tow motors, cranes, dollies, pallet jacks are not allowed under any circumstances.
- In the event that the exhibits (e.g. machinery, tool and equipment) required to be move-in/out and cannot be hand-carried, the official show freight forwarders must be engaged to handle them by using the correct tool and method. The services of which will be chargeable by the official event freight forwarder.

Machines and Equipment

- Exhibitors who wish to display machines and equipment must have the display machines' weight assessed to conform with the Centre's requirements.
- If approved by the Centre's Management, adequate protection must be provided to the existing carpet prior to placement of the display machines.
- The above requirements are mandatory for health and safety reasons.

Sound (Noise) Levels

- Objectionable sound devices may not be used.
- Exhibitors are advised that any audio system or electrical device that produces irritating, intermittent and/or sequential sounds/noise is not permitted without prior approval from the event organiser and the Centre's Management.
- Exhibitors should be considerate of neighbouring exhibitors when operating any machine, appliance and sound system.
- Music or noise emitting from the exhibition booth cannot exceed 70 decibels (A). Exhibitors receiving requests from the event organiser or the Centre's Management to reduce the music volume or noise level must conform immediately to the request or be subjected to having the power to their sound system disconnected.

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Promotion Materials

- Exhibitors are not allowed to display and stick their promotion materials in any public area, walls, hall aisle space or obstruct access to emergency exits, fire hose and fire extinguisher cabinets and building control access doors or panels.
- Promotional floor stickers are not permitted on permanent carpeted floors, concrete and marble floors or walls.
- The Centre's Management reserves the right to have anything obstructing or restricting access to the above-mentioned areas and/or items removed at the exhibitors' cost, without liability for loss or damage.
- The distribution of printed matter and circulation of advertising materials is permitted only at the stand space.

Soliciting/Demonstrating

- Canvassing, exhibiting or distributing advertising matter outside the designated exhibition area is prohibited.
- Solicitation or demonstrations by an exhibitor must be confined to the exhibitor's own booth.
- Exhibitors should be considerate of neighbouring exhibitors when soliciting attendees to visit their booths.
- Distribution of an exhibitor's printed advertisements must be done within the exhibitor's own space.
- No exhibits, displays or advertising material of any kind will be allowed in the Centre's public areas, basement parking or hallways.
- Aisles in front of the booths must be kept clear. Enough space must be allocated within each exhibition booth for attendees to browse or watch product demonstrations.

Any activity that causes attendees to congregate in the aisle or in adjacent exhibition booths will be curtailed or cancelled.

Super Booth (6x6 m) Design Guidelines and Approval

All Super Booth Exhibitors are required to submit their booth design for inspection to ensure that it meets the requirements outlined in the Centre's Guidelines as well as the Booth Design Guidelines set out by the event organiser. Maximum Height of the booth cannot exceed 3 metres.

Booth Cleaning

- Exhibitor is fully responsible for cleaning their booths and exhibits.
- If you have any specific requirement on waste disposal especially paint, grease and oil, please contact Event Organiser and Centre Management to discuss correct disposal methods or order this service.

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Smoking Policy

- Smoking is prohibited in the Kuala Lumpur Convention Centre.
- All public areas, inclusive of Foyers, Registration Counters, Cafe, Organiser's Office, Restrooms, Hospitality Lounges and Exhibition Halls are designated as non-smoking zones.
- Designated smoking areas are located at the end of each wing on Ground Level and Level 3.
- Event organiser agree to use their best endeavours to ensure that exhibitors, patrons, and visitors comply with the policy.

Emergency and Evacuation Procedures

The Centre has an emergency and evacuation procedures to enable the successful evacuation of team members, exhibitors, organisers and visitors in the case of a fire or other emergencies. Centres' team member will assist in the evacuation of large numbers of people if the need arises. Evacuation procedures will be announced via the dedicated fire/evacuation PA system and will be co-ordinated by the Centre's S.H.E. Manager and the Security Manager.

Fire Exits

All emergency exits must be accessible and operable from within the building at all times. Access to the emergency exits must be unobstructed at all times to a distance of at least five (5) metres from the door and the path to the exit must be at least equal to the width of the door. Where the exit sign is obstructed for any reason, a temporary illuminated sign is to be provided by the organiser.

Designated fire exits and clearways have been identified with marked green and white exit signs over the doors in the venue. These areas cannot be encroached upon – under any circumstances. Storage of materials or equipment in fire stairs or any door leading to fire stairs is not permitted. It is the responsibility of the organiser to ensure that they do not store any materials at these areas.

Welding and Hot Work

Activities such as welding and grinding which involve the generation of hot sparks are not allowed to be carried out in the Centre.

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Ladder & Scaffolding/Platforms

Only ladder that is constructed of sound material are allowed to be used in the Centre. Ladders that are damaged (damaged stiles, or damage or missing rungs) are strictly not allowed to be used.

All scaffolding that is erected more than 2 m above the ground must be inspected by a competent scaffolder.

The scaffold tag must be clearly display throughout the event. Every scaffold structure or platform which is more than 2 m above the ground must be provided with substantial guard rails of at least 900mm and not exceeding 1000 mm in height above every working platform. The working platforms must be kept free of waste or any other obstructions and is kept in a non-slip state.

Painting

The major painting of displays and exhibition materials is not permitted in the Venue.

The following guidelines must be adhered to:-

- Only non-toxic, primarily water-based, paints permitted.
- Spray painting, nitrate paints/ lacquers are not permitted within the Centre.
- Floors to be covered with plastic over-lay or drop sheets (not newspapers).

Do not wash paint brushes and/or dispose of paint material in the venue toilets. An industrial paint washroom is located near the Loading Dock 2 & 4 where paint brushes can be cleaned and paint material disposed of. Cleaning charges will apply for any removal of paint from the public toilets.

Safe Working Practices

Exhibitors, Contractors and Suppliers must be vigilant of the health and safety issues for themselves and others in the area of work, and must observe and carry out work which is required to be monitored and enforced by the organisers such as the followings:

- The understanding of the emergency response procedures for the event;
- The understanding to ensure aisles leading to emergency exits are kept clear and unobstructed;
- The use of hard hats (safety helmet) when working at heights above 2 meters and/or in restricting access to dangerous areas. This includes in particular the staff below those working at height;
- Safety harnesses, net, fall arresters, life lines, safety hooks or any similar equipment type that will effectively protect persons against falls when working above a height of 2 meters;

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Contact Name : _____

Company: _____

Phone Number: _____

E-mail Address: _____

I, _____, a representative of _____
fully read and understand these Exhibitors Guidelines and agree to the conditions and fees herein during all event
activity which I will facilitate at the Kuala Lumpur Convention Centre (KLCC).

Signature:

Date:

Please submit this form to your Event Manager.

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