ICOMOS GA2026

KUCHING, SARAWAK MALAYSIA

17 – 24 OCTOBER 2026
BORNEO CONVENTION CENTRE
KUCHING, MALAYSIA

EXHIBITOR'S MANUAL

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SECTION 1 - GENERAL INFORMATION

This handbook serves as a comprehensive guide to assist exhibitors in planning for the **ICOMOS GA 2026.**
If you are unable to find specific information in this manual, feel free to contact the appropriate party directly for assistance.

Contact List

ORGANIZER **ANDERES FOURDY EVENTS SDN BHD** G-3A, Hive 6, Mranti Park, Bukit Jalil, 57000 Kuala Lumpur. Attn : Ms. Insyirah Office : +6011 – 5426 1941 Email : enquiries@icomosga2026.org.my	**OFFICIAL CONTRACTOR** **ES EXHIBITION SERVICES SDN BHD** No.8, Jalan 4/118B, Desa Tun Razak, 56000 Kuala Lumpur. Attn : Ms. Yunnie Lim Tel : +6 03 - 9172 1598 Email : yunnie.lim@es-corp.co
VENUE **BORNEO CONVENTION CENTRE KUCHING (BCCK)** The Isthmus, Sejingkat, Kuching, Sarawak, Malaysia.	**OFFICIAL FORWARDER** **R.E. ROGERS (MALAYSIA) SDN BHD** No. 7, Jalan Warden U1/76, Taman Perindustrian Batu Tiga, 40150 Shah Alam, Selangor. Attn : Mr. Hafizzudin Mobile : +6 013 - 676 2716 Email : hafizzudin@rogers-asia.com

Exhibition Schedule

Date	Time	Build-Up
18 October 2026 (Sunday)	7am – 10pm	Official Contractor Set-Up
	12noon – 9pm	Customized Booths Setup as scheduled by the official contractor.
	4pm – 9pm	Exhibitors Move in
	1000pm	Hall Closed
Date	**Time**	**Show Day**
19 – 22 October 2026 (Monday - Thursday)	730am	Access for Exhibitors
	830am – 5pm	Open to Visitors
Date	**Time**	**Tear-Down**
22 October 2026 (Thursday)	5pm – 10pm	Removal of all exhibitor items, equipment and machines
		Dismantling of Stand Fitting and Electrical Installation
		All Booths have to Move-Out
		Handover of Halls
Note: All exhibitors must clear their booths between **5pm – 6pm on 22 October 2026**, in order for the stand dismantling to begin.		

Height Restriction & Limitations

Hall	Detail
Hall A	The maximum booth height is 2.5 mH. All designs must be submitted in one PDF file. **Submission deadline : 25 September 2026**

Badges Collection

	Non- official Contractor	Exhibitor
Eligibility	Applicable to non- official contractor engaged by exhibitors.	Applicable to personnel manning exhibition booths.
Validity	Setup & Dismantle date only.	Show days only.
Collection of Badges	Collection date will be sent out by Official Contractor via email.	**18 October 2026, 11am – 6pm** at Organizer counter.

SECTION 2 - SECURITY, ACCESS, INSURANCE & ENTRY POINTS

Security

All personnel working in the exhibition halls must wear the official **ICOMOS GA 2026** badges at all times. Organizer reserves the rights to evict any exhibitors not wearing the official badges together with the lanyard provided.

Exhibitors shall be responsible for all exhibits in transit to and from and within the confines of the exhibition area or venue. Organizer and hall management will not be responsible for any theft, loss or damage of exhibits/displays during the teardown period advised to monitor their own exhibits/display at all times.

Insurance

Organizer will not be responsible or be liable to any exhibitor, their employees, contractors or agents in respect of any direct or indirect loss or damage to any exhibit or property or injury to person, arising out of or in any way connected with the exhibition. Exhibitors are strongly advised to purchase indemnity insurance to cover public liability and all risk against such loss or damage, risk of fire, injury caused by themselves/employees/ agents, natural disaster or any act of God throughout the duration of the exhibition including setup, move in and tear down period.

Lifts, Escalator & Loading Dock

Exhibitors or contractors shall not use loading bay for storage / staging of goods or any other purpose than for the prompt loading and unloading of goods. All the necessary unloading or loading of items from or to individual vehicles shall be carried out at loading bay. Trolley are not allowed at common area; Shopping Mall. Restocking activity from loading dock to the booth by using trolley only.

The carting of goods shall only be routed to or from the centre and the exhibition halls. No personal or company's vehicle that is not loading or unloading is allowed to park at loading dock.

Due to large amount of non-official contractor and exhibitors move-in and move-out during the set-up and dismantle period, non-official contractors and exhibitors are required to follow the schedule provided by official contractor. To ensure a smooth flow of traffic during setup and dismantle period, non-official contractor and exhibitors is compulsory follow the schedule given by email and subject to prior permission on-site.

Major work construction – wood cutting, painting and angle-grinding is not permitted anywhere within the venue or enclosed loading dock area.

SECTION 3: CONSTRUCTION AND BOOTH FITTINGS

- The standard height for all shell scheme booths is 2.5 m (8 ft). Any design that exceeds this height must submit an application and obtain approval from the official contractor.
- Booth walls are finished with white laminate. Nailing, drilling, or painting on these walls is strictly prohibited. Panels may only be attached using double-sided tape. Any non-compliance will result in the exhibitor being liable for all resulting damages. Any damage to panels will be charged at **RM300** per panel, payable on the same day.
- All inkjet stickers, posters, and similar materials must be removed immediately after the exhibition ends. Failure to comply will result in cleaning or penalty fees of **RM150** per panel, at the our discretion.
- Exhibitors must return all booths and rented facilities in good condition and will be responsible for any damage incurred during the rental period.
- For shell scheme and upgrade booths, no additional fittings or displays may be attached to the booth structure unless approved by the official contractor. Any protruding or cantilevered signage must comply with approved specifications.
- No electrical cables, water or compressed air pipes, telephone lines, or other services inside or near the booth may be removed, altered, or redirected without written approval from the official contractor.
- Exhibitors and contractors must not obstruct aisles, emergency exits, fire hoses, fire extinguishers, control panels, or access doors at any time. Encroachment into public aisles is strictly prohibited. All display items like buntings, banners, display cases, products etc must remain within the assigned booth area. Failure to comply may result in penalties imposed by the official contractor.
- No items may be suspended from the exhibition hall ceiling, nor may any fixtures be attached to the building structure.
- Exhibitors must complete and submit the shell scheme or raw space form together with booth designs and other documents to the official contractor for approval before the submission deadline. Designs must be submitted in one PDF file (maximum 5 MB) and follow the sample guidelines in the appendix.
- An approved drawing must be obtained before booth construction begins. The official contractor and venue management reserve the right to reject any contractor or design deemed unsuitable. The final booth construction must strictly match the approved design and drawings. Any deviation may result in immediate suspension of construction without prior notice.
- All materials used for linings, drapes, or overhead structures must be non-flammable. Flammable materials are strictly prohibited unless treated with fire retardant.
- Failure to obtain written approval can result in costly alteration on site in the event that the designs or installations contravene fire and safety regulations, booth height limits and boundary or any space contract rules and regulations. Organiser, venue management or official contractor reserves the right to stop and disallow participation in lieu of failure to submit such designs for approval.
- Exhibitors constructing multi-level or double-decker booths must submit engineering drawings with load calculations certified by a registered engineer under the Board of Engineers Malaysia (BEM).
- Major painting and spray painting are not permitted within the venue. Only non-toxic, water-based paints may be used.
- All booth construction must be completed during the official build-up period. No touch-ups or corrective work will be allowed one hour before the event opens.
- All free-standing structures must be structurally safe and must not exceed the exhibition hall ceiling height. If a booth design does not comply with venue requirements, a structural engineer's certificate may be required.
- Exhibitors and contractors must remove all debris, rubbish, and packing materials from the venue. Failure to do so will result in cleaning charges. No signage or furnishings may be placed outside the designated booth area. (repeat 1)
- Contractors must sign a Contractor Activity Sheet to confirm compliance with regulations, schedules, and conduct. Only upon submission of the signed activity sheet and performance bond will contractors be allowed to bring materials on-site or commence work.
- For booths taller than neighbouring booths, the rear fascia or back panels visible to adjacent booths must be fully finished in plain white, without branding. If an unfinished portion of the booth or exhibit display is exposed, the booth contractor must make it presentable at the exhibitor's expenses.

- Customized structures located on the venue's carpeted or tiled flooring, or as required by the venue, must include an underlay within the booth area and adequate floor protection prior to the commencement of construction. The contractor is required to install a platform and/or underlay within the booth area to meet any special requirements set by venue management. The underlay must have a minimum thickness of 12 mm.
- Timber flooring or platforms must be at least 25 mm thick, while chipboard or melamine flooring must not less than 18 mm thick. All corners must be rounded, bevelled, or protected with plastic guards. Floor coverings such as drugget or linoleum must be securely fixed or weighted at the edges to prevent safety hazards.

Information must be submitted for customized booth :

- A detailed scale drawing showing the proposed 3D design, including full dimensions and heights, with both plan and elevation views. The exact height must be clearly stated in the elevation view.
- A description of the materials to be used for stand construction, together with the building methodology.
- A layout plan showing the booth location within the exhibition, including details of any underlay or platform, especially for booths built on carpeted flooring.
- A risk assessment, including fire hazards, along with a method statement.

Information must be submitted for full-enclosed, covered booth with solid ceiling, roofted structure and hanging structure :

- Detailed scale drawing with proposed 3D design, detailed dimensions and height including plan views and elevation.
- Roof loading and structural calculations.
- Specifications of the materials used.
- A risk assessment, to include fire hazards and method statement.
- Structural Engineer's Certificate to the venue management no later than fourteen (14) days prior to the event build-up.
- A stand that has a roof or ceiling fitted is required to provide additional fire protection equipment smoke detector, portable CO2, dry chemical extinguisher or sprinkler system.

Information must be submitted for Double Storey booth :

- Detailed scale drawing with proposed 3D design, detailed dimensions and height including plan views and elevation of each storey.
- Elevations including full steelwork and staircase details.
- Width and position of gangways within the stand.
- Floor and/or roof loading, specifications of the material used, structural calculations.
- The maximum number of public visitors allowed entry to the 2nd floor or upper level.
- A risk assessment, to include fire hazards and method statement.
- Sufficient illuminated exits signs positioned so that they can be seen to facilitate escape in an emergency.
- Written confirmation from a Structural Engineer's Certificate, with adequate professional indemnity cover, that the design is safe for its purpose, must be supplied together with the Structural Engineer's Certificate to the venue management and official contractor no later than fourteen (14) days prior to the event build-up.
- Double-storey structure is required to provide additional smoke detector and fire extinguishers – A:B:C dry powder type or CO2 type.
- Where more than 50 people can occupy the upper level, the venue management requires a minimum of two separate staircases leading from the ground floor to the upper level.

Administration Fees and Performance Bond :

- A non-refundable administration fee of RM 50 per square meter is payable by the contractor to the official contractor for liaison and approval with the relevant authorities. Non-official contractors are also required to submit a refundable performance bond or cheque of RM 1000 per exhibiting company, payable to ES Exhibition Services Sdn Bhd, before permission is granted to bring materials into the exhibition hall and commence work.
- All rental order payments must be submitted before the stated deadline. The official contractor reserves the right to prevent contractors from moving in if payment is not received by the deadline. Order forms submitted after the deadline will be subject to a 50% surcharge.
- Non-official contractors and exhibitors will not be allowed to collect vehicle permits or contractor badges until full payment has been received.

SECTION 4: ELECTRICAL CONTRACTOR & INSTALLATION

- The official contractor has been appointed to handle all electrical work on-site, including lighting installation, wiring, and connections for both shell scheme and raw space booths. For safety reasons, no other electrical contractors will be allowed to perform any electrical work on-site.
- No electrical installations may be suspended from the roof of the exhibition halls or affixed to any part of the building structure. Additionally, no fittings may extend beyond the boundaries of the designated installations and must be properly safeguarded against electrical overload..
- Each exhibit must use only one power point at a time. The use of multi-plugs is strictly prohibited, as it can lead to electrical overloads, tripping, and potential damage to machines or items. The organizer and official contractor will not be held responsible for any damage caused by electrical issues, including overloads or tripping.
- Contractors and exhibitors providing their own lighting fixtures will incur a charge for the lighting connection. Each lighting connection is charged per item, with a maximum of 100 watts per fixture.
- Charges for lighting connections, including LED lighting, will be based on the number of tubes, bulbs, or meters of strip lighting used on the stand. Lightboxes will be charged according to the number of tubes contained within each unit. Exhibitors and contractors are strictly prohibited from using power points for lighting items.
- All electric lighting must be installed at a minimum height of 2.2 meters above floor level. Lighting must remain within the confines of the exhibition booth, with no protrusion into the aisle areas.
- Contractors are required to order temporary power for any setup or dismantling activities that require electricity.
- Exhibitors and contractors must ensure they have ordered sufficient power supply for any machines, cooking, or boiling equipment to prevent electrical overloads and tripping.
- Exhibitors and contractors must also order sufficient 15A/230V power points for LED screens.
- The official contractor, organizer, or venue management reserves the right to disconnect the electrical supply to any installation deemed unsafe or likely to cause disruption or inconvenience to visitors or other exhibitors, as assessed by the Electrical Chargeman.

SECTION 5: IMPORTANT INFORMATION

This section outlines essential guidelines and regulations that exhibitors must adhere to during the exhibition. Following these rules is crucial to avoid any confusion and ensure smooth operations. It is therefore imperative that all exhibitors thoroughly understand these requirements. For any inquiries, please refer to the event organizer or official contractor.

BALLOONS

- Exhibitors wishing to use balloons must obtain permission from the official contractor or hall management at least one (1) month prior to the build-up date. The written request should include:
  - Location of stand displaying the balloons
  - Types and sizes of balloons
  - A 3D photo of the balloons
  - Types of gas used

- Toy balloons containing HELIUM are prohibited. The placement of balloons should not obstruct the view of CCTV cameras or the water sprinkle system.

AIR CONDITIONING

- Air conditioning is not provided during the build-up and tear-down periods.

EXHIBITION MANAGEMENT

- The organizer reserves the right to be the sole judge of any exhibits and may, at their discretion, require any exhibit to be immobilized or removed.

ANIMALS

- Live animals are not permitted in the venue (unless the animal are connected with the purpose of the exhibition).

LOSS & DAMAGE

- The Organizer shall not be held liable or responsible for any loss or damage to the exhibitor's property, including exhibition materials, whether caused by the official contractor, the freight forwarder, or arising from transportation, shipment, or handling to or from the exhibition premises, or for any other reason whatsoever.

STORAGE

- No storage facilities are provided to contractors or exhibitors.

DISTRIBUTION OF BROCHURES

- Brochures may only be distributed within the exhibitor's own stand space. Distribution outside the stand area is not allowed.

PROMOTIONAL MATERIALS

- Exhibitors are not permitted to display or attach promotional materials in public areas, on walls, in aisles, or in a manner that obstructs emergency exits, fire hose cabinets, or control access doors. Floor stickers for promotional purposes are not allowed.

LEFTOVER GOODS IN THE VENUE / HALL

- Exhibitors wishing to store leftover goods with the contractor will be charged based on quantity, transportation, storage, and labor. Charges are non-negotiable.

PUNCTUALITY

- Exhibitors or contractors who fail to complete their booth within the allotted setup or dismantling time will incur an hourly penalty, payable in cash on-site by one of the parties.

EXHIBITORS' HAND-CARRY PROCEDURES

- Exhibitors and stand contractors must adhere to the access times specified in the manual. Hand-carried freight refers to items that can be easily carried by an individual without the need for mechanical equipment. This includes boxes, suitcases, portable displays on wheels, and small luggage bags.
- Exhibitors may use the guest lifts to transport materials that can be hand-carried to their booths. Items such as carts, crates, or two-wheel dollies are not considered hand-carried

EXHIBITORS' DELIVERIES AND FREIGHT

- Advance deliveries and freight shipment are not permitted prior to the move-in date. If exhibitors have any concerns regarding timing, shipment and transportation, please contact Organiser or Official Freight Forwarder.
- Personal forklifts, tow motors, cranes, dollies, and pallet jacks are not permitted under any circumstances. For items that cannot be hand-carried and required to move in and out, please contact the official freight forwarder for assistance.

FIRE SAFETY

- All fire protection systems, exits, and evacuation routes must be kept unobstructed. No item may remain within 3 meters of any exit. The storage of combustible materials is prohibited, and toxic or hazardous substances, including flammable liquids and compressed gas, are not allowed

EMERGENCY EVACUATION PROCEDURE

Organiser and official contractor have an emergency evacuation plan to enable successful evacuation of staff, exhibitors and visitors in the case of fire or other emergencies.

ACTION UPON HEARING THE FIRE ALARM

- Upon the sounding of the emergency tone, immediately stop any ongoing activities.
- Stay at your location and wait for instruction from the floor warden or the PA system.
- After receiving the evacuation order, evacuate the building in an orderly manner to the assembly area.

EVACUATION ASSEMBLY AREA

- Organiser, exhibitors, visitors and contractors in any hall or any part of the centre must be assembled at the nearest assembly area.
- The evacuation route and assembly area are outlined on the maps shown.
- The map should be studied by all exhibitors, contractors and all their staff or agents as part of their familiarisation with the venue physical infrastructure.

MACHINE / EQUIPMENT

- Any piece of equipment, display, vehicle , or machinery to be displayed inside the Centre which weighs over two (2) tons, including transport vehicles must be approved by Centre's/ Management no less than fourteen (14) days prior to move-in.

CHEMICALS

- Exhibitors intending to use hazardous substances must submit full details to the official contractor for approval prior to the exhibition.

AUDIO VISUAL EQUIPMENT / SOUND (NOISE) LEVEL

- 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 Organiser and Centre.
- Demonstrations: Exhibitors are required to ensure all AV equipment used for marketing purposes is maintained at comfortable volume levels. Any audio system or electronic device that is deemed disruptive to the standard conduct of business of the exhibition or organizer/venue will not be tolerated and will be removed from site, this includes noisemakers such as whistles, vuvuzelas, horns, etc.
- Sound levels: AV presentations must be muffled so that noise does not interfere with other Exhibitors. Extremely loud noises such as bells, sirens, buzzers etc. will not be permitted in order that a professional atmosphere be maintained. Music or noise emitting from exhibition booth cannot exceed 70 decibels (A).Organizer and venue management reserves the right to reduce the sound levels, restrict and/or switch off any AV displays deemed disruptive.

- Music & film copyrights: Exhibitors who wish to utilise audio and/or visual aids in the exhibition in relation to the sound tracks of videos and music must ensure that the use thereof will not infringe on the copyrights of others. Exhibitors are advised to contact the regulating authority regarding the procedures for application of a "Copyright Music Licence".
- Projectors and/or screens: Viewing areas should not result in people causing congestion in aisles. If you have a large viewing screen make sure it can be enclosed or draped for better viewing.
- All AV equipment and console must be properly arranged. For safety and aesthetics, use cable protectors to cover cables running.
- Live Broadcasting: must seek prior approval from Organizer and venue management.
- Outsource AV Supplier: Supplier must comply to venue in house rules and regulations.

CATERING – FOOD & BEVERAGE / FOOD SAMPLING

- Outside food and beverages are strictly prohibited except for F&B exhibitions or where prior approval has been granted by the venue.
- Details of proposed preparation, cooking and dispensing of food including sampling and distribution in non-F&B events must be provided to the Centre for approval at the early planning of such event. Proposed sampling activity must be submitted in writing to the official contractor for approval at least 14 days prior to the event.

SCAFFOLDING / LADDER

- Only aluminium scaffolding/aluminium ladder/steel ladder are allowed to use in the hall.
- All scaffolding or temporary seating must be erected by a licensed person in accordance with the manufacturer's instructions and certified by an engineer in writing; also a hand-over certificate must be completed. A copy of engineer's certifications and hand-over certificates must be provided to Centre's Health & Safety Officer at least 24 hours. Scaffolding that is above 2 meter height must be inspected by certified scaffolder registered with DOSH and scaffold tagging must be display on the structure itself.
- Contractors working at height on the scaffolding must be equipped with proper PPE(Personal Protective Equipment)

SMOKING POLICY

- Smoking is prohibited in the entire Centre including all indoor and outdoor areas. This also applies to the use of all electronic cigarettes and vaporisers. Failure to comply with these regulations could lead to possible prosecution.

COMPLAINT / CLAIM

- Any complaints regarding non-delivery of ordered goods must be reported to the Official Contractor Counter on the first day of the exhibition. If no report is made, the goods will be deemed to have been delivered in good condition, and no further claims will be accepted.

ICOMOS GA2026
KUCHING, SARAWAK MALAYSIA

Organised by
ICOMOS MALAYSIA

17 – 24 October | Borneo Convention Centre Kuching, Malaysia

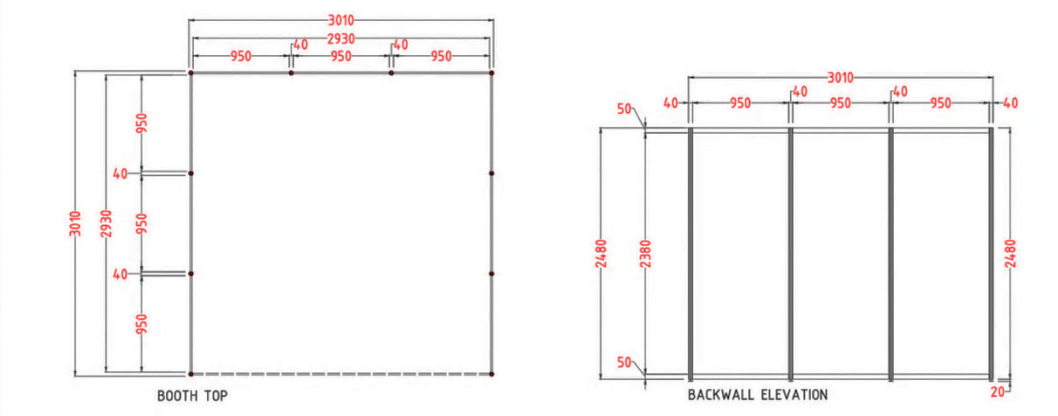
Form 1 – Shell Scheme

- Forms submitted after **25 September 2026** are not guaranteed.
  Fascia names must be in capital letters and cannot be changed once the form has been submitted to the organiser or official contractor.
- Amendments or exchanges of fascia names are not allowed on-site, except in cases of spelling errors.
- Chinese fascia names will be charged at RM50 per word.
- Nailing, drilling, or any other modification to the shell scheme panels is strictly prohibited. Any damage to the panels will be charged at RM300 per panel.
- Only one company name is allowed per fascia board. Any additional company names (even on separate boards) are subject to charges by the official contractor and approval from the organiser.

Fascia Name (Please fill in):

Fascia wording is allowed only on each shell scheme exhibiting stand and must not exceed 48 characters.

Shell Scheme Specifications	
Booth Size	9 Sqm
Back & Side Wall	2.44m Height (8 Feet)
Fascia Board	3m x 330mmH
Flooring	Needle Punch Carpet @ 9 Sqm
Reception Desk	1 unit
Folding Chair	2 units
Waste Bin	1 unit
Fluorescent Light	2 units
4A/230V Power Point (not for lighting)	1 unit
*Above Items cannot be replaced / exchanged.	



Company Information

Billing Company's Name:		Person-In-Charge:
Exhibiting Company's Name:		Booth No:
Tel :	Mobile :	Email :
Address:		Signature & Company Stamp:

Please submit the completed form by the **deadline of 25 September 2026** to ES Exhibition Services Sdn Bhd **:**
Attn: Ms. Yunnie Lim **Email : yunnie.lim@es-corp.co** **Tel : +6 03 – 9172 1598**

Form 2 – Raw Space

- All prices stated are inclusive of 6% Sales and Services Tax (SST).
- Forms and customized booth designs submitted after **25 September 2026** will be subject to a 50% surcharge.
- A 50% cancellation fee will be applied to any cancelled items after the forms have been submitted to the official contractor.
- Orders without payment are not guaranteed. Please submit the bank-in slip after payment and collect the original invoice at the Technical Services Counter. No refunds will be made for services installed but not utilized during setup or show days.
- Non-official companies are entitled to a maximum of two (2) non-official contractor vehicle permits for setup and dismantling.

Contractor Information (complete only if different from billing information)

Billing Company's Name:		Person-In-Charge:
Exhibiting Company's Name:		Booth No:
Tel :	Mobile :	Email :
Address:		Signature & Company Stamp:

Contractor Badges

Contractor Badge	Payable By (Company Name)
( ) unit x RM 30 = RM	
Note : Contractors without badges will not be permitted entry into the exhibition hall. Badges requested after the deadline will be charged RM50 per unit.	

Administration Fee (Non-Refundable)

Administration Fee	Payable By (Company Name)
( ) sqm x RM 50 = RM	
Note : An 8% SST is included in the Administration Fee.	

Performance Bond (Refundable)

Structure	Unit Cost (RM)	Payable By (Company Name)
Single Deck | Double Deck	RM 10,000	
Note : Please issue a separate cheque for the Performance Bond from other payments.		

Billing Information

Billing Company's Name:		Person-In-Charge:
Exhibiting Company's Name:		Booth No:
Tel :	Mobile :	Email :
Address:		Signature & Company Stamp:

Please submit the completed form by the **deadline of 25 September 2026** to ES Exhibition Services Sdn Bhd **:**
Attn: Ms. Yunnie Lim **Email : yunnie.lim@es-corp.co** **Tel : +6 03 – 9172 1598**

Form 3 – Contractor Activity Sheet

ES EXHIBITION SERVICES SDN. BHD. (402037-T) (199601029685)
8, Jalan 4/118B, Desa Tun Razak,
56000, Kuala Lumpur, Malaysia
T +603 9172 1598 E info@es-corp.co www.es-corp.co

ES-A06-F03
Rev. 11
18-Dec-25

CONTRACTOR ACTIVITY SHEET

Please tick accordingly (√) ☐ Sub - Contractor ☐ Non - Official Contractor

Person In-Charged : _____ Phone No: _____

Non-Official Contractor Company _____ Booth No : _____

Exhibitor's Company : _____

Description of Work - Structure : ☐ Wooden ☐ Truss ☐ Maxima ☐ R8 System

☐ Electrical : Lighting ☐ Others _____

General Rules, Environmental & Safety Activity Requirements:-

(A) Contractors must wear the pass supplied by ES Exhibition at all times when entering the halls.
(B) Contractors must possess a valid business registration license, workmen's compensation insurance, and public liability and/or third-party liability
(C) All Malaysian workers must hold a valid Identity Card (IC), and all foreign workers must hold a valid work permit to obtain a contractor badge.
(D) Persons under 18 years of age are not permitted to enter or work on the premises.
(E) Consumption of food is not allowed in back-of-house areas, loading docks, or public areas.
(F) Alcohol is not permitted in work areas, and no one is allowed to work under the influence of drugs or alcohol.
(G) Smoking is prohibited in the exhibition hall and associated work areas. Smoking is allowed only in designated smoking areas.
(H) Construction materials must not be placed on NO FREIGHT AISLES or obstruct fire exits and firefighting equipment. All materials must be kept within the contracted booth space at all times.
(I) Contractors must take all necessary measures to prevent chemical spills. Any hazardous chemicals must be properly contained and disposed of by the
(J) Any work involving fire, open flames, spark-producing tools, or other potential ignition sources (e.g., welding arcs, petrol/diesel engines, torches, matches, lighters, etc.) must be fully supervised, and appropriate fire extinguishers must be provided in permitted areas.
(K) Contractors and their employees are strictly prohibited from using guest toilet facilities or loitering in lobby or guest areas.
(L) Urinating in paint-washing rooms or any unauthorized areas is strictly prohibited.
(M) Paint preparation and cleaning must be carried out only in the designated washroom. Contractors found cleaning or disposing of paint, chemicals, or materials in toilets or wash basins will be penalised and liable for the cost of rectifying any damage to the drainage system.
(N) Contractors must remove all debris, rubbish, and packing materials from the premises upon completion of work.
(O) Contractors are strongly encouraged to adopt a "lifecycle perspective" to protect the environment—procure from responsible vendors, apply the 3Rs (reduce, reuse, recycle), dispose of waste according to government requirements, and implement programs to reduce carbon footprint.
(P) All hazardous waste must be disposed of in accordance with DOE requirements.
(Q) Contractors must strictly follow the venue's waste management rules, including disposing of waste only in designated bins.
(R) Activities that generate dust such as welding, sanding, and sawing are strictly prohibited. Structural components must be pre-fabricated off-site, and no major painting is permitted.
(S) Contractors must maintain their vehicles to prevent diesel/petrol leaks and ensure clean engine emissions.
(T) Contractors must wear proper attire and necessary personal protective equipment (PPE) at all times. Safety must be the highest priority. Anyone working on scaffolding 2 metres or higher must wear PPE such as a safety helmet, body harness, and safety shoes. Covered footwear is required at all times—no slippers, sandals, or open-toed shoes are allowed.
(U) Screwing, drilling, nailing, or painting on the floor, walls, pillars, or any part of the exhibition hall is strictly prohibited.
(V) Unruly, unacceptable, or violent behaviour is strictly prohibited. Individuals acting without due care for others or refusing to follow instructions from Security personnel will be removed from the site. Anyone using abusive language, engaging in violent behaviour, unsafe work practices, or non-compliant activities will be prohibited from working in the Centre immediately.
(W) Contractors must consult the event officer or relevant personnel-in-charge if they have any questions regarding these rules or other matters. The responsible officer must also be informed upon completion of work before leaving the site.
(X) All incidents during build-up or tear-down activities must be reported to the Centre's Security Department, located in the designated area.

CONDITION OF SAFETY HEALTH AND ENVIRONMENT OF WORKPLACE

Acknowledgement by Contractor :

_____

Name :
Date :

ICOMOS GA2026
KUCHING, SARAWAK MALAYSIA

Organised by
ICOMOS MALAYSIA

17 - 24 October Borneo Convention Centre Kuching, Malaysia

Form 4 – Furniture & Electrical Order

- All prices stated are inclusive of 6% Sales and Services Tax (SST).
- Forms and customized booth designs submitted after **25 September 2026** will be subject to a 50% surcharge.
- A 50% cancellation fee will be applied to any cancelled items after the forms have been submitted to the official contractor.
- Orders without payment are not guaranteed. Please submit the bank-in slip after payment and collect the original invoice at the Technical Services Counter. No refunds will be made for services installed but not utilized during setup or show days.

No	Furniture Item	Unit Cost (RM)		QTY	RM
		Before 25 Sept	After 25 Sept		
1	Counter Barstool (White)	120	180		
2	Sylvia Barstool (White)	120	180		
3	Korean Chair	110	165		
4	Folding Chair	50	75		
5	Single Seater Black Sofa	280	420		
6	Square Coffee Table	110	165		
7	Zig Zag Brochure Rack	200	300		
8	Spandex Bistro Table (Black Cloth)	170	255		
9	Round Table Top Laminate	120	180		
10	System Table 760mmH x 1000mmW x 500mmL	100	150		
11	Curve Counter	280	420		
12	Curve Light Box Counter	440	660		
13	Display Cube (Small) 500mmH	140	210		
14	Display Cube (Medium) 750mmH	160	240		
15	Display Cube (Large) 1000mmH	160	240		
16	Pifex System Racking	440	660		
17	System Panel	170	255		
18	Box Up	308	462		
19	System FND Wooden Door	330	495		
20	Q-Pole	90	135		
21	Wooden Easel Stand	132	198		
22	Basket	14	21		
23	Reception Counter 1000mmH x 100mmW x 500mmL (Lockable)	280	420		
24	Banquet Table 2.5 ft x 6 ft with Black Skirting	170	255		
25	Low Showcase Glass Rop	630	945		
26	High Showcase Glass Top	910	1365		
27	Lockable Cupboard 760mmH	200	300		
28	Shelving Unit	70	105		
29	Butterfly Bar Swive Bar Chair	200	300		
			Total (RM) :		

No	Electrical Item	Unit Cost (RM)		QTY	RM
		Before 25 Sept	After 25 Sept		
1	LED Arm Spotlight Warm/White	150	225		
2	13 AMP Power Point	150	225		
3	15 AMP Power Point 24 Hours	660	990		
4	300W Gloog Light	280	420		
5	3" LED Downlight	120	180		
6	Lighting Connection	190	285		
7	LED Strip Light 1 Meter	120	180		
8	LED T8 Fluorescent Lamp	190	285		
9	LED Track Light 3 unit	330	495		
10	LED HD TV 42" Per Function	2750	4125		
11	LED HD TV 50" Per Function	3850	5775		
12	LED HD TV 65" Per Function	4400	6600		
13	TV Stand	330	495		
14	LED Touch Screen 50" Standee Per Function	5500	8250		
15	Temporary power point for setup	390	585		
			Total (RM) :		

NOTE :

1. **Multi-plug extensions are not permitted, and power points must not be used for lighting purposes.**
2. **For LED strips (per meter run) or LED lights (per bulb), it is compulsory to order "LED Lighting per Connection."**
3. **For non-LED lighting items, it is compulsory to order "Lighting Connection" for each item, with a maximum load of 100W per item**

Billing Information

Billing Company's Name:		Person-In-Charge:
Exhibiting Company's Name:		Booth No:
Tel :	Mobile :	Email :
Address:		Signature & Company Stamp:

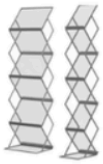
Please submit the completed form by the **deadline of 25 September 2026** to ES Exhibition Services Sdn Bhd :
Attn: Ms. Yunnie Lim **Email : yunnie.lim@es-corp.co** **Tel : +6 03 – 9172 1598**

COUNTER BARSTOOL (WHITE)

SLYVIA BARSTOOL (WHITE)

EAMES CHAIR WHITE SEAT WOODEN LEG

FOLDING CHAIR


STANDING ZIG ZAG BROCHURE RACK

BUTTERFLY BAR SWIVEL BAR CHAIR

BLACK SYNTHETIC LEATHER PU ONE SINGLE SEATER SOFA

ROUND TABLE TOP LAMINATE

PLASTIC FOLDING TABLE 2 ½ FEET X 6 FEET

BOX UP SYSTEM

SYSTEM TABLE 760MM H X 1000MM W X 500MM L

CURVE COUNTER

DISPLAY CUBE

LOCKABLE CUPBOARD 760 H

BELT TYPE Q POLE (RED)

RECEPTION COUNTER (LOCKABLE)

SYSTEM PANEL

BUNTING STAND

PIFEX SYSTEM RACKING

CURVE LIGHT BOX COUNTER

SYSTEM FND WOODEN DOOR

LOW SHOWCASE

HIGH SHOWCASE

SPANDEX BISTRO TABLE (BLACK CLOTH)

SQUARE COFFEE TABLE

BASKET

15 AMP SPN SWITCH SOCKET OUTLET

13 AMP POWER POINT

300W FLOOD LIGHT

LED TOUCH SCREEN 50"

PORTABLE AIR COOLER

DB BOARD ELECTRICAL

LED SPOTLIGHT

LED ARM SPOTLIGHT

3 LED DOWNLIGHT

LED TRACK LIGHT 3 UNIT

LED T8

LED HD TV 42", 50" & 65"

40" LED TV C/W STAND

INDUSTRIAL STAND FAN

Form 5 – Printing Order

- All prices stated are inclusive of 6% Sales and Services Tax (SST).
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Please submit artwork in AI format along with the layout indicating the printing position by **25 September 2026**. For different printing sizes, please consult the person in charge.

- Format : AI (Adobe Illustrator) file
- Resolution : At least 300dpi
- Note : Please ensure all fonts are converted to outlines, and include all linked files to avoid any missing content or logos.

Printing		Size mm (L) X mm (H)	Unit Cost (RM)	QTY	RM
1	Fascia : Inkjet Sticker on Fascia Panel	2930 x 250	198		
2	Fascia : Inkjet Sticker on Foam Board	3010 x 350	396		
3	Backwall : Inkjet Tarpaulin	3000 x 2480	1433		
4	Backwall : Inkjet Sticker on Panel (Per Pcs)	950 x 2380	581		
5	Backwall : Inkjet Sticker on Foam Board	3000 x 2480	2387		
6	Inkjet Sticker on Reception Table	Front : 950 x 650 Side : 455 x 650	310		
7	Inkjet Sticker on Info Counter 1mH	Front : 950 x 920 Side : 455 x 920	462		
8	Inkjet Sticker on Foam Board @ Reception Table	Front : 1030 x 750 Side : 535 x 750	482		
9	Inkjet Sticker on Foam Board @ Info Counter 1mH	Front : 1030 x 1000 Side : 535 x 1000	642		
				Total (RM) :	

Billing Information

Billing Company's Name:		Person-In-Charge:
Exhibiting Company's Name:		Booth No:
Tel :	Mobile :	Email :
Address:		Signature & Company Stamp:

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PRINTING CATALOGUE

FASCIA

Inkjet Sticker On Fascia Panel

Inkjet Sticker On Foam Board

BACKWALL

Inkjet Tarpaulin

Inkjet Sticker On Shell Scheme Panel

Inkjet Sticker On Foam Board

RECEPTION TABLE & INFO COUNTER 1MH

Inkjet Sticker on Reception Table

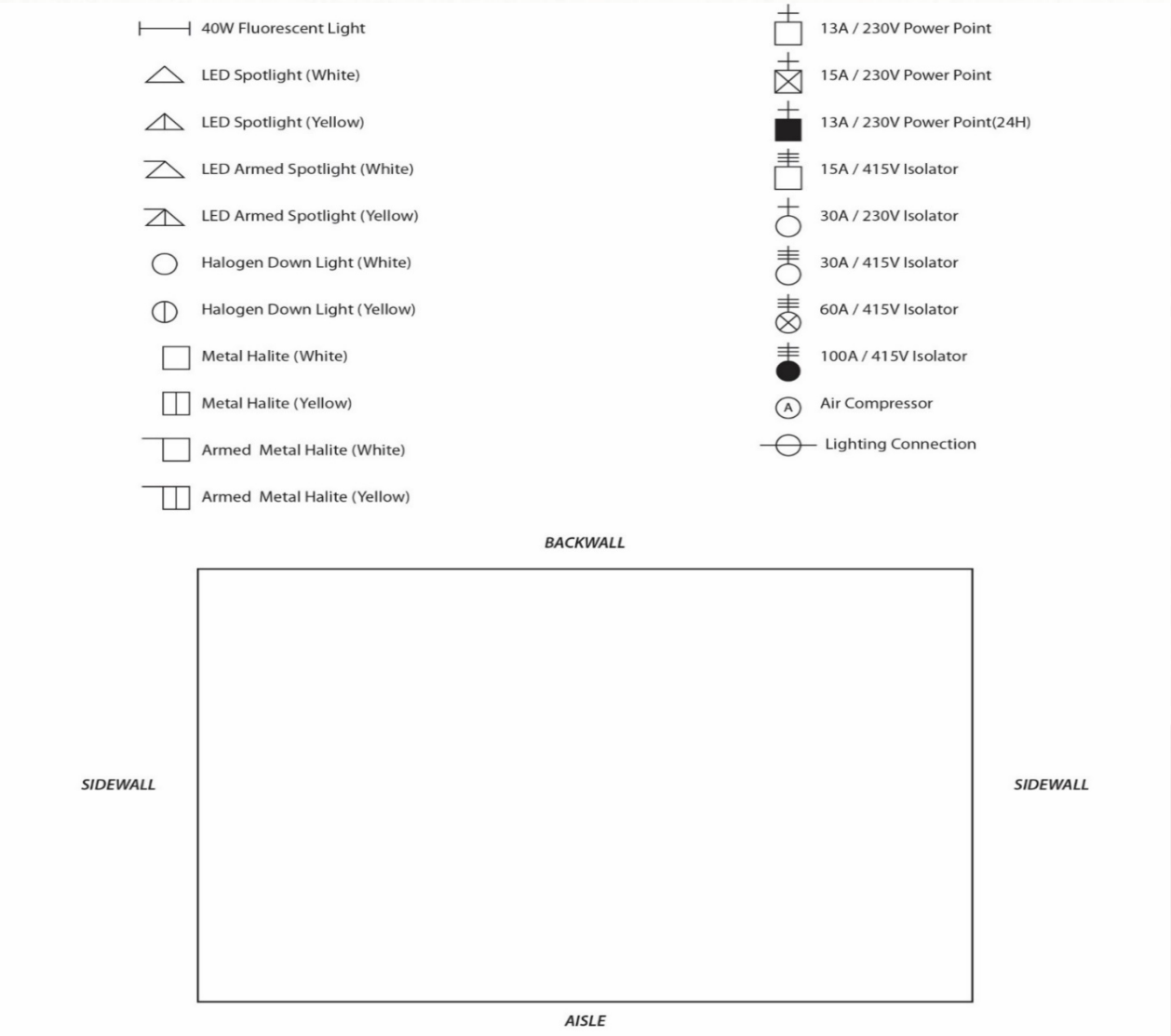
Inkjet Sticker on Foam Board @ Reception Table

Inkjet Sticker on Info Counter 1mH

Inkjet Sticker on Foam Board @ Info Counter 1mH

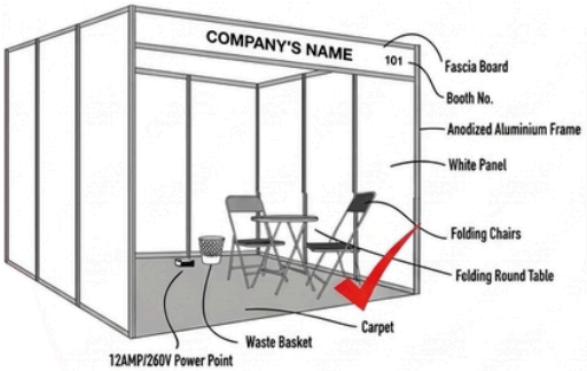
www.es-corp.co
ES Printing Catalogue Ver.2025

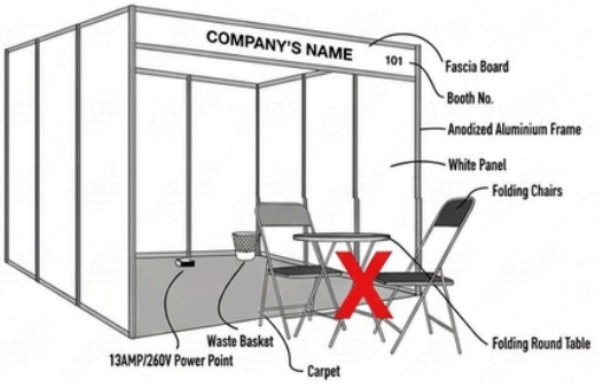
Form 6 – Allocation

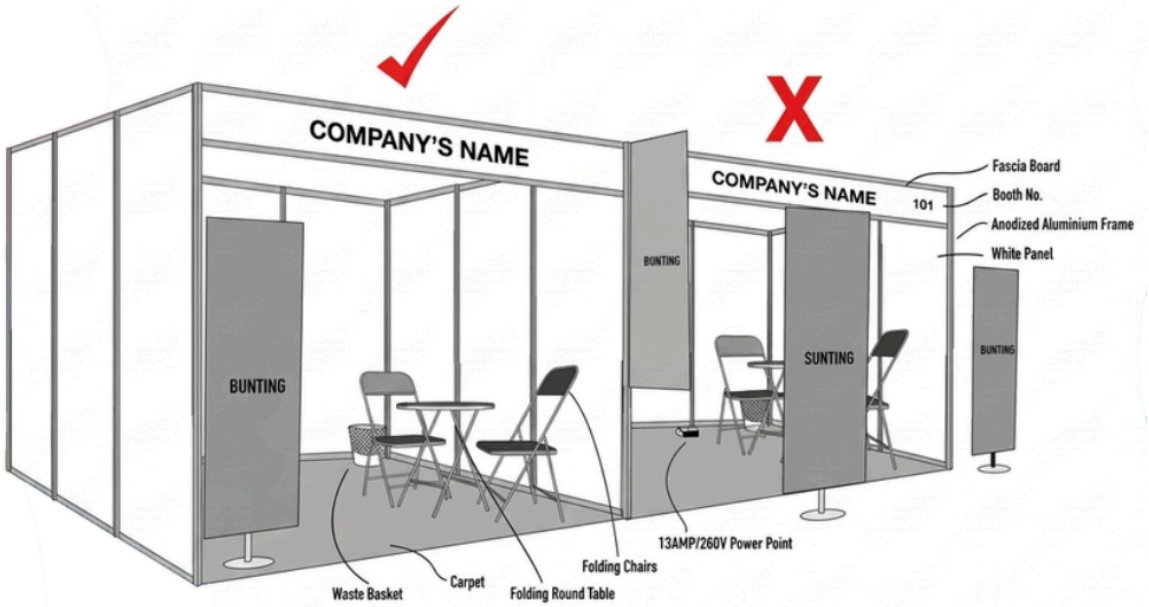


Billing Company's Name:		Person-In-Charge:
Exhibiting Company's Name:		Booth No:
Tel :	Mobile :	Email :
Address:		Signature & Company Stamp:
Please submit the completed form by the **deadline of 17 September 2026** to ES Exhibition Services Sdn Bhd **:** **Attn: Ms. Yunnie Lim** **Email :** yunnie.lim@es-corp.co **Tel : +6 03 – 9172 1598**		

STANDARD SHELL SCHEME BOOTH (DO'S & DON'TS)



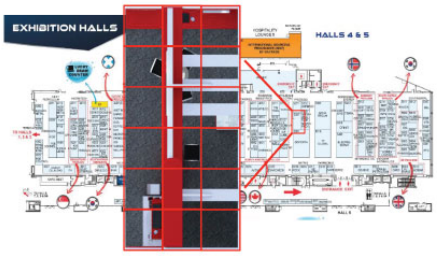




Design Submission Requirement

Event Name	
Event Date	
Contractor Company	
Contractor Name	
Contractor Phone Number	
Contractor Email	
Booth Name	
Booth Number	
Booth Size (sqm)	
Booth Height	

1. Booth Location in Exact Floor Plan



2. Overall Perspective View & Bird View

3. Other Perspective Views and Back View

4. Elevation Views From All Angles

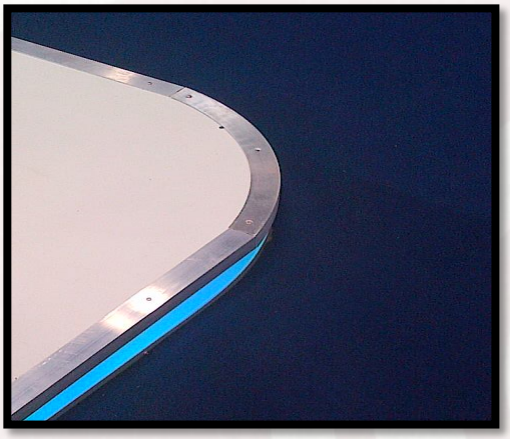
5. Structural Details / Materials

6. Building Methodology (Method to Construct & Support)

Method to construct the HEADER:
1.
2.
3.
4.
5.
6.

Method to support to HEADER
1.
2.
3.

Customized Booth Design Guideline



Working Condition

- No children allowed
- No slippers, High heel & sandals
- No shorts & singlets
  (min. length 7quater must be below the knee)
- No food & drink allowed
- No smoking and vaping
- Do not stand on chairs & tables
- Do not used overload trolley
  (max. eye level)
- No alcohol
- No shopping mall trolley allowed

PPE must be worn in designated areas
PPE = Personal Protection Equipment

- Proper Attire
- Safety Belt
- Suitable Glove
- Eye Protection
- Helmet
- Safety/Covered Shoe
- Use Proper Ladder
- Suitable Mask

Emergency gangways MUST be kept clear

Beware! Slip & Trip hazards