

หนังสือคู่มือผู้เข้าร่วมงาน Exhibitor Manual

หอการค้าแฟร์ TCC Fair 2018

Friday 28th September – Sunday 7th October 2018

At Chiang Mai International Exhibition and Convention Centre



Organized By The Thai Chamber of Commerce



Dear Exhibitor,

Welcome to **TCC Fair 2018 –The Regional Trade Consumer & Lifestyle Exhibition.**

This is your personal copy of the Exhibitor Service Manual, which has been compiled to assist you in your preparation for the event. We recommend a careful study of its content to ensure that your participation will be a successful experience for your company. The manual will provide you with information required for the preparation of your exhibition stand. General guidelines, marketing aides and useful addresses are also included in the manual.

The “Index of Forms” lists every individual form included in the manual and shows you which forms are compulsory to return. The other forms are for your attention and completion where necessary.

Please return the order forms on or prior to the stipulated dates stated to ensure that the services required are arranged before the exhibition. Do remember to make a copy for your own reference.

We look forward to welcoming you at **TCC Fair 2018 –The Regional Trade Consumer & Lifestyle Exhibition!**

**Respectfully yours,
The Organizing Team**

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1. List of Contacts

Organizer	Official Contractor
The Thai Chamber of Commerce 150 Rajbopit Rd., Wat Rajbopit, Phra Nakorn, Bangkok 10200 Tel: +66 2-018-6888 Fax: +66 2-622-2376 Email: tccfairbiz@thaichamber.org	Expolink Global Network Ltd. B.B. Building, 10th Fl., #1007, 54 Sukhumvit 21 (Asoke Rd.), Klong Toey Nua, Wattana, Bangkok 10110 Tel: +66 2-640-8013 Fax: +66 2-664-2076
Sales Team	Operations/Activities
Ms. Thaniya Na Nakorn Tel: +66 2-018-6888 Ext. 2080 Mobile: +66 92-663-3156 Fax: +66 2-622-2376	Ms. Nareenat Permpool Tel: +66 2-640-8013 Ext. 20 Mobile: +66 63-212-6313 Fax: +66 2-664-2076 Email: nattaya@expolink.net
	Venue
	Chiang Mai International Exhibition and Convention Centre (CMECC) 456 Moo 1, Changpuak, Meung, Chiang Mai 50300 Mr. Supakorn Pattakul Tel: +66 53-010-572-3 Fax: +66 53-010-571 Email: supakornbank@hotmail.com

2. Schedule of Events

Chiang Mai International Exhibition and Convention Centre (CMECC)

Build-up Period	Date	Time
Official Stand Contractor Move-In	23-24 Sep 18 25-27 Sep 18	09.00 – 18.00 hrs. 08.00 – 21.00 hrs.
Non-Official Stand Contractor Move-In <u>for Raw Space</u>	24 Sep 18 25-27 Sep 18	13.00 – 18.00 hrs. 08.00 – 21.00 hrs.
Non-Official Stand Contractor Move-In <u>for Shell Scheme</u>	26 Sep 18 27 Sep 18	14.00 – 21.00 hrs. 08.00 – 21.00 hrs.
Exhibitor Registration & Badge Pick-Up * For Space Only * For Standard Booths	26 Sep 18 27 Sep 18	14.00-18.00 hrs. 10.00-18.00 hrs.
Exhibition Period	Date	Time
Opening Hours of Exhibition Hall <u>for Visitors</u>	28 Sep – 7 Oct 18	11.00 – 21.00 hrs.
Opening Ceremony	28 Sep 18	15.00 hrs.
TV 3 Concert	28 Sep 18	16.30 hrs.
Opening Hours of Exhibition Hall <u>for Exhibitors/Contractors</u> * Products Move-In (Hand carry & Trolley Only)	28 Sep 18 29 Sep – 7 Oct 18	09.00 – 11.00 hrs. 21.00 – 22.00 hrs. 10.00 – 11.00 hrs. 21.00 – 22.00 hrs.
Dismantling Period	Date	Time
Stand Dismantling	7 Oct 18 8 Oct 18	21.00 – 00.00 hrs. 00.00 – 12.00 hrs.
All Stands Dismantled & Debris Removed	8 Oct 18	By 12.00 hrs.

Note:

- Contractors must finish their constructions by 18.00 hrs on 27 September 2018. Any constructions are strictly prohibited. Only cleaning and decorating their booths are allowed
- Stands dismantle before 21.00 hrs on 7 October 2018 are prohibited
- Do not leave your belongings during tear down. Any damages occur to your belongings, the Organizer shall not take responsible
- Exhibitors must wear exhibitor badges at all time during event period for security checking

*Non- Official Stand Contractors must move-out by specific date & time. Any application for overtime during move-out will not be entertained. If Exhibitors are not able to move out their exhibits and fittings on time, the Organizer will enforce clearance. All costs for this enforcement will be charged to the Exhibitors.

3. General Information

3.1 Name of Event

TCC FAIR (The Regional Trade Consumer & Lifestyle Exhibition)

3.2 Venue

Chiang Mai International Exhibition and Convention Centre (CMECC)
456 Moo 1, Changpuak, Meung, Chiang Mai 50300
Tel: +66 53-010-572-3

3.3 Dates & Times

Friday 28th September – Sunday 7th October 2018
Exhibitors Time 10.00 – 22.00 hrs.
Visitors Time 11.00 – 21.00 hrs.

3.4 Organizer

The Thai Chamber of Commerce

3.5 Types of Exhibits

1. Food & Beverages
2. Cosmetics, Healthcare, Beauty and Spa
3. Fashion and Jewelry
4. Lifestyle and Decorations
5. Tourism, Financial, Banking and Insurance
6. Automotive
7. Agriculture and Agricultural Processing
8. Real Estate
9. Telecommunication

3.6 Visitor Admission

1. No Admission fee
2. The Organizer reserves the rights to refuse admission or to remove any person from the event without having to specify a reason.

3.7 Supporting Facilities

Services	Location
1. Organizer Office	In front of Exhibition Hall 3
2. Official Contractor Office	In front of Ratchaphruek Convention Hall 1
3. VIP Room	In front of Exhibition Hall 2 and Ratchaphruek Convention Hall
4. Information Counter	In front of Exhibition Hall 3
5. Food Court	Entrance 6 Level 1
6. First Aid	In front of Exhibition Hall 3
7. Smoking Area	Behind Exhibition Hall, Loading Area
8. Washing Area	Exhibition Hall 1, Loading Area

* Information is accurate as at time of posting and subject to change without prior notification

4. Technical Regulations

4.1 Exhibition Hall Regulation

4.1.1 If the Area or any objects are damages during the servicing period, the Exhibitor must notify the Organizer immediately. The Organizer reserves the right(s) to determine as to whether the Exhibitor or the Organizer shall repairs and maintenance; note that the Exhibitor shall be responsible for all the payment occurred accordingly.

4.1.2 The Exhibitor promised and guarantees that Exhibitor, employees, nominated contractor, and guests shall be in compliance with the following regulations;

- Only space allocated will be used and no activities that might lead to illegal way or disturb other exhibitors.
- Any of modifications/removals/demolitions must be carried out by technicians approval thereof in writing by the Organizer; all fixtures attached by Exhibitor to the walls/floors/ceilings/partitions of the Exhibition Hall whether or not their installations have been permitted by the Organizer shall immediately become assets/properties of the Organizer, in consequence of which Exhibitor shall not make demand for any compensation whatsoever; alternatively, the Organizer may permit Exhibitor to demolish/remove them at Exhibitor's own costs.
- Must have materials supported construction whether woodwork, paintwork, or any logistics to heavy exhibits.
- Any power supply and lighting, the Organizer are not permitted outsource parties. Only official contractor are permitted.
- Hanging of audiovisual and lighting equipment must be permitted by the Organizer and must meet safety standards.
- No dangerous materials, flammable objects, weapons, explosive or illegal objects inside the Exhibition Hall.
- No exhibits exceed maximum weigh are permitted.
- Take care, maintain and ensure that the area is always clean and well regulate during the exhibition period
- Consent and convenient to the Organizer or representatives for checking the area at all time.
- Follow rules and regulations of the Exhibition Hall.
- No smoking and alcohol beverages in Exhibition Hall allowed.
- Waste materials, rubbish or debris incurred from construction must be removed from the Exhibition Hall after the exhibition end. If not, the Organizer reserves the right to deduct from deposit.

4.2 Booth Construction Regulations

Expolink Global Network Ltd. has been appointed as the Official Stand Contractor for **TCC Fair 2018**. Raw Space Exhibitors may employ a contractor of his choice to construct and install any stands they may require. Raw Space Exhibitors who appoint their own stand contractors must submit detailed drawings for approval by the Organizers before **31 August 2018**. For details, please refer to **Form 3** of this Exhibitor Manual. The Organizer reserves the right to reject any construction and design they deem inappropriate.

4.2.1 Official Contractor

Expolink Global Network Ltd.

B.B. Building, 10th Fl., #1007,

54 Sukhumvit 21 (Asoke Rd.), Klong Toey Nua, Wattana, Bangkok 10110

Tel: +66 2-640-8013 Ext. 20 Fax: +66 2-664-2076

4.2.2 Standard Booth (Indoor)

9 sq. m. (Size 3x3 m.) Included;

- System wall, 2.5 mH, white color PVC covering
- Fascia Board with English company name and booth number (Form 1)
- 2 Fluorescent 20 W, 220 V
- 1 Socket outlet, 5 Amp, 220 V
- 1 Table (Size 0.75x1.8x0.75 m.)
- 2 Folding Chair
- 1 Wastepaper Basket



4.2.3 Standard Booth (Outdoor)

6 sq. m. (Size 3x2 m.) Included;

- System wall, 1 mH, white color PVC covering
- Fascia Board with English company name and booth number (Form 1)
- 2 Fluorescent 20 W, 220 V
- 1 Socket outlet, 5 Amp, 220 V
- 1 Table (Size 0.75x1.8x0.75 m.)
- 2 Folding Chair
- 1 Wastepaper Basket



4.2.4 Standard Booth Package

- All furniture in Shell Scheme can be changed by the Organizer without prior notice
- No financial credit or exchange of items will be given by the Organizer for any Shell Scheme/Premium Shell Scheme package entitlements not utilized.
- Additional electrical items can be rented from the Official Stand Contractor. Please place your order by completing form 5 within this manual and returning them by the stipulated deadlines. Any additional orders or changes made will be charged according to rates stated in the manual.
- No painting, wallpapering or pasting of panels is allowed. Exhibitors who wish to have such works done on the panels must inform the Official Contractor, who will provide a quotation and carry out the work. Any double-sided or adhesive tape belonging to the Exhibitor or Contractor must be removed from the panels after the Exhibition.
- No additional fittings or displays, including additional name boards, covers, logos, balloons etc. are to be attached, nailed, screwed or drilled to the Shell Scheme/Premium Shell Scheme stand structure. If this instruction is ignored, the Official Contractor reserves the right to charge the Exhibitor or Contractor concerned for any damages to his material. The cost of repair of any damages will be assessed by the Official Stand Contractor and/or Venue Owner. **(refer picture below)**



4.2.5 Raw Space Stand Construction

- Exhibitors who have booked Raw Space stands are recommended to use the service of the Official Stand Contractor appointed by the Organizer to undertake the job, as this will facilitate convenient installation. Otherwise, Exhibitors are required to obtain consent from the Organizer before any of their own appointed contractors are permitted to work onsite. The Organizer reserved the right to reject any construction and design they deem inappropriate.
- Where the stand abuts onto another stand, the walls of the adjacent stand are strictly not allowed to be used by the Exhibitor, i.e. every Exhibitor is responsible to build their own walls to separate their stand. Minimum wall height of 2.5m must be constructed and properly finished in white. **(refer Figure 1.1 for illustration)**

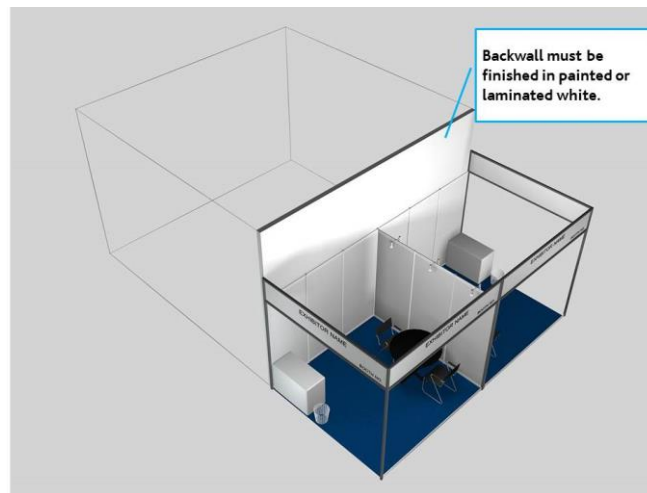


Figure 1.1

- All works in the Exhibition Hall should be confined to installation and minor alteration only. Fabrication works like welding, cutting, sawing, laminating, painting, spraying etc. should not be carried out inside the Exhibition Hall. Severe restrictions and penalties will be imposed on anyone who infringes this regulation. This is a healthy and safety measure.
- No structure may extend beyond the boundaries of the space allocated. Projections (including exhibits, signs, company name boards, floral decorations and furnishings) into the gangways will not be permitted.
- Any balloons, trusses and banner which need to be hang from Exhibition Hall ceiling are strictly prohibited.
- All stands must have at least 30% of any frontage facing an aisle left open, or fitted with transparent (see through) material. This area must be visibly-free of obstruction. Island booths are not allowed to construct a full wall.
- A suitable floor covering, such as carpet, matting or platform must be provided for all stands. All carpet and floor coverings must be affixed with residue resistant double-sided tapes. The Exhibitor will be responsible for the removal of all tapes and residue marks within the demarcated booth. The use of paint or other adhesives on the floors of the Exhibition Hall is strictly forbidden.
- Raw space will not have electricity installation, **please fill in form 4 and 5** for more information and return form to **Expolink Global Network Ltd.**
- Exhibitors (or their nominated stand contractors) are required to submit all plans in duplicate by **31 August 2018** for approval by the Organizer, together with their nominated stand contractor's details using Form 3. This includes **booth plan, elevation plan** and **artist's impression with dimensions** illustrating the design of the stand. Scale drawings should not be smaller than 1:200. Late submission may mean that approval may not be granted in time for construction to commence onsite. The Organizer will not be responsible for the rejection of stand design by the relevant authorities or due to late submission and reserves the right to request the Exhibitor concerned to modify certain portions of the stand to meet Venue or government or the Exhibition's prevailing conditions and circumstances.

- Exhibitors are responsible and liable for their nominated contractor's observance of all rules and regulations. The Exhibitor and his nominated contractor(s) shall ensure the structural integrity of their booth design.
- Before the approved nominated stand contractor is permitted to start work in-hall, he must lodge a refundable Hall Clearance Deposit of THB 1,000 per square meter. This serves as a performance bond as well as a damage and rubbish clearance deposit. The nominated stand contractor is also required to sign an undertaking to guarantee conduct and behavior, follow proper schedule of works and observe the Exhibition and venue regulations.
- In the case of incurred damages due to the violation of the rules and regulations, the Organizer has the right to demand for compensation for damages unconditionally without disputes from nominated stand contractors if the value of damages exceed the amount of deposit. (Please see **Form 3.**)
- All monies must be lodged in local (Thailand) cheque or cashier's orders. Please note that any bank charges, levies or exchange rate differences will be deducted accordingly from the deposit. Contractors will also have to bear any charges levied by the Venue Owner for damages caused to their property and/or flooring. The deposit shall be returned in full to the contractor within 6 weeks after the fair only if the space is deemed as clean and clear of all rubbish and litter, with no damage and whatsoever caused (including any damage to the allocated space or any part of the venue building). Expolink Global Network has been appointed by the Organizer to collect all deposits on behalf, please attention all monies payable to '**Expolink Global Network Ltd**'.
- Upon receipt of the Hall Clearance Deposit, contractor badges will be issued and will be valid only during **move-in and move-out period** (25-27 September 2018 at 08.00 hr – 21.00 hr) at security counter, loading area. Contractors are to request Exhibitor Badge from their clients (exhibitor) should they need to service the booth and enter the hall during event period.
- Please note that the issuance of Exhibitor and/or Contractor badges by the Organizer does not imply in any way that permission is granted for any person to work onsite without the necessary work permits.
- The ceiling height is 12m throughout. The **maximum permitted stand height is 7m**. Exhibitors with booth **higher than 5 meters** will require approval from a civil engineer and has to submit the Safety Certified Letter.
- Depending on the location of the stand, stand structure or any form of fitting & display elements may be erected to a height of 5 metres. Any higher is subject to the approval of the Organizer and Venue Owner and on case-by-case basis. Professional Engineer (PE) Endorsement is required for stands above 5 metres. The Organizer has the right to request the change, modification, lowering or shortening of any backwall or sidewall, if such, in the opinion of the Organizer, may obstruct the view or exposure of other stands.
- Where a stand wall on the common boundary line is higher than the adjacent wall, the visible rear surface must be of double cladding and finished in painted or laminated white. Name boards cannot be displayed over an adjacent Exhibitor's backwall and/or sidewall. (**refer Figure 1.2 for illustration**)



Figure 1.2

- In front of the Exhibition Hall, Foyer area (Real Estate zone and Tourism zone), the **maximum permitted stand height is 3m** due to the Exhibition Hall ceiling has its own decorations.
- Dangerous materials;
 - Materials used for construction must carry lowest inflammation rates. In case that the aforementioned materials are not utilized, the materials must be absorbable or pass through while not allowing fire to spread to ceiling either.
 - No temporary gas (LPG) or explosives, petrol, dangerous gases or highly inflammable substances are allowed in the Halls
 - **Any booth size of sixty (60) square meters and above has to be equipped with a fire extinguisher.**
- Booth Operation/Decoration
 - Stand floor must be covered with carpets or suitable materials.
 - Prior the construction, the nominated contractor must cover the floor in prevention of any damages. Exhibitors must ensure that the nominated contractor strictly follow rules and regulations. Exhibitors shall responsible to any damage occur in space allocated.
 - No painting, spray-painting, utilization of electric saw, welding machine, or any of the fire-sparkling devices in Exhibition Hall.
 - Slings are strictly not permitted to hang with any constructions of the Exhibition Hall.
 - Any belongings or construction materials are not allowed to be on gangways. All of these items must be stored properly in stand or outside Exhibition Hall.

4.3 Hall Specifications

4.3.1 Floor Loading Capacity

- Exhibition Hall 1-3: 2,000 kilograms per square meter.
- Exhibition Foyer / Reception Hall / Walkway: 500 kilograms per square meter.
- Outdoor Area (Activities Zone A-D): 2,000 kilograms per square meter.

4.3.2 All transportation of exhibits must be carried out via loading gate only; utilization of front doors or fire exits shall be prohibited.

4.3.3 In case some exhibits have to bring in via front doors, exhibitors must ask for permission from the Organizer.

4.3.4 All exhibitors and contractors must wear badges before entry the Exhibition Hall.

4.3.5 All vehicles enter to loading area must provide telephone number in front of the vehicle. Vehicles must be move immediately after finish loading.

4.4 Move-in Procedures

4.4.1 All vehicles enter to loading area must provide telephone number in front of the vehicle.

4.4.2 Routing to access Exhibition Hall (More information in Map below)

Indoor Area

- Entry through Gate 9 and park at P8 or opposite loading area. Once loading area are available, the staff will call you.
- After finished transfer exhibits, please move vehicles from loading area and park at P8 and P1-P3
- Only 4-wheel vehicles are allowed to drive into Exhibition Hall. Other vehicles must park at loading area and use trolley to move in.

Outdoor Area

- Entry through Gate 5 and park at loading area (Entrance) for 15 minutes.
- In case Entrance is occupied, vehicles must park at P1 for loading.

4.4.3 All exhibitors must follow the queuing system

4.4.4 Please bring your own trolleys. (No renting station)

4.4.5 All exhibitors and contractors must wear badges before entry the Exhibition Hall

4.4.6 Power Supply and Lighting

Official Contractor

Expolink Global Network Ltd.

B.B. Building, 10th Fl., #1007,

54 Sukhumvit 21 (Asoke Rd.), Klong Toey Nua, Wattana, Bangkok 10110

Tel: +66 2-640-8013 Ext. 20 Fax: +66 2-664-2076

- The Organizer will provide general lighting in the Exhibition Hall during exhibition opening hours only.
- All installation must be carried out by official contractor, Expolink Global Network Limited, according to the rules and regulations of the Electricity Generating Authority of Thailand (EGAT).

- The standard electrical current supply available for use are Single-Phase Alternating Current at 220V, 50Hz., and Three-Phase with Neutral Alternating Current at 400V, 50Hz. Exhibitors requiring different voltages/frequency or special connections to equipment must arrange directly with the Official Stand Contractor.
- All electrical installation work from source of supply at the exhibition must be carried out solely by the Organiser's Official Contractor. No exceptions are permitted.
- All electrical equipment and connection downstream from Organiser's supply should be tested and appropriately grounded and approved by the Exhibitor's (or Exhibitor's appointed contractor's) local licensed electrical engineers prior to turning on the electrical supply.
- Regarding electricity carried out within stand 30 minutes prior to and after the Exhibition, in case where Exhibitor requires 24-hour electricity supply or any other additional electrical equipment, Exhibitor must responsible for the incurred expenses and fill in **Form 4 and 5** and return to Expolink Global Network Ltd. **by 20 September 2018.**
- Each electrical supply provided is intended for one equipment or machine on display. Multipoint socket outlets are not permitted as an overload may be caused, leading to a trip in the incoming power supply. Severe trips may take hours to rectify, thereby causing inconvenience to all Exhibitors.
- Utilization of electric saw, welding machine, or any other fire-sparkling devices in Exhibition Hall shall be prohibited.

4.5 Tear Down/Dismantle Procedures

- 4.5.1 All the tear down/dismantle process can be started at 21.00 hr on 7 October 2018. Exhibitors should bring their trolleys and pack all exhibits at loading area before calling for vehicles
- 4.5.2 Kindly check all your exhibits before leaving the Exhibition Hall. Any lost/damages shall not responsible by the Organizer.

5. Rules & Regulations

5.1 Rights to Participate

- 5.1.1 The Organizer shall not permit third parties to exhibit or merchant within the Exhibitors' stand throughout the period of Exhibition.
- 5.1.2 Exhibitors are not permitted to transfer their right to participate the exhibition or their stand to third parties
- 5.1.3 All the exhibits have to be permitted to show by the Organizer. The Organizer has the right(s) to move irrelevant exhibits to the Exhibition immediately.
- 5.1.4 Exhibitors must show information and/or facts of the products/services on display during the Exhibition period as in accordance with the Consumer Protection Act.
- 5.1.5 Exhibitors are permitted to sell within their stand
- 5.1.6 Exhibitors are asked not to place stickers, signs or posters anywhere in the halls other than within their own stand and on paid advertising poster sites and billboards.
- 5.1.7 Exhibitor's representatives may not distribute brochures, invitations etc. along gangways or near the entrance/exits of exhibition halls, F&B outlets, show hospitality areas, or any other areas which, in the opinion of the Organizer, is deemed inappropriate and causes inconvenience to visitors and other exhibitors.
- 5.1.8 The stand must be fully manned and exhibits displayed throughout the opening hours of the Exhibition.

5.2 Loudspeaker/Photography/Demonstration

- 5.2.1 Exhibitors must prepare their own equipment.
- 5.2.2 The Organizer shall warn or cancel any demonstrations that occur disturbance.
- 5.2.3 The Organizer are **permitted to use loudspeaker during Exhibition period** regarding to the General Sound Volume Prescription, in the Noise Pollution Control Law, 15th Edition (2540 B.E.), issued by the Air Quality and Noise Management Division, the Pollution Control Department. The standard sound shall not be over 70 dB in avoidance of other Exhibitors except audiovisual such as televisions, video players
- 5.2.4 The Organizer reserves the right(s) to discontinue or switch off any image projection run by the Exhibitor which shall occur damages or violate the exhibition reputation.
- 5.2.5 In case Exhibitors have create too much noise which disturb other exhibitors, the Organizer shall arrange schedule for sound activities.

5.3 General Cleaning

- 5.3.1 The Organizer will provide general cleaning of the Exhibition Hall and stands (excludes Raw Space stands) prior to the opening of the exhibition and daily thereafter. This only includes cleaning of shell scheme and aisle carpet and rubbish disposal before the Exhibition opens in the morning and after the Exhibition closes in the evening. Cleaning does not include exhibits and displays. It is the responsibility of each Exhibitor to maintain the cleanliness of his booth at all times.

5.3.2 Should the Exhibitor need additional cleaning services, they may engage the services of the Official Cleaning Contractor using **Form 6** and return to Expolink Global Network Ltd. **by 31 August 2018.**

5.4 Removal of Waste

5.4.1 During the set-up and tear-down period, passageways in the exhibition hall must not be obstructed with packing materials, construction materials or debris. Contractors building Raw Space booths or Shell Scheme booth interiors are responsible for removing their own debris from the site at the end of each day. At the end of the exhibition, the contractor must remove from the site all the materials from their client's booth. Should they not do so; the deposit paid will be used to pay for removal by the Official Cleaning Contractor.

5.4.2 Exhibitors are requested to place their debris in the aisle, where it will be removed by the cleaners at the end of each show day.

5.4.3 The Organizer reserves the right to charge Exhibitors for the cost of removal of excessive waste e.g. stand construction debris, crates/pallets, cartons, packing materials or literature.

5.5 Industrial Gas and Naked Flame Demonstration

5.5.1 Indoor area, the Organizer is not permitted any use of gases. Only warming up foods which no smoke and smell disturb other exhibitors are permitted.

5.5.2 Outdoor area, the Organizer is permitted any use of gases. Exhibitors must provide fire extinguishers within their stand for fire prevention.

5.5.3 Exhibitors must not bring in or use at the exhibition site any dangerous or hazardous goods and equipment such as poisonous gas, fuel, kerosene, noxious materials, inflammables, and equipment using such inflammable materials as gas stoves and electric stoves without prior written consent of the organizer. Even when consent is given, adequate precautionary measures must be taken by exhibitors at all times. Exhibitors are also not allowed to carry out any fire hazardous operation or work.

5.5.4 All safety precautions must be taken by the contractor or the Exhibitor to protect the public against any danger of fire outbreak. The Venue may require site inspection to ensure maximum fire safety.

5.5.5 Smoking is not permitted in the exhibition hall at all times.

5.6 Liabilities

5.6.1 General insurance will be covered and handled by the Organizer. However, it is the responsibility of each Exhibitor to arrange insurance coverage for its own exhibits during the exhibition.

5.6.2 All Exhibitors must arrange at their own cost "all-risk" insurance coverage from their origin country up to their exhibition booth including the exhibition period and return to domicile. Exhibitors must ensure that they are fully covered by insurance and take up public liability and comprehensive protection. They should also provide an insurance coverage for their own staff against injury.

5.6.3 Exhibitors are also responsible for making good any loss or damage to any item which they have rented or hired from the official contractors/ suppliers. Though the Organizer

maintains security surveillance at all times, Exhibitors are reminded that goods / exhibits will still be at risk, especially during the final day of the show. Please ensure your personal and valuable property, portable and rented items, are not left unattended at any time before, during and after the show. Exhibitors are reminded that small, portable and valuable items are most at risk after exhibition opening hours each day. Therefore, Exhibitors are advised to keep these items safely stored before leaving the exhibition area.

5.6.4 The Organizers reserve the rights for cancellation, partial opening or postponement of the exhibition.

5.7 General Security

5.7.1 General perimeter security service will cover the exhibition halls during the build-up, exhibition and dismantling period. Exhibitors are not permitted to enter the Exhibition Hall after the official closing hours. Nevertheless, the Organiser will not accept responsibility for theft, loss or damage of exhibits or any other equipment belonging to Exhibitors, contractors or visitors.

5.7.2 Exhibitors may want to arrange an insurance policy to cover for loss of exhibits or display equipment due to theft or damage. Exhibitors are advised to be particularly careful to pack all items/exhibits immediately after the exhibition ends. It is at this time that there is a higher risk of exhibits and valuables going astray.

5.7.3 For security & safety reason, no movement of exhibits will be allowed (inside or outside of halls) during exhibition opening hours.

5.7.4 If your exhibits are very valuable or sensitive and you wish to hire security personnel to attend to your stand exclusively for off-show hours, please contact the Organizer. Please note that you are not allowed to hire staff or personnel from another security agency. Refer to **Form 7** for more details.

5.8 Stand Operation

5.8.1 Exhibitors must proceed their business within their stands. Distribute brochures, invitations etc. outside the stands are not permitted.

5.8.2 The Organizer is not permit to move-in or move-out exhibits during the opening hours unless Exhibitors have gain permission from the Organizer.

5.8.3 Exhibitors must strictly prepare all materials/equipment/activities under rules and regulations of this exhibitor manual for smoothly process.

5.8.4 Please remove all valuables out of the exhibition hall at 21.00 hr of the last show day (7 October 2018)

5.8.5 Fire and Safety regulations require that no goods or packing materials may be stored in access areas behind or between booths. Exhibitors should design proper storage areas with adequate access within their own booth or approach the Official Freight Forwarder for storage solutions.

5.8.6 The Exhibitor and his staff shall be responsible for any damages to the structure, floor, walls, pillars and any part of the Exhibition Hall, the Property of the Organizer, and other Exhibitors due to the transport, removal of exhibits, refuse and / or decoration works.

5.8.7 Exhibitors must arrange for their boxes and cases to be transported back to their own premises. Exhibitors are not to store such items within the exhibition hall. The Organizer

reserves the right to remove/dispose of any boxes, cases and/or packing materials left in the exhibition halls before, during and after the show. Any cost incurred will be borne by the respective Exhibitor.

5.8.8 Cleaning of paint containers or any other dirty items in the washroom is prohibited.

5.9 Dangerous Materials

5.9.1 Hazardous Material

- No temporary gas (LPG) or naked live electrical fittings are to be used in the Exhibition Halls at any time.
- No explosives, petrol, dangerous gases or highly inflammable substances are allowed in the Halls.

5.9.2 Pressure Tank

- The Exhibitor will be responsible and liable for the proper transportation and storage of all pressure tanks containing helium, compressed air, argon, carbon dioxide and any other pressure medium.
- Pressure tanks improperly secured will be immediately removed.
- All pressure vessels and equipment under pressure brought into the Exhibition Hall must conform to all relevant safety standards and regulations.

5.10 Water Supply

5.10.1 Exhibitors required to prepare water storage and equipment for drainage due to the Exhibition Hall doesn't have drainage system in the Hall. Nevertheless the Organizer shall provide washing area, water supply distribution and drainage spot outside the Exhibition Hall.

5.10.2 Polluting substances such as chemicals, lubricants, acids and petroleum products cannot be discarded through the standard drains.

5.10.3 Special drains can be arranged for the disposal of polluting waste by special drainage system.

5.11 Failure to Exhibit

Any organization which has signed and submitted a valid contract for space booking is deemed a confirmed Exhibitor. If he fails to exhibit or turn up for the exhibition, and has not been released from the contract by the Organizer, he shall be held liable for the full cost as stated in the contract, plus any additional cost incurred by the Organizer.

5.12 Unforeseen Occurrences

In the event of any unforeseen occurrences not stated, the decision of the Organizer shall be final.

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Deadline

Content	Compulsory Forms	Deadline	Page
Booth and Utilities			
1. Form 1 Exhibitor Badges	Additional Request	31 Aug 18	22
2. Form 2 Fascia Name	For Shell Scheme	31 Aug 18	23
3. Form 3 Raw Space Exhibitors	For Raw Space	31 Aug 18	24
4. Form 4 Service Location Plan		20 Sep 18	26
5. Form 5 Electricity & Lighting (Additional)	Early Bird Rate Standard Rate	15 Aug 18 20 Sep 18	27
6. Form 6 Stand Cleaning		31 Aug 18	30
7. Form 7 Stand Security		31 Aug 18	31
Marketing Opportunities			
8. Form 8 PR in Visitor Flyer	For Main Sponsor and Prime Package	31 Aug 18	32
9. Form 9 Main Stage Activities	For 18 sq. m. above	31 Aug 18	33
10. Form 10 Booth Activities		31 Aug 18	34
11. Form 11 Official Hotels		-	35
Additional			
12. Form 12 Additional Furniture		14 Sep 18	37

Company Name: Stand No.:
 Contact Person: Mobile: Email:



1. Exhibitor Badges

To be returned by 31 August 2018

***Additional Request**

Ms. Wichsiree Phonvichai
 Expolink Global Network Ltd.
 54 Sukhumvit 21 (Asoke Rd.), Klong Toey Nua, Wattana, Bangkok 10110
 Tel: +66 2-640-8013 Ext. 30, +66 61-410-2990
 Email: wichsiree@expolink.net

Exhibitor Badges

Exhibitor badges can be collected at the Registration counter during build-up (see below). Please bring proof of your participation such as a copy of the stand confirmation letter issued by the Organizer. The Organizer will not send out exhibitor badges in advance.

Exhibitor Check-in Date & Time	26 September 2018	14.00 – 18.00 hrs
	27 September 2018	10.00 – 18.00 hrs

During build-up and exhibition period, exhibitors and its agents/representatives in the hall are required to wear their badges issued by the Organizers. No exhibitors or contractors are allowed to enter the exhibition hall without a badge. Please cooperate with the security guards at all times. Transferring, altering or selling official badges are strictly prohibited.

Size of booth	Quantity of badges
Up to 9 sq.m.	4 nos.
10 – 18 sq.m.	8 nos.
19 – 27 sq.m.	12 nos.
28 – 36 sq.m.	16 nos.
37 – 54 sq.m.	18 nos.
More than 54 sq.m.	20 nos.

Additional badges may be obtained at a cost of THB 100 each. Please fill in the form below if **additional** passes are required.

We would like to have a total number of _____ **additional** Exhibitor Badges.

Company Name: Stand No.:
 Contact Person: Mobile: Email:



2. Fascia Name

To be returned by 31 August 2018

***For Shell Scheme**

Ms. Nareenat Permpool
 Expolink Global Network Ltd.
 54 Sukhumvit 21 (Asoke Rd.), Klong Toey Nua, Wattana, Bangkok 10110
 Tel: +66 2-640-8013 Ext. 20, +66 63-212-6313
 Email: nattaya@expolink.net

2.1 For shell and display booths, fascia lettering (max. 23 letters) is free-of-charge. Please fill in your exact company name in BLOCK letters. Should the space provided is insufficient, please use common abbreviations.

English (no more than 20 letters –including space and punctuations)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Size of letters: 8 cm in height

Example

E	x	p	o	l	i	n	k		G	l	o	b	a	l		N	e	t	w	o	r	k
---	---	---	---	---	---	---	---	--	---	---	---	---	---	---	--	---	---	---	---	---	---	---

Please note:

- If this form is not received by the above deadline, the company name and details as in the application form will be used. In all cases, abbreviations will be used.
i.e. Company = Co., Limited = Ltd.
- Any lettering change on site will be charged
- For all stands other than shell and display booths, the exhibitor is responsible for the lettering.
- For fascia name exceeding 23 letters, the Organizer reserved the right to change to the name in application form or well-known name.
- If Exhibitors do not need any equipment from organizer, please tick in block ☐
(any requests during on site will be charged)

<input type="checkbox"/> 2 Fluorescent 20 W, 220 V	<input type="checkbox"/> 1 Socket outlet, 5 Amp, 220 V
<input type="checkbox"/> 1 Table (Size 0.75x1.8x0.75 m.)	<input type="checkbox"/> 2 Folding Chair <input type="checkbox"/> 1 Wastepaper Basket

** All the equipment cannot be exchange to cash or other equipment. For additional order, please fill in **form 5**

Company Name: Stand No.:
Contact Person: Mobile: Email:



3. Raw Space Exhibitors

To be returned by 31 August 2018

***For Raw Space**

Ms. Nareenat Permpool
Expolink Global Network Ltd.
54 Sukhumvit 21 (Asoke Rd.), Klong Toey Nua, Wattana, Bangkok 10110
Tel: +66 2-640-8013 Ext. 20, +66 63-212-6313
Email: nattaya@expolink.net

3.1 Raw Space Exhibitors

Exhibitors who have booked Raw Space stands are recommended to use the service of the Official Stand Contractor appointed by the Organizer to undertake the job, as this will facilitate convenient installation. Otherwise, Exhibitors are required to obtain consent from the Organizer before any of their own appointed contractors are permitted to work onsite. The Organizer reserves the right to reject any contractor and design deemed inappropriate. If the Exhibitor individually constructs a booth with his own nominated contractor, he is required to abide by the rules and regulations in the Exhibitor Manual and to return **Forms 4 to 7 (where applicable)** to the Form Managers by the respective stipulated deadline.

3.2 Details of Independent Contractor

Exhibitors have to indicate the address and contact person of their stand fitting contractor

Company Name _____
Address _____
Tel _____ Fax _____ Email _____
Contact Person _____

3.3 Damage and Clearance Deposit (Performance Bond)

Before the approved nominated stand contractor is permitted to start work in-hall, he must lodge a refundable Hall Clearance Deposit of THB1,000 per square meter. This serves as a performance bond as well as a damage and clearance deposit. The nominated stand contractor is also required to sign an undertaking to guarantee conduct and behavior, follow proper schedule of works and observe the Exhibition and venue regulations.

All monies must be lodged in local (Thailand) cheque or cashier's orders. Please note that any bank charges, levies or exchange rate differences will be deducted accordingly from the deposit. Contractors will also have to bear any charges levied by the Venue Owner for damages caused to their property and/or flooring. The deposit shall be returned in full to the contractor within 1 weeks after the event only if the space is deemed as clean and clear of all rubbish and litter, with no damage and whatsoever caused (including any damage to the

Company Name: Stand No.:
Contact Person: Mobile: Email:



allocated space or any part of the venue building). Expolink Global Network has been appointed by the Organizer to collect all deposits on behalf, please attention all monies payable to '**Expolink Global Network Ltd**' by 31 August 2018

Expolink Global Network Ltd.

BB Building 10 fl., Rm. 1007

54 Sukhumvit 21 (Asoke Rd.), Klong Toey Nua,
Wattana, Bangkok 10110

3.4 Submission of Stand Design

The contractor has to submit all plans in duplicate by 31 August 2018 for final approval by the Organizer. This includes **form 3, booth plan, perspective view** and **detail scale**. Scale drawings should not be smaller than 1:200. Locations of all equipment/machinery on display have to be included on the layout. Any booths with covered ceilings or double storey designs will need special approval by the relevant authorities.

3.5 Rules and Regulations

The undersigned Exhibitor and their appointed contractor agree to abide to all Rules and Regulations stipulated in the Exhibitor Manual and Exhibition Participation Agreement, as well as abiding all local law and regulations.

Date

Affix Signature and Company Stamp here

** In case stand designs haven't been submitted, the Organizer have right to either reject or edit design to abide to all Rules and Regulations. If Exhibitors and appointed contractor do not follow the Rules and Regulations, the Organizer will deduct money from Damage and Clearance Deposit.

Company Name: Stand No.:
 Contact Person: Mobile: Email:



4. Service Location Plan

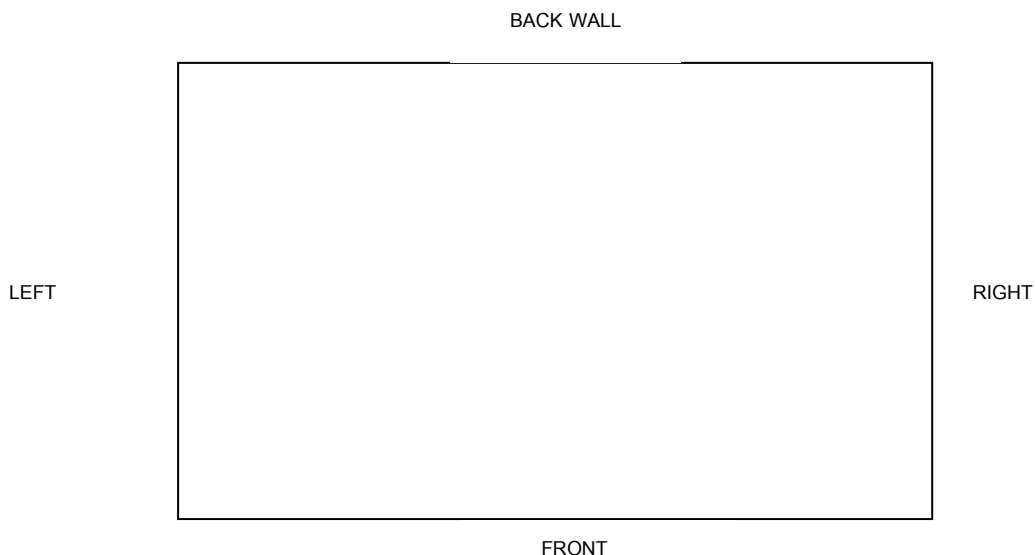
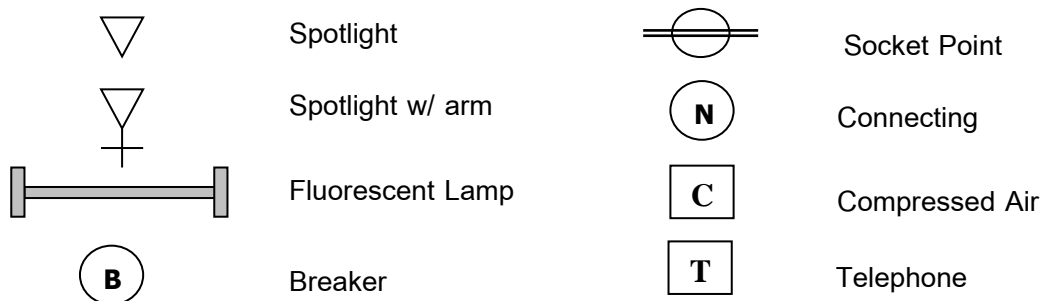
To be returned by 20 September 2018

***Free of Charges**

Ms. Nareenat Permpool
 Expolink Global Network Ltd.
 54 Sukhumvit 21 (Asoke Rd.), Klong Toey Nua, Wattana, Bangkok 10110
 Tel: +66 2-640-8013 Ext. 20, +66 63-212-6313
 Email: nattaya@expolink.net

Utility Point

It is imperative that you complete this form as it will be used to install your requirements in the correct location. If this form is not returned, installation of services will be at the discretion of the Official Utilities Contractor. Any relocation after installation will be at the expense of the Exhibitor.



Company Name: Stand No.:
 Contact Person: Mobile: Email:



5. Electricity & Lighting (Additional)

To be returned by 20 September 2018

Ms. Nareenat Permpool
 Expolink Global Network Ltd.
 54 Sukhumvit 21 (Asoke Rd.), Klong Toey Nua, Wattana, Bangkok 10110
 Tel: +66 2-640-8013 Ext. 20, +66 63-212-6313
 Email: nattaya@expolink.net

Form 5 Electricity & Lighting (Additional)

Item	Early Bird Rate Before 15/08/61	Standard Rate After 16/08/61	Quantity	Amount
Part 1 Breaker for Exhibits and Lighting, inclusive of consumption				
5 Amp Socket 220 V 50 Hz.	1,200	1,440		
5 Amp Socket 220 V. 50 Hz. 24 hrs	2,550	3,060		
Breaker 15 Amp 220 V. Single Phase 50 Hz.	3,400	4,080		
Breaker 15 Amp 380 V. Three Phase 50 Hz.	7,200	8,640		
Breaker 30 Amp 220 V. Single Phase 50 Hz.	6,000	7,200		
Breaker 30 Amp 380 V. Three Phase 50 Hz.	16,200	19,440		
Part 2 Breaker for set up / tear down (25 - 27 September 2018 , 8-9 October 2018)				
Breaker 15 Amp 220 V. Single Phase 50 Hz.	3,400	4,080		
Breaker 15 Amp 380 V. Three Phase 50 Hz.	7,200	8,640		
Breaker 30 Amp 220 V. Single Phase 50 Hz.	6,000	7,200		
Breaker 30 Amp 380 V. Three Phase 50 Hz.	16,200	19,440		
*Prices are exclude VAT 7%			Total	
			VAT 7%	
			Total Amount	

Note:

1. Rates are per event (10 show days). No modification on equipment is allowed. In case of damage, exhibitors will be penalized 20 times of show day price list.
2. During exhibition period, electricity will start at 12.00 hr on the last installation day (27 September 2018).
3. The standard electricity is 110 V., 220 V. and 380 V. Fluctuation is around $\pm 10\%$ It is recommended that exhibitors may use electrical stabilizer to prevent their equipment from electric surge.
4. To request 24Hrs of service, the price will be double from the above price list. Please specify 24Hrs needed. Otherwise, the 24Hrs power will not be provided.
5. Exhibitors require to complete payment with VAT 7%. For those who would like receipt, please provide the Certificate of Value Added Tax Registration.

Company Name: Stand No.:
 Contact Person: Mobile: Email:



Electricity Rules and Regulations

1. Electricity system in the standard booth (based on 3x3 m) consists of;
 - 2 Fluorescent 20 W.
 - 1 Socket outlet, 5 Amp 220 V.
 Both items are inclusive of electrical consumption.
2. Service Location Plan for standard booth are located. Exhibitors cannot change the location.
3. Form 5 divided into 2 parts;
 - Part 1 Breaker for Exhibits and Lighting, inclusive of consumption
 - Part 2 Breaker for set up / tear down
4. Power supply during exhibition period are taken care by official contractor
 - 4.1 The standard electricity for Exhibition
 - 380 V. Three Phase 50 Hz. Fluctuation is around $\pm 10\%$. It is recommended that exhibitors may use electrical stabilizer to prevent their equipment from electric surge.
 - 220 V. Single Phase 50 Hz. Fluctuation is around $\pm 10\%$. It is recommended that exhibitors may use electrical stabilizer to prevent their equipment from electric surge.
 - 4.2 If you willing to order other form of electricity such as 110 V. Single Phase 50 Hz. or 220 V. Three Phase 50 Hz., please fill in the form.
5. The Organizer provide lighting in Exhibition Hall. For lighting or electrical supply in booth, exhibitors/contractors must contact to official contractor for order additional electricity by filling order form. For safety, any connections or adapters that against the rules and regulations will be disconnected without notice. This includes multi-outlet adapters. Extensions from the socket point are strictly prohibited.
 - 5.1 All electrical installations in Exhibition shall be done by official contractor or authorized contractors.
 - 5.2 Exhibitors must submit the names of the electrical engineers, technicians, and electricians who carry out their electrical installations or set up their exhibits in order for them to be authorized by Expolink Global Network Ltd.
 - 5.3 Exhibitors or their contractors who wish to bring in special lights to be used in their stands should receive prior approval from the organizer before the deadline. Applicants should submit the following requirements when applying:
 - 5.3.1 Specifications and rating in watts
 - 5.3.2 Units of light fitting
 - 5.3.3 Layout line drawings of the electrical installations
 - 5.3.4 Contractor company name
 - 5.3.5 Contractor Name and ID card/passport number
 - 5.3.6 Order form
 - 5.4 Approved electricians can collect their personal entry working passes during the official moving in period from the organizers show management office in the exhibition hall.
 - 5.5 A proper power input terminal should be installed by exhibitors or their contractors before the official electrical contractor can connect the electrical supply line. Once the installation is inspected by Exposition Company, the power will be turned on.
 - 5.6 All socket points must be ordered through Expolink Global Network Ltd., otherwise no socket points are allowed in the exhibitor's booths / stands.
 - 5.7 Official contractor will proceed electricity to exhibitors by priority.
 - 5.8 Expolink Global Network Ltd. reserves the rights to disconnect the electrical supply to any installations that are dangerous or likely to cause annoyance to others.
 - 5.9 No flashing lights will be permitted, unless they form as integral part of exhibit. Sequence-lit displays may be used.
 - 5.10 Exhibitors who apply for "Space Only" specially designed stands should submit their electrical order together with their layout plan before the deadline. An inspection will be carried out before turning on the power supply.
 - 5.11 For additional order, please read throughout details and fill in the order form and located service location plan.

Company Name: Stand No.:
Contact Person: Mobile: Email:



- 5.12 For any delay orders from exhibitors/contractors, please follow;
 - 5.12.1 Indicate and summarize all the electricity needed.
 - 5.12.2 10% additional charges for delay order and 30% additional charges for onsite order.
 - 5.12.3 Cancellation for order, exhibitors/contractor must pay 50% of total amount for cancelled order.
- 6. Official contractor reserves the rights to install all electrical supply including sockets. Any additional orders must deliver to Expolink Global Network Ltd.
 - 6.1 Sockets are not allowed to equip with lighting. If this issue is found, electricity will be immediate disconnect.

Company Name: Stand No.:
 Contact Person: Mobile: Email:



6. Stand Cleaning

To be returned by 31 August 2018

Ms. Nareenat Permpool
 Expolink Global Network Ltd.
 54 Sukhumvit 21 (Asoke Rd.), Klong Toey Nua, Wattana, Bangkok 10110
 Tel: +66 2-640-8013 Ext. 20, +66 63-212-6313
 Email: nattaya@expolink.net

6. Stand Cleaning

Date	No. of Housekeeping (pax)	Operate Time				Amount
		10.00-18.00 hrs THB 1,200	10.00-22.00 hrs THB 1,800	11.00-19.00 hrs THB 1,200	11.00-21.00 hrs THB 1,500	
					Total	
					VAT 7 %	
					Total Amount	

Company Name: Stand No.:
 Contact Person: Mobile: Email:



7. Stand Security

To be returned by 31 August 2018

Ms. Nareenat Permpool
 Expolink Global Network Ltd.
 54 Sukhumvit 21 (Asoke Rd.), Klong Toey Nua, Wattana, Bangkok 10110
 Tel: +66 2-640-8013 Ext. 20, +66 63-212-6313
 Email: nattaya@expolink.net

7. Stand Security

Date	No. of Security (pax)	Operate Time					Amount
		10.00-22.00 hrs THB 1,200	22.00-10.00 hrs THB 1,200	08.00-20.00 hrs THB 1,200	20.00-08.00 hrs THB 1,200	Overtime THB 150/hr	
						Total	
						VAT 7 %	
						Total Amount	

Company Name: Stand No.:
Contact Person: Mobile: Email:



8. PR in Visitor Flyer

To be returned by 31 August 2018

***For Main Sponsor and Prime Package**

Ms. Wichsiree Phonvichai

Expolink Global Network Ltd.

54 Sukhumvit 21 (Asoke Rd.), Klong Toey Nua, Wattana, Bangkok 10110

Tel: +66 2-640-8013 Ext. 30, +66 61-410-2990

Email: wichsiree@expolink.net

Please fill in your company information and recheck all the information given for publishing Visitor Flyer

Booth No. _____

Company Name _____

Address _____

Tel. _____

E-mail _____

Website _____

Description (Promotions – Privileges)

*Kindly attached Company LOGO and photos of product with > 300 DPI+ in form of .PDF, .JPG, .AI at

wichsiree@expolink.net

Company Name: Stand No.:
 Contact Person: Mobile: Email:



9. Main Stage Activities

To be returned by 31 August 2018

Ms. Wichsiree Phonvichai
 Expolink Global Network Ltd.
 54 Sukhumvit 21 (Asoke Rd.), Klong Toey Nua, Wattana, Bangkok 10110
 Tel: +66 2-640-8013 Ext. 30, +66 61-410-2990
 Email: wichsiree@expolink.net

Main Stage activities reserve to exhibitors who book more than 2 booths (>18 sq.m.). The exhibitors can held any activities on main stage for 10 minutes for 3 sessions/company during 10-day exhibition period.

Exhibitors who receive permission to use main stage must follow the Organizer conditions. Any forms submit after 31 August 2018 will considered a waiver. The Organizer will inform schedule on 14 September 2018.

Company Name _____ Booth no. _____
 Contact Person _____ Position _____
 Tel. _____ Email _____

Date	Time	Activities & Details

* The schedule can be changed by notifying in advance

** The Organizer reserves the right to cancel your Main Stage Activities if you are not follow your schedule

Company Name: Stand No.:
 Contact Person: Mobile: Email:



10. Booth Activities

To be returned by 31 August 2018

Ms. Wichsiree Phonvichai
 Expolink Global Network Ltd.
 54 Sukhumvit 21 (Asoke Rd.), Klong Toey Nua, Wattana, Bangkok 10110
 Tel: +66 2-640-8013 Ext. 30, +66 61-410-2990
 Email: wichsiree@expolink.net

Booth activities reserve to exhibitors who book more than 2 booths (>18 sq.m.). The exhibitors can held any activities in their booth for 20 minutes for 2 sessions/day/company (in case there are duplicate time, the Organizer shall give permission to size of the booth).

Exhibitors who install amplifier/loudspeaker must follow the Organizer conditions. Any forms submit after 31 August 2018 will considered a waiver. The Organizer will inform schedule on 14 September 2018.

Exhibition Zone ☐ Indoor ☐ Outdoor

Company Name _____ Booth no. _____

Contact Person _____ Position _____

Tel. _____ Email _____

Date	Time	Activities & Details

Rules for Amplifier/Loudspeaker

1. Maximum loudness to 70 dB
2. Amplifier/Loudspeaker must turn into booth. Turn to gangway is not permitted.
3. Any activities/performance, mascots, distribution of brochures, troop are not permitted on gangways. All activities are limited in space allocated.

* The Organizer shall give 2 warnings; verbal and warning letter. If the rules still are not follow, the Organizer reserves the right to dismiss all the activities in schedule.

** The schedule can be changed by notifying in advance

Company Name: Stand No.:
 Contact Person: Mobile: Email:



11. Official Hotels

Contact and book via hotel directly. Please refer “TCC Fair 2018” for below rate.

11. Official Hotels

	Name	Distance	Room Type	Rate per Night	Remark
1.	Sirinart Hills Hotel Contact: K.Orathai +66 53 33 5555	8 km	- Standard - Deluxe	490 THB 590 THB	- Breakfast not included
2.	B2 Black Hotel Contact: +66 53 27 7444	1.5 km	- Superior - Deluxe	740 THB 840 THB	- Breakfast not included
3.	Harmonize Hotel Contact: +66 53 24 0488	16 km	- Standard - Superior - Deluxe	800 THB 1,000 THB 1,300 THB	- Breakfast included
4.	Green Lake Resort Chiang Mai Contact: K.Joy +66 53 11 2888	3 km	- Superior - Deluxe	1,100 THB 1,300 THB	- Breakfast included - Extra Bed 600 THB - Airport Transfer one-way Trip 200 THB/Pax - Extra ABF 200 THB/Pax

Company Name: Stand No.:
 Contact Person: Mobile: Email:



5.	Kantary Hills Chiang Mai  KANTARY HILLS CHIANG MAI HOTEL & SERVICED APARTMENTS Contact: K.Pim +66 95 925 0068	6 km	- Studio - One Bedroom Suite	3,100 THB 4,000 THB	- Breakfast included - Airport Transfer available
6.	Le Meridien Chiang Mai  Contact: K.Sittikorn +66 92 274 2712	9 km	- Deluxe	4,500 THB	- Breakfast included - Extra Bed 1,500 THB - Airport Transfer available

***Note:**

- Taxi to Chiang Mai International Exhibition and Convention Centre (CMECC) is 200-400 THB depends on the distance.
- Please refer “**TCC Fair 2018**” for the above rate.

Company Name: Stand No.:
 Contact Person: Mobile: Email:



12. Additional Furniture




To be returned by 14 September 2018

Ms. Nareenat Permpool
 Expolink Global Network Ltd.
 54 Sukhumvit 21 (Asoke Rd.), Klong Toey Nua, Wattana, Bangkok 10110
 Tel: +66 2-640-8013 Ext. 20, +66 63-212-6313
 Email: nattaya@expolink.net

12.1 Additional Furniture




- Orders received after 14 September 2018 will be subjected to availability and a 10% surcharge
- Orders received on-site will be subjected to a 30% surcharge

Form 12 Additional Furniture

Item		Unit Price	Quantity	Amount
Lockable Cabinet		1,250		
Floating Shelf (30x100 cm)		600		
Round Glass Top Table		1,250		
Rectangular Table (60x150 cm)		500		

Company Name: Stand No.:
 Contact Person: Mobile: Email:



Plastic Chair		50		
Banquet Chair		80		
Black Exclusive Chair		600		
*Prices are exclude VAT 7%		Total		
		VAT 7%		
		Total Amount		

Notes:

- All quoted items are on rental basis and are subjected to availability
- A separate quotation can be provided for any item not listed above
- Cancellations made after **21 September 2018** will incur a 50% surcharge. There will be no refund for cancellation during set up and show days.
- All order must be submitted with full payment
- Order onsite must be paid in CASH ONLY