Welcome Message from Organizer

Dear Exhibitor,

Welcome to ANDTEX2019, taking place on 15 – 17 May 2019, at the Bangkok International Trade & Exhibition Centre, Thailand (BITEC).

Booking your stand is just the beginning! If you are to get the maximum return on your investment, the information within this Manual is crucial. Before you even start to think about access and electrical fittings, it’s essential to take a step back, decide what you want to achieve with your stand and establish what you need to do to reach those goals. This Manual will ensure that you do.

Please take time to read through the information provided to ensure that the necessary action is taken by the deadline dates. An hour spent now co-ordinating your participation will save you last minute inconvenience and unnecessary expense.

This Manual is designed to ensure you have all the important information needed to order any items you wish to purchase for your stand. We have included important check lists and deadlines throughout the Manual as reminders for ordering the services you may require at the Event – this process has been made as easy as possible. If you have any worries, questions or would like to confirm anything, please contact me.

Our partnership, as Organizers and Exhibitors, is vital to the success of the event, so please feel free to contact us at any time if you have any queries regarding this Manual or your stand.

We look forward to working with you over the coming months and seeing you onsite at the event.

Best Regards,

Organizers Team
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A. GENERAL INFORMATION

A1 VENUE

Bangkok International Trade & Exhibition Centre (BITEC)
Address: 88 Bangna-Trad Road (Km.1), Bangna
Bangkok 10260
Thailand
www.bitec.net (http://www.bitec.net)

- ANDTEX 2019 will be held in Hall 100

A2 GETTING TO THE FAIRGROUND

BY PUBLIC TRANSPORT

- TAXI
Metered taxis are available 24 hours in Bangkok. Metered fare is standardized, with the flag down rate being 35 Baht for the first 2 km and around 5 Baht for each km thereafter. Passenger must pay tolls if using the expressways.

- BTS (Sky train)
Bangna Station (Exit 1)
Take the connected skywalk and the powered walkway to the hall.

- BUS
BITEC can be reached by the following bus services:
  - Entrance 1 and 2 (Bangna – Trad, Road km.1) – Number 38, 46, 46A, 48, 132, 133, 139, 180, 552, 552A
  - Entrance 3 (Sukhumvit Road) – Number 2, 23, 45, 102, 116, 142, 507, 508, 511, 513, 536, 544, 552A

- By CAR
BITEC is approximately 15-minute drive from the Suvarnabhumi International Airport. It is 10km away from the Centre Business District and can be reached directly via the expressway.

BITEC enjoys prime location close to Bangkok’s upbeat Sukhumvit Road. A comprehensive expressway network provides easy access to a wide range of hotel facilities of international standard as well as shopping, leisure and entertainment activities of downtown Bangkok.
# Schedule for Build-up, Show Days and Tear-down

## Build-up / Move-in

<table>
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<tr>
<th>Date</th>
<th>Activities</th>
<th>Time</th>
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<tr>
<td>13 May 2019 (Monday)</td>
<td>1) Exhibitors’ appointed contractors move in</td>
<td>1400 – 2200 hrs</td>
</tr>
<tr>
<td></td>
<td>2) Construction of raw space stands</td>
<td></td>
</tr>
<tr>
<td>14 May 2019 (Tuesday)</td>
<td>1) Exhibitors’ appointed contractors move in</td>
<td>0800 – 1500 hrs</td>
</tr>
<tr>
<td></td>
<td>2) Completion of stand construction</td>
<td></td>
</tr>
<tr>
<td>14 May 2019 (Tuesday)</td>
<td>1) Exhibitors’ registration</td>
<td>0900 – 1800 hrs *</td>
</tr>
<tr>
<td></td>
<td>2) Exhibitors and exhibits move in</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3) Stand decoration</td>
<td></td>
</tr>
<tr>
<td>14 May 2019 (Tuesday)</td>
<td>Hall Closes</td>
<td>2200 hrs</td>
</tr>
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*ALL delivery to the exhibition hall must be completed before 1800 hours on 14 May 2019. Exhibitors/Contractors may remain in the hall to decorate their booth until 2200 hours on 14 May 2019.

## Show-Days

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<tr>
<td>15 May 2019 (Wednesday)</td>
<td>Opening Ceremony</td>
<td>0900-1030 hrs</td>
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<tr>
<td>15-16 May 2019 (Wednesday-Thursday)</td>
<td>Open to Trade Visitors Only</td>
<td>1000-1800 hrs</td>
</tr>
<tr>
<td>17 May 2019 (Thursday)</td>
<td>Open to Trade Visitors Only</td>
<td>1000-1700 hrs</td>
</tr>
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## Tear-down / Move-out

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<th>Activities</th>
<th>Time</th>
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<tr>
<td>17 May 2019 (Thursday)</td>
<td>1) Move-out of hand-carried items</td>
<td>1700-1800 hrs</td>
</tr>
<tr>
<td></td>
<td>2) Power supply to stands turned off</td>
<td>1730 hrs</td>
</tr>
<tr>
<td>17 May 2019 (Thursday)</td>
<td>1) Move-out of light exhibits</td>
<td>1800 – 2300 hrs</td>
</tr>
<tr>
<td></td>
<td>2) Removal of lighting and electrical work</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3) Dismantling of stands must be completed</td>
<td></td>
</tr>
</tbody>
</table>

### Note:

1. Overtime charge: If over time is required by the Exhibitor for booth construction, Exhibitors must contact the Organizer for permission in advance and submit their application before 1500 hours on the same day. The application of overtime is subject to the approval of the Organizer and the Venue and charges will be imposed.

2. Exhibitors’ appointed contractor must move out by 2300 hours on 17 May 2019. 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.
A4  ADMISSION

Exhibitors
Exhibitors may access the Exhibition Halls one hour before the show starts and half an hour after the show closes each day to service their booths during exhibition days. Approval should be obtained from the Organizer for working before or beyond these hours.

Visitors
All visitors must complete a registration form before entry. Visitors below 18 years of age are not allowed into the exhibition hall and only those related to the industry and property attired will be allowed. Admission of visitors is solely at the discretion of the Organizer.

Contractors
All contractors (stand-fitting, interior decorating, etc.) other than the official contractors, are required to sign a performance bond guaranteeing their observance of regulations laid down by the Organizer before admission passes are issued for carrying out construction and dismantling work during the build-up and tear-down period.

Note: Photography, audio/or video recording is strictly prohibited in the Halls unless approval is obtained from the Organizer.

A5  ORGANIZER

China / E.J. Krause & Associates, Inc. Beijing
Mandy Ma <mandy@ejkbeijing.com>
Sarah Zhou <sarah.z@ejkbeijing.com>
Tel: (86-10) 8451-1832

Japan / EJK Japan, Ltd.
James Nosaki <nosaki@ejkjapan.co.jp>
Tel: (81-3) 6459-0444

USA / E.J. Krause & Associates, Inc.
Michael Rosenberg <rosenberg@ejkrause.com>
Tel: (1-301) 493-5500
Robert Jenkins
robert.jenkins@ejkrause.com

Europe / E.J. Krause & Associates, Inc. Germany
Monika Blume <blume@ejkgermany.de>
Gudrun Tegge <tegge@ejkgermany.de>
Tel: (49-211)610-730
A6   LOCAL SHOW MANAGER

Exposis Co., Ltd. (Thailand)
1755/3 Cedar Park (Town in Town Soi 11)
Soi Ladprao 94, Plubpla, Wanthonglang,
Bangkok 10310
Tel: +66(0) 2 559 0856 to 8
www.exposis.co.th

Contact:
Sales Manager: Mrs. Sansanee Srisurayotin
Tel: +66(0) 2 559 0856 to 8 ext. 19 email: sansanee.s@exposis.co.th

Sales & Marketing Coordinator: Ms. Aunyarah Vasuthasawat
Tel: +66(0) 2 559 0856 to 8 ext. 33 email: aunyarath.v@exposis.co.th

Operation Coordinator: Mr. Anuchart Sunthachito
Tel: +66(0) 2 559 0856 to 8 ext. 13 email: Anuchart.s@exposis.co.th

A7   OFFICIAL CONTRACTORS

OFFICIAL STAND FITTING CONTRACTOR
Milton Global Exhibits Limited
8/F, Artisan Hub, 9 Luk Hop Street, San Po Kong, Kowloon
Tel: (852) 3605 9626
Email: mhaone@milton-hk.com
Contact: Ms. Eve Lam

OFFICIAL FREIGHT FORWARDER
APT Showfreight (Thailand) Limited
98/7-8 Yannawa Road, Chongnonsee,
Yannawa, Bangkok 10120
Thailand
Tel: (66) 21656158 Ext. 301
email: hasnai@aptshowfreight.com
Contact: Mr. Hasnai Kongkaew
OFFICIAL SECURITY CONTRACTOR
EXSS Security Guard Co., Ltd.
BEEHIVE Lifestyle Mall Room C203
50/1211 Moo.9 Bangpood, Pakkred,
Nonthaburi, 11120
Tel. 090-797-9073 / 02-038-9617
Email: jakkapan.c@th-exss.com
Contact: Decha Kaewka

A8 VENUE RULES & REGULATIONS

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If you are not the addressee you are prohibited from copying, distributing, or disclosing it to anyone other than the addressee.
Content

- Location & Transportation Guide
- Food & Beverage Services by About Food
- Construction Guide & Safety Compliance
- BITEC Online Order

LOCATION
ENTRANCE & EXIT

TRANSPORTATION GUIDE

Visit BITEC, the world class exhibitions venue in Bangkok!

BITEC is the ideal multi-purpose facility complete with a range of delightful restaurants, meeting areas, a VIP lounge, business centre and exhibition spaces located in Bangkok city centre. Set in the midst of the Bangkok's numerous attractions, world class restaurants, famous entertainment areas and Asia's finest 5 star hotels, BITEC is the ideal setting for the congress. […]

http://www.bitec.co.th/visit-bitec-en.html
MOVING FASTER!
RIDE THE BTS TO BITEC

THE EXTENSION OF BTS SUKHUMVIT LINE FROM ON NUT TO BITEC

On Nut  Bang Chak  Punnawithi  Udom Suk  Bang Na
E9       E10       E11    E12       E13    Bearing

BITEC  www.bitec.co.th

1. การเดินทางมา BITEC ด้วยรถไฟฟ้า BTS

- เดินทางด้วยรถไฟฟ้าบีทีเอส ลงสถานีบางนา (E13)
- Travel by BTS to Bang Na station (E13)

2. - ใช้ทางเดินสะพาน 1
   เข้าสถานีบางนา (Sky walk bridge)
   - Take the exit 1 and use Sky walk bridge to BITEC
BTS SKYWALK & BITEC LINKBRIDGE
FOOD & BEVERAGE SERVICES

ABOUT FOOD

FOOD MAP: OUTLETS & CONCESSIONS
CONSTRUCTION GUIDE & SAFETY COMPLIANCE

Construction & Safety
Loading Area Restriction
Traffic Routing
Parking Regulation
BITEC Online Order
Construction and safety

- All decorations or constructions must be semi-finished structures.
- Buzz saw or electric saw cannot be used in covered area, only jigsaw is allowed.
- Paints or sprays that contain a mixture of thinner of flammable substance are allowed in all the building areas.

Construction and safety

- Booth structures, exhibit items, packages and all decoration materials must not obstruct electrical rooms, AHU rooms, fire hose cabinets, fire extinguishers, fire alarm pull down station and fire exits at all times.
- No glue or unaccepted adhesive tape is to be used in laying the carpet or any other materials on the Centre’s floor. Only a residue-resistant tape is allowed. (ex. SHIRAFUJI Tape)
Construction and safety

- Contractors or suppliers must arrange safety equipment, such as safety belt to prevent the falling off for the work in height over 2 meters, such as stage structure, truss or catwalk, and must make appropriate arrangement for safety according to the law.

- Contractors, sub-contractors and suppliers are not allowed to use electric wall plugs. It is required to order electricity for construction.

- Flammable liquids are prohibited to be stored inside the Centre.

- All the garbage from the construction must be cleared out of Exhibition / Meeting area day by day; and also move out from the Centre.

Construction and safety

- Usage of water in exhibition area, exhibitor must order through official contractor. Taking water from public toilet is prohibited.

- Hazardous and polluting substances such as chemicals, lubricants, acids and petroleum products cannot be discarded through the standard drains. The exhibitor is responsible for reporting to the Centre to arrange special drains for the disposal of hazardous materials.

- Air compressors of over 0.5Hp will not be permitted in the exhibit booths. Must contact official contractor for this service.

- No utensils and equipment are to be washed in public toilets and sink.

- Working within the organizer time limited. Overtime must be informed 2 hours in advance.
Construction and safety

- Children and unauthorized persons are not allowed in construction area.
- Animals are not allowed in exhibition, meeting and public area.
- Smoking and drinking of alcoholic beverages are prohibited in the set-up areas.
- Balloons as part of displays or decorations are not allowed in construction area.
Loading Restriction

- Please do not park any personal vehicle and/or blockade loading area
- Loading equipment which need 2-man carry need to load by Rear door of Event hall, front door of Event Hall is allowed for 1-man carry only.
- BITEC will not take any responsible for any damage or loss of personal belongings (before, during and after event), Insurance is recommended for every equipment and belongings.

Loading Area Parking

- Loading Area Parking Fee
  - 4 Wheel vehicle: 1.5 hour free parking
  - 6 Wheel vehicle and bigger (Trailer, Container): 3 hours free parking

- Fine will be charged in case of exceeding free hour above.
- 1,000 THB charged for card loss combine with parking fee

*** No waiving in any case***
INDOOR PARKING INFORMATION

1. Receive Red Parking Card *(as left picture)* from automatic distributor at entrance.
2. Parking fee will be charged 20 THB per hour (Free for first half hour)
3. Parking area operating hour is 06.00-24.00 hrs.
4. Overnight parking is prohibited. Fine will be charged after midnight, 100 THB per hour.
5. 1,000 THB charged for card loss combine with parking fee and/or charge
OUTDOOR PARKING INFORMATION

1. Receive Dark Blue Parking Card (as left picture) from automatic distributor at entrance.
2. Parking fee will be charged 20 THB per hour (Free for first 3 hours)
3. Parking area operating hour is 06.00-24.00 hrs.
4. Overnight parking is prohibited. Fine will be charged after midnight, 100 THB per hour.
5. 1,000 THB charged for card loss combine with parking fee and/or charge.
What is BITEC Online Order?

BITEC Online Order gives your exhibitors access to all of BITEC’s products and services via a convenient and easy-to-use online system at www.bitec-onlineorder.com.

BITEC Online Order offers a variety rate, your exhibitors can take advantage when they plan to place an order early.

BITEC Online Order simplifies payment process, giving exhibitors the option to pay online by:

- Credit Card available from anywhere in the world and at anytime
  (Recommended for overseas transaction)

- Bill Payment at any KBANK branch nationwide
  (Only available for companies based on Thailand)
eDM to your exhibitors
(Please send us the exhibitor list)

How to use promotions & reward points

How to collect point on BITEC Online Order
Every 25 baht spent on BITEC Online Order will earn 1 Reward point.

How to redeem points on BITEC Online Order
Every 100 reward points is equal to 25 baht discount.
BITEC Online Order Benefits

24/7 Online System

Dynamic Pricing

Best Deals

Fast Track Service

The gateway for exhibitors to order all BITEC products and services anytime, anywhere

How to Register?

1. Sign Up
   - Go to www.bitec-onlineorder.com and click the Sign Up button

2. Create Your BITEC Online Order Account
   - Follow the simple instructions on the screen to enter your email address, password, contact, and billing
   - For corporate accounts, please have your Tax ID ready
   - In order to receive the full tax invoice upon completion of your online order*

3. Verify your email
   - After submitting your details, you will receive an email confirmation. Simply click the Complete Registration button in your email to complete the registration process.

*For corporate accounts, please have your Tax ID ready in order to receive the full tax invoice upon completion of your online order.
B. TECHNICAL INFORMATION

B1 EXHIBITION HALL SPECIFICATIONS

- Stand Height Restriction

Stand structure maximum height: 5 metres
Double deck stand: No double deck stand design or buildup will be allowed.
**Hanging suspended Items:** No suspension of any form/mean is to be made from the trusses of the Exhibition hall, nor may any fixing be made to the floor, columns, walls or any other part of the hall.

Any stand structure, fascia panel, exhibit, display etc., exceeding 2.5 metres high must be kept at a distance of 1 metre away from the dividing walls of the adjoining stands/neighbor’s stands.

- **Floor Loading Capacity**

  Hall 100: 2000kg per sqm. (concrete floor)

  Any exhibit exceeding this limit must be approved by the Venue Owner. Special arrangements, including the provision of a steel base plate, maybe required. The Organizer's delivery schedule for heavy and large exhibits must be strictly adhered to. The Organizer must be informed of such exhibits at least 8 weeks before the move-in date.
B2 ELECTRICITY, WATER AND COMPRESSED AIR

- Electricity

Supply Voltage:
Single-Phase alternating at 220V,50 Hz (±10%)
Three-Phase neutral alternating current at 380V,50 Hz (±10%)

Exhibitors requiring different voltages, frequency or special connections to equipment, must arrange for their own transformers, converters, boosters, etc. the Organizer will assist upon request.

All electrical installations end equipment must comply with the local Government regulations.

For operational safety reasons, only the Organizer’s official electrical contractor can carry out the electrical mains installation work.

Supply will be within the booth allocation.
Supply will be switched off daily at the end of the show, except for 24 hours supply.

Exhibitors and/or their contractors who prefer to wire & connect their own light fittings to the electricity power supply may do so by ordering a Miniature Circuit Breaker (MCB). An electrical single-line diagram with Professional Engineer's certification must be submitted for approval, and a distribution board must be provided by exhibitors or their contractors the case for MCB order. The MCB is strictly for light fittings only and may not be used for SSO connection.

Each supply line is for one piece of equipment/exhibit only - no tee-off, interconnection, multi-way adaptor, or splitting is allowed.

- Compressed Air

For operational safety reasons, only the Organizer can carry out the installation work required.

Supply will be within the booth allocation.
Supply will be turned off daily at the end of the show.

Exhibitors are NOT allowed to bring in their own compressors. All requirements must be ordered through the organizer and supplied by the venue.

Each supply line is for one piece of equipment/exhibit only - no tee-off, interconnection, multi-way adaptor, or splitting is allowed.
• Water

For operational safety reasons, only the Organizer’s appointed contractor can carry out the installation work required.

Supply will be within the booth allocation
Supply will be turned off daily at the end of the show.

All exhibits and ancillary equipment containing water shall be carefully drained out at the end of the exhibition, in such a way that no water is discharged onto the floor of the halls. All cost involved in removing any water discharged onto the floor of the hall, or any damage caused as a result of the discharge of water will be charged to the exhibitor.

Each supply line for one piece of equipment/exhibit only - no tee-off, interconnection, multi-way adaptor, or splitting is allowed.

Orders may be made on Form T5 & T6.

B3 OPERATION OF STAND

Exhibitor's booth must be fully staffed and operational throughout the show period. Exhibitors must not participate in any activity that causes, or is likely to cause, annoyance to visitors or other exhibitors.

All activities of the exhibitor and his staff must be confined within the booth or site allocated. No advertising or canvassing for business is allowed elsewhere in the exhibition halls, including the entrances and exits of the halls. This includes the distribution of leaflets, brochures, journals, etc.

Exhibitors are not allowed to use the exhibition for recruiting staff, other than seeking local agents for their products.
B4 WORKING EXHIBITS & DEMONSTRATIONS

- **Safety First**

The following measures must be strictly observed, to avoid damage or injury; failing which, the Organizer reserves the right to terminate the operation & demonstration of the working exhibits.

Inform the Organizer in writing of any working machinery to be exhibited, and a brief description of its operation and demonstration.

- Provide strict safety conditions for the operation and demonstration of working exhibits in accordance with international safety standards and regulations.
- Working exhibits must be fully manned and attended at all times while in operation.
- Working exhibits must be placed at a relatively safe distance from the audience. The usage of safety guards is strongly recommended.
- The sound generated by the working exhibits must not cause annoyance or interference to other exhibitors.
- Fume, exhaust gas and other gaseous irritants generated by the working exhibits must be piped and discharged through the hall's air filtration and exhaust system. This must be arranged through the Organizer. A quotation will be provided upon application.
- The disposal/drainage of acids, petroleum products, hazardous chemicals, oils, lubricants and any other environment polluting substances must be arranged through the Organizer. A quotation will be provided upon application.
- Internal combustion engines are prohibited.
- Hazardous/dangerous/offensive/radio-active substances/gas are strictly prohibited.
- Laser, x-ray and any smoke or fire emitting exhibits/equipment will only be allowed with the approval of the local Fire & Safety Bureau, Venue Owner and the Organizer.
- Exhibitors can only display/demonstrate exhibits which they manufacture or have dealership.
- In the event of any dispute among exhibitors, the Organizer reserves the right to arbitrate.

- **Film, Audio Visual and Product Demonstration**

Audio visual equipment may be provided by the Exhibitor or hired from the Organizer. Please contact the official contractor if the service needed. When in operation, audio visual equipment must not disturb visitors or other Exhibitors with excessive sound/noise. All audio visual equipment should be kept to a maximum level of 70dB, unless otherwise stated by the Organizer. Sound levels will be measured using a noise meter at each booth. The Organizer reserves the rights to discontinue any audio visual presentation which in their opinions detrimental to the event.

All installed speakers and sound devices are to be placed facing inwards to the booth and not towards the aisle or other Exhibitors. Where a high level of noise or other objectionable factors are involved, demonstrations may only take place at a timing stipulated by the Organizer, who reserves the right to disallow a demonstration at any time.

No photography, audio & video recording is permitted in the exhibition halls unless approval is granted from the Organizer.
B5 SECURITY, LIABILITIES AND INSURANCE

The Organizer shall provide general security services, with Security Officers on duty around the clock, patrolling the exhibition halls. These security services do not include any special or specified attention to any individual stand.

The period throughout the moving-in, exhibition days and tearing down/moving out, the Organizer shall not be liable for the safety & security of the stands, exhibits and displays. Exhibitors are encouraged to make their own security arrangement for their stands, exhibits and displays.

Exhibitors should possess a valid insurance policy covering theft, public liability, damage to property and effects, personal injury and any other such consequential risks with respect to their participation in this exhibition as outlined in the Conditions of Participation.

B6 FIRE PRECAUTION

- Fire, sparks, welding and inflammable/explosive gas/materials are prohibited in the venue.
- Exhibitors displaying exhibits which require chemical/foam fire extinguishers must provide such firefighting equipment in their booth, at their own expense. The Organizer will assist and advise upon request.
- Aisle or hall perimeter space must not be used as storage.
- Fire exits and access to firefighting equipment must not be obstructed.
- Smoking is prohibited in the hall.

B7 DILAPIDATION

Exhibitors are responsible for the costs of making good or replacing any damage or dilapidation to the exhibition premises, whether caused by themselves, their agents, contractors or by any person or persons employed or engaged on their behalf by such agents or contractors.

B8 STAND CLEANING

The Organizer will provide general cleaning in the exhibition hall, which includes carpet/floor cleaning and refuse disposal, daily after the show closes. Exhibitors with lockable rooms are requested to place refuse in bins outside the rooms before departure each evening.

The Exhibitor is responsible for the cleaning of his own stand, exhibits and displays.

The Exhibitor is also responsible for the disposal of the by-product from the stand, exhibits & displays. The rubbish disposal areas of the hall/venue cannot be used. The Exhibitor will be liable for the service fee involved in removing the debris if this is not complied.

Stand cleaning services can be ordered by submitting the service BITEC Online order form.
B9  PUBLICITY

Balloons and neon lights are prohibited in the exhibition halls, and any projection of cyber light or similar must be kept within the stand.

B10  AUTHORITY ON THE PREMISES

In the event of any dispute on site, the Organizer reserves the right to arbitrate. The decision of the Organizer will be final.

B11  PACKAGE BOOTH

The Organizer has appointed Milton Global Exhibits Limited as the Official Contractor for all Package booths. However, an exhibitor may employ a contractor of his choice to construct booth interiors and any free-standing displays or fittings that may be required, subjected to the following rules:

1. No additional fitting or display, including additional name board, cover, logo, balloon, etc. may be attached, nailed, screwed or drilled to the Shell Scheme booth structure. The Official Contractor reserves the right to charge the Exhibitor/his contractor for any damage caused.
2. No painting or wallpapering of the wall panel is allowed. Exhibitors who wish to have the wall panel painted must inform the Organizer, who will provide the quotation and have the Official Contractor carry out the work.
3. Any stand structure, exhibit, displays, etc., must not exceed 2.5 metre high and must be kept at a distance of 1 metre away from the dividing walls of the adjoining stands/neighbors stands. This includes fascia panel, towers, logos, etc.
4. No suspension is to be made from the ceiling of neither the Exhibition Hall, nor any fixing or attachment be made to the floor, column, wall or any other part of the building structure.
5. Any change to the type or color of the floor covering provided, must be applied to the Organizer and the cost shall be borne by the Exhibitor.
6. No part of any structure or exhibit may extend beyond the boundaries of the space allocated.
7. Neon or flashing lights/signs will not be permitted, unless it forms an integral part of an Exhibitor's product. Sequence-lit displays, subjected to the Organizer's approval, may be used.
8. Contractors, other than the Official Contractor, carrying out booth interiors must lodge a Performance Bond and pay the Hall Management Fee to the Organizer before commencing work. They are responsible for removing their waste materials daily during build-up and all their materials at the end of the show.
B12 PACKAGE ENTITLEMENT

The show organizer offers 2 types of booth, standard booth and upgraded booth. Booth package and entitlement can be found below:

Milton Global Exhibits Limited has been appointed as the Official Stand Contractor for this event. The Exhibitor may employ a contractor of his choice to construct and install any stands they may require. The name of the contractor must be addressed to the Organizer and Official Contractor by completing and submission of Form T8 – Raw Space Exhibitor.

Milton Global Exhibits Limited
8/F, Artisan Hub, 9 Luk Hop Street, San Po Kong, Kowloon, Hong Kong
Tel: +852 3605 9626
Fax: +852 3605 9416
Email: mhaone@milton-hk.com
Contact: Ms. Eve Lam

Package exhibitor is required to submit Form T1 to official contractor by 4 April 2019. This form is to inform official contractor of the company name shown on fascia board. The fascia board will include company name and booth numbering.

Should exhibitor requires additional furniture, there is a wide varieties of selections on Form T2 and Form T3. Please fill in the form and submit to official contractor.

If extra lightings, electrical items or electricity/compressed air/water and drainage for machinery are needed, please fill in Form T4 or Form T6 and return the form to official contractor.

Form T7 should be submitted alongside Form T1, T2, T3, T4, T6 as it tells official contractor of the location where the services are required.
No financial credit or item-exchanged will be given for any package item not utilized.
Upgraded Package Booth

<table>
<thead>
<tr>
<th>Code</th>
<th>Item</th>
<th>9 sqm</th>
<th>18 sqm</th>
<th>27 sqm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Needle punch carpet</td>
<td>As per stand space on all closed sides</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>System wall, 2.5mH, white color</td>
<td>As per stand space on all closed sides</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Single colour fascia board with English company name and booth number</td>
<td>On all open sides (aisle facing)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>50cmDia inkjet company logo on circular Foamboard on fascia</td>
<td>On all open sides (aisle facing)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TAX001 Information Desk (500 x 965 x 750mm.)</td>
<td></td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>TAX002 Square table</td>
<td></td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>CHX001 Grey chair</td>
<td></td>
<td>4</td>
<td>8</td>
<td>12</td>
</tr>
<tr>
<td>Waste paper basket</td>
<td></td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>SA002 Spotlight LED 12 W. With arm 30 cm. (Yellow Light)</td>
<td></td>
<td>2</td>
<td>4</td>
<td>6</td>
</tr>
<tr>
<td>SB001 5 Amp socket (w/ 5 Amp fuse) 220V, 50Hz (Not for lighting)</td>
<td></td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
</tbody>
</table>

No financial credit or item-exchanged will be given for any package item not utilized.
B13 STAND CONSTRUCTION

1. Identification

The Exhibitor may employ a contractor of his choice to construct and install any stands they may require. The name and contact information of the contractor must be addressed to the Organizer and Official Contractor by completing and submission of Form T8. The stand contractor will be approved by organizer and official contractor only after completing and submission of Form T8.

Approved Stand Contractors will be permitted entry provided:
- The Organizer is advised of the preferred contractor not less than 45 days prior to the event.
- Approval or disapproval by The Organizer should be advised to both exhibitors and his outside contractor within 15 working days of receiving of the name.

Requirements for Approved Stand Contractors:
- Contractors must never be negligent nor cause damage to exhibits and venue. They also must not have been suspended from work in prior exhibitions.
- Raw Space Exhibitors or their contractors are required to place with the Official Stand Contractor a refundable and interest-free Damage & Rubbish Clearance deposit in an amount calculated at a rate of USD35 per sqm (up to a maximum of USD7,000). Damage & Rubbish Clearance Deposit will be returned in full to the contractor within one month after the fair only if the raw space site is - in the Organizer’s view - clean and clear of any rubbish or litter and no damage whatsoever has been caused (including any damage to the raw space site or any part of the venue building)
- Only after the Damage & Rubbish Clearance deposit is placed; the contractor badge will be issued by the Organizer no later than 7 days prior to move-in date, and afterwards, the contractor will be allowed to bring stores into the hall and commence work.
- Need to station a staff member with communication equipment from the start of construction until clearance of booth to co-ordinate and assist if necessary with their exhibitors.

The Organizer will only issue badges for access to the exhibition to the official contractor and other approved contractors. No other contractor is permitted into the building during construction and clearance. If an approved contractor fails to comply with these requirements, The Organizer reserves the right to suspend or terminate the construction concerned. In such a case, the affected exhibitor will be offered the services from the remaining approved contractors

The Organizer will also issue 4 Move In/Out badges for every 12 square metres of stand construction, up to a maximum of 50 badges per appointment, upon the submission of performance bond to the Organizer as well as the full payment of the hall management fee and technical services.

All workers employed for the construction of the stand must wear the Move In/Out badges at all times when they are in the exhibition halls. Personnel without proper badges will be refused entry into the exhibition halls. The Move In/Out badge only allows access to the hall during the Move In and Out period.
2. Hall and Stand Structures

a. No stand structure, decoration, exhibit or display may be suspended, attached, wired, nailed, screwed or drilled onto the property and structures of the hall. Exhibitor or Contractor concerned will be charged for any damage caused.

b. No stand Structure, decoration, exhibit, display or furnishings may extend beyond the boundaries of the stand.

c. False ceiling will only be allowed if the material proposed will allow water to pass through freely and has a minimum flame spread rating of class 2, e.g. perforated metal sheet, aluminum ceiling grid and mesh.

d. The use of balloons filled with flammable gas is prohibited in the halls and the exhibition grounds. Prior approval must be obtained from the Organizer for the use of balloons filled with safety gas in the hall and exhibition grounds.

e. The maximum permissible height for stand construction shall be as follows:
   - Stand structure maximum height: 5 metres.
   - Double deck stand: No double deck stand design or buildup will be allowed.
   - Hanging suspended items: No suspension of any form/mean is to be made from the trusses of the Exhibition hall, nor may any fixing be made to the floor, columns, walls or any other part of the hall.

f. The maximum permissible height of partition wall between exhibitors is 2.5 metres and each exhibitor is required to construct his own partition wall. Any stand structure, decoration, exhibitor display e.g. balloons, tower and signage, exceeding 2.5 metres high, must be at least 1 metre away from this partition. The rear of all partition walls must be properly treated with white emulsion paint. Stands with perimeter or side walls or partitions facing the aisles must have at least 50% of any frontage facing an aisle opened.

g. The local authorities may not accept design submission for approval beyond the deadline.
3. Open Frontages

All stands in the exhibition, irrespective of height, must have at least 50% of any frontage facing an aisle opened.

4. Floor Covering

In accordance with the Organizer's build-up schedule:

a. A suitable floor covering must be provided for the stand.
b. Carpet and main structure must be installed within 24 hours of the commencement date.
c. All carpets and floor covering must be affixed with double-sided tapes. These tape are to be removed during the dismantling period. The use of paint or adhesive on the floor of the exhibition hall is strictly forbidden.

Failure to comply with these regulations may reach in the delay of installation of electric and equipment move-in, and any consequential cost incurred will be charged to the Exhibitor.

5. Removal of Rubbish

During the build-up period, Exhibitors and their contractors will be responsible for the daily removal of construction and packaging debris off site.

The Exhibitor is also responsible for the disposal of the by-product from the stand, exhibits & displays. The rubbish disposal areas of the hall/venue cannot be used. The Exhibitor will be liable for the service fee involved in removing the debris if the debris if this is not complied.

6. Smoking is prohibited

In compliance with the Smoking (Prohibition in Certain Places) Act, smoking is strictly prohibited in all areas at all times within the Exhibitions Halls. This non-smoking ban also includes non-air conditioned areas such as car park stair case, loading bays, toilets, etc.

7. Fire Regulations

All materials used in the stand construction must be fire-retardant in accordance with the local regulations, i.e. a minimum flame spread rating of Class 2.

Approval for cover ceiling of the stand must be sought from the Fire Safety Bureau through the Organizer and plans must be submitted at least two month prior to the exhibition. The relevant authorities may not accommodate late submissions.
C. SHIPPING INFORMATION

The Organizer has appointed APT Showfreight (Thailand) Limited as the Official Freight Forwarder for ANDTEX 2019 through competitive tender, rest assured you will be offered good rates and services.

Exhibitors and their contractors are only allowed to bring into the halls, items which may be carried by hand or by trolley. Only the Appointed Official Freight Forwarder can provide and operate all lifting and handling equipment such as pallet trucks, forklifts, cranes on-site for the moving-in of exhibit to the stands and vice-versa.

We recommend you to engage the services of the Appointed Official Freight Forwarder or its overseas office and agents worldwide for a complete logistics package for your exhibits ‘door-to-door’ (from your country to your exhibition stand.) If you decide, however, not to use the services of the Appointed Official Freight Forwarder, we ask that you hand over the Shipping Manual to your freight forwarder for their compliance in order that your exhibits can be correctly dispatched and instructions followed to avoid unnecessary delays in clearance and additional expenses.

Please contact any of the following offices for your freight forwarding needs:

C1 OFFICIAL FREIGHT FORWARDER
C2 CARGO DEADLINES
C3 CONSIGNMENT
C4 CASE MARKING / STORAGE OF EMPTY & FUMIGATION
C5 SHIPPING INSTRUCTIONS
C6 HEAVY / LARGE / TALL EXHIBITS
C7 STORAGE
C8 ENQUIRIES
C1 OFFICIAL FREIGHT FORWARDER

International Contacts:
Thailand:  APT Showfreight (Thailand) Limited
98/7-8 Yannawa Road, Chongnonsee,
Yannawa, Bangkok 10120, Thailand
Tel: +66 (0) 2 165 6152 ext 312
Fax: +66 (0) 2 165 6159
email: pimsuda@aptshowfreight.com
HP: +66 (0)81 440 5115

Shanghai:  APT Showfreight Shanghai Co., Ltd
Room 2005, Modern Plaza Tower 1
369 Xian Xia Road, Changning District
Shanghai 200336, P.R. China
Tel: (86-21) 61240090
Fax: (86-21) 61240091

Beijing:  APT Showfreight Co., Ltd (Beijing Branch)
Rm. 1005, Block B, Zhucheng Mansion
6A Zhongguancun South Street
Haidan District, Beijing 100086, P.R. China
Tel: (86-10) 51581473
Fax: (86-10) 51581483

Japan:  ISHIKAWA-GUMI,LTD.
14-2,4-CHOME,HIGASHI-OHI,
SHINAGAWA-KU,TOKYO 140-0011, JAPAN
TEL:+81/3-3474-8102
FAX:+81/3-5460-9841

HongKong:  APT Showfreight Limited
31/F, Morrison Plaza
9 Morrison Hill Road
Wanchai, Hong Kong SAR
Tel: (852) 28770538
Fax: (852) 28770505

Taiwan:  CROWN VAN LINES CO., LTD.
4-4FL., NO. 165, MIN SHENG E. ROAD,
SEC.5, TAIPEI TAIWAN
Tel: + 886-2-2746-7621
Fax: +886-2-2746-7622
C2 CARGO DEADLINES

DOCUMENT DEADLINES:
The shipping documents must be sent to us not later than the deadlines given below or at least 3 (three) days prior to the arrival of vessel and/or aircraft in Bangkok.

- Sea freight : 15 April 2019
- Air freight : 22 April 2019

**2 originals and 3 copies of Bill of Lading/ Airway Bill, 3 originals and 2 copies of Commercial Invoice, 2 originals and 3 copies of Packing List, 1 copy of Insurance Policy and 1 copy of invoice for the premium if insured at origin**

A pre-alert message via e-mail or fax, indicating consignment details such as the flight numbers, Airway Bill numbers, number of packages, weights and dimensions, is required to be provided to us upon uplift of the consignment.

CONSIGNMENT DEADLINES:

- Sea freight : 22 April 2019
- Air freight : 29 April 2019
Consignment arrives after the above deadlines will be subjected to 30% Late arrival surcharges (based on the basic handling rate) to cover our extraordinary efforts to speed up clearance of your consignment before the show opens. But we will not guarantee delivery date for your late arrival consignment.

C3 CONSIGNMENT INSTRUCTION

All exhibition goods dispatched either by Sea freight or Airfreight, shall be consigned "Freight Prepaid" as follows: Consignee & Notify Party in BL or AWB (in Block letters):

APT SHOWFREIGHT (THAILAND) LIMITED
98/7-8 YANNAWA ROAD, CHONGNONSEE
YANNAWA, BANGKOK 10120, THAILAND

All documents such as the Bill of Lading and Airway Bill must show the consignee as indicated above. Shipment sent under ‘Freight collect’ term may not be proceed until we receive confirmation for the payment

C4 CASE MARKING/ STORAGE OF EMPTY & FUMIGATION

All packages shall be marked as follows:

ANDTEX 2019
c/o APT SHOWFREIGHT (THAILAND) LIMITED
Name of Exhibitor : 
Stand Numbers : 
Case Numbers : 
Gross Weight/Net Weight : 
Dimensions : 

We will store your empty cases within the exhibition site under shelter during the exhibition if space is available.

For wooden cases returning to some European & Asian Countries at the end of exhibition, they will be required for fumigation before they can be exported as per import regulation of destination country. A fumigation fee will be charged to your account. (if required)

C5 SHIPPING INSTRUCTIONS

You may request for a detailed Shipping Instruction from any of the above freight forwarders. Please follow the instructions carefully to ensure timely delivery of your exhibits. Specific information relating to consignee, documentation, censorship, customs clearance and associated handling rates are included in the Shipping Instruction.

C6 HEAVY/LARGE/TALL EXHIBITS

Heavy:

Exceeding 2000 kg

Exhibit:
1 Only the appointed Official Freight Forwarder will be allowed to operate within the exhibition site. Exhibitors must inform their own transport agent to contact the appointed Official Freight Forwarder for lifting and on-site handling requirements.

2 All exhibits must arrive in good time for port clearance and reach the exhibition site on the first day of the build-up period. If such exhibits arrive later than the scheduled move-in dates, they may not be permitted entry into the exhibition site, due to access obstruction by stand constructions.

3 Exhibitors with heavy exhibits are to refer to the floor loading capacity, and must provide steel plates for load spreading if necessary, and should not overload the floor loading capacity.

C7 STORAGE

Direct arrangements should be made with the appointed Official Freight Forwarder. Otherwise, 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.

C8 ENQUIRIES

If you require further advice or clarification or any freight forwarding information, please contact any of the above freight forwarders.

D. EXHIBITION CHECKLIST

D1 EXHIBITION CHECKLIST

This is the complete checklist of Order Forms for Technical Services, Publicity & Advertising and BITEC Services required for the exhibition.

Please note the submission deadlines to avoid placement of late orders and surcharges.
## Organizer's Forms

<table>
<thead>
<tr>
<th>Form</th>
<th>Compulsory</th>
<th>Optional</th>
<th>Deadline</th>
<th>Submit to</th>
</tr>
</thead>
<tbody>
<tr>
<td>Form 1A Show Catalogue Entry</td>
<td>✓</td>
<td></td>
<td>4 April, 2019</td>
<td>Exposis</td>
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<tr>
<td>Form 1B Show Catalogue Entry</td>
<td>✓</td>
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</tr>
<tr>
<td>Form 2 Exhibitor Badge Order</td>
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<td></td>
<td>24 April, 2019</td>
<td>Exposis</td>
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<tr>
<td>Form 3 Marketing Promotional Opportunity</td>
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<td></td>
<td>4 April, 2019</td>
<td>EJK</td>
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<tr>
<td>Form 4 Attendee Invitation</td>
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<td></td>
<td>8 March, 2019</td>
<td>Exposis</td>
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## Technical Order Forms

<table>
<thead>
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<th>Order Form</th>
<th>Compulsory</th>
<th>Optional</th>
<th>Deadline</th>
<th>Submit to</th>
</tr>
</thead>
<tbody>
<tr>
<td>T1 Fascia Name</td>
<td>✓</td>
<td>Standard Booth Only</td>
<td>4 April, 2019</td>
<td>Milton</td>
</tr>
<tr>
<td>T2 Furniture Equipment</td>
<td>✓</td>
<td>Standard Booth Only</td>
<td>4 April, 2019</td>
<td>Milton</td>
</tr>
<tr>
<td>T3 Special Furniture Equipment</td>
<td>✓</td>
<td>Standard Booth Only</td>
<td>4 April, 2019</td>
<td>Milton</td>
</tr>
<tr>
<td>T4 Standard Electricity &amp; Lighting</td>
<td>✓</td>
<td>Standard Booth Only</td>
<td>4 April, 2019</td>
<td>Milton</td>
</tr>
<tr>
<td>T5 Raw Space Electricity &amp; Lighting</td>
<td>✓</td>
<td>Raw Space Only</td>
<td>4 April, 2019</td>
<td>Milton</td>
</tr>
<tr>
<td>T6 Machinery Electricity, Water Supply, Drainage and Compressed Air Rental</td>
<td>✓</td>
<td></td>
<td>4 April, 2019</td>
<td>Milton</td>
</tr>
<tr>
<td>T7 Service Location Plan</td>
<td>✓</td>
<td>Standard Booth Only</td>
<td>4 April, 2019</td>
<td>Milton</td>
</tr>
<tr>
<td>T8 Raw Space Exhibitor</td>
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<td>Milton</td>
</tr>
<tr>
<td>T9 Freight Forwarding</td>
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<td></td>
<td>2 April, 2019</td>
<td>APT</td>
</tr>
<tr>
<td>S1 Hotel Reservation Service</td>
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<td>?</td>
</tr>
<tr>
<td>S2 Hostess / Interpreters</td>
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<td>?</td>
<td>?</td>
</tr>
<tr>
<td>S3 Visa Application Service</td>
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<td></td>
<td>?</td>
<td>?</td>
</tr>
<tr>
<td>S4 Security Service</td>
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<td>30 April, 2019</td>
<td>EXSS</td>
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</tbody>
</table>
Technical Order Forms | Compulsory | Optional | Deadline | Submit to
--- | --- | --- | --- | ---
V1 BITEC Internet Order | ✓ |  | 29 April 2019 | BITEC
V2 BITEC Catering Order | ✓ |  | As below details | BITEC

Remark: Catering machine and equipment please recheck with BITEC.

Your events (Cut-off-date Pricing)

![Graph showing standard rate until 12 May 2019, start onsite rate from 13 May 2019, close food & beverage on 29 April 2019.]

Need help?

Please contact our **One Stop Service Centre**

Tel: +(66 2) 726 1999 ext.7522-23,7529
Email: info@bitec-onlineorder.com
Live Chat: Time 8:00 – 17:00 hrs.