

14-17 May 2008

*Bangkok International Trade and Exhibition Centre
(BITEC)*



Dear Exhibitors,

Welcome to SUBCON THAILAND 2008

Thank you for your participation in **SUBCON THAILAND 2008**. This Exhibitor Manual is to assist your company in preparing more efficiently for your forthcoming participation in the Exhibition.

You are advised to **STUDY THIS MANUAL CAREFULLY AND THOROUGHLY** to ensure that all relevant matters are processed smoothly and arranged properly. You should keep a copy of all the forms for your own references, so that queries can be settled immediately should they arise.

Upon completion of the relevant forms, please return, via fax, to the respective companies stipulated on the top of the forms. **Please pay particular attention to the deadline of each form. By meeting the deadlines you will save time and money.**

We thank you for your support and co-operation, and we look forward to working with you towards a successful **SUBCON THAILAND 2008**.

THE ORGANISERS

CMP Media (Thailand) Co Ltd

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GENERAL INFORMATION

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GENERAL INFORMATION **A**

A1 The Exhibition

SUBCON THAILAND 2008 : Thailand's Only Industrial Subcontracting Exhibition

A2 Venue & Dates

Venue: Bangkok International Trade and Exhibition Centre (BITEC)
Pharindhorn Company Limited
88 Bangna-Trad, Bangna, Bangkok 10260 Thailand
Tel: +66 (0) 2749 3939 Fax: +66 (0) 2749 3949

Dates: 14-17 May 2008 (Wednesday – Saturday)

A3 Exhibition Opening Hours

14-17 May 2008 (Wednesday-Saturday)	:	1000 – 1900 hrs.	Exhibition Opens
14 May 2008 (Wednesday)	:	0900 – 1000 hrs.	Opening Ceremony

During the exhibition period, exhibitors will have access to the hall an hour before the opening and an hour after the closing hours to service their stands or exhibits. Exhibitors, who require access beyond given hours, please contact operations department in advance.

A4 Admission for Trade Visitors

Free admission for professionals, trade and business visitors, by invitation and registration only. Minors and members of the general public will not be admitted. The organiser reserves the right to refuse admission or to remove any person without giving a reason. This applies also to the build up and dismantling periods.

Exhibitors are advised to encourage their (prospective) customers to pre-register by faxing the completed registration form in visitor invitation cards to organisers so as to save valuable time upon arrival at the exhibition centre. Visitor invitation card can be acquired through [Visitor Invitation Card Form](#) (Form 3) Pre-registered trade visitors may collect their badges at the pre-registered trade visitors counter upon their arrival on site.

Please note that this is a trade exhibition, **Minors below the age of 16 years are NOT allowed admission**, either as a visitor or an exhibitor.

A5 Exhibitor Badges and Registration

Exhibitor badges are only to be used by exhibitors and their staff manning booths during the exhibition period. For security reasons, exhibitors and their personnel are requested to wear their passes at all times when in the exhibition hall.

Exhibitor badges will be issued to all Exhibitors and staff manning their booths, in accordance with the list of names given on the [Exhibitor Name Badge Form](#) (Form 6). Exhibitors are requested to make their First Stop at the [Exhibitor Registration Counter](#) when they arrive on site, to collect their badges. **Exhibitor Registration: 13 May 2008 (Tuesday): 08.30-20.00 hrs.**

A6 Contractor Badges

For the purpose of stand construction and moving of exhibits, badges will be issued by the organiser permitting approved contractors and their workmen to enter the exhibition hall during the build up and dismantling period only. A limited number of standby badges may be issued should a contractor have a valid reason to be present during the exhibition period (e.g. maintenance, remedial purposes, etc.). Please contact the organiser's operations personnel for the issue of badges.

For security reasons, contractors and their workmen are to wear their badges at all times when in the exhibition hall.

A7 Organiser's Contact Information

For all queries regarding SUBCON THAILAND 2008, please contact the following relevant personnel.

Co-Organiser:

BOI Unit for Industrial Linkage Development (BUILD), Thailand Board of Investment

555 Vibhavadi-Rangsit Road, Chatuchak,
Bangkok 10900, Thailand

Tel: +66 (0) 2537 8733, 2936 2567 Fax: +66 (0) 2537 8734

Attn: Ms. Nattinee Nawakawongkarn / Senior Investment Promotion Officer

E-mail: build@boi.go.th / nattinee@boi.go.th

CMP Media (Thailand) Co Ltd

503/23 KSL Tower, 14th Floor,
Sri Ayuthaya Road, Phayathai,
Rajathewee, Bangkok 10400, Thailand.

Tel: +66 (0) 2642 6911 Fax: +66 (0) 2642 6919-20

Attn: Mr. Kittisak Satruprakal

E-mail: kittisak@cmpthailand.com

Any queries regarding move-in/move-out schedule, exhibitor/contractor badges, site operations, please contact **Operations Department** at operations@cmpthailand.com or:

Ms. Naowarat Cheappimonchai	Operations Manager	E-mail: naowarat@cmpthailand.com
Ms. Nongnaphat Jeerakitlert	Asst. Operations Manager	E-mail: nongnaphat@cmpthailand.com
Mr. Atip Tubtim	Asst. Operations Manager	E-mail: atip@cmpthailand.com
Ms. Nualphan Aramphong	Operations Coordinator	E-mail: nualphan@cmpthailand.com
Ms. Pornphan Takaew	Operations Coordinator	E-mail: pornphan@cmpthailand.com

During site operations, please contact operations personnel at the Exhibitor Service Center at Bangkok International Trade and Exhibition Centre (BITEC) from 12-17 May 2008

A8 Catering

A variety of catering is readily available in the exhibition centre. **Please note that all catering on your stand must be ordered through the Centre's Food & Beverage Department only.**

A9 Event Hall Specifications & Regulations

HALL	Ceiling Height	Floor Loading	Ceiling Hang Points	Floor Type
HALL 105	9.0 metres	3,000-3,500 kgs/sq.m.	500 kgs/hang point	Concrete

- ELECTRICAL** : The center supply 380v/50Hz three phase and 220v/50Hz single phase with approximately 10% fluctuation.
- OPERABLE WALLS** : The operable wall systems must not have anything attached to, leaned against or hung from.
- UTILITY SERVICES** : Utility hatches provide electrical, compressed air, water & drains, telephone and exhaust smoke & fumes throughout the hall for each booth.
- COMPRESSED AIR** : Air compressors **NOT OVER 1/2HP**, regardless of type, will be the only ones permitted in the exhibition booths. Charges will be as per the electrical hook-up rates.
- WATER & DRAINS** : Special drains for the disposal of hazardous materials and polluting product must be arranged on a case by case basis for which a quotation will be made upon request.
- EXHAUST SMOKE & FUMES** : Exhaust removal for smoke and noxious fumes is available. The exhaust hood will run through the utility hatch into the exhaust system. Charges will be assessed on individual requirements.

A10 Official and Recommended Stand Fitting Contractors

Official Stand Fitting Contractor:



XCON CO., LTD.

92,94,96 Vibphavadee-Rangsit Road,
Dindaeng, Dindaeng, Bangkok 10400 Thailand
Tel.+66 (0) 2275 5312 Fax.+66 (0) 2275 5314
Contact: Ms. Wachiraporn Watcharin
Email: wachiraporn@xcon.co.th

For raw space exhibitors who require special design contractors, the organiser provides the following options of approved stand fitting contractors for your selection.

Recommended Stand Fitting Contractors:

**CITYNEON DISPLAYS & CONSTRUCTIONS
(THAILAND) CO., LTD.**

436/87-94 TC Tower, 20 Mithuna Rd, Huaykwang,
Bangkok 10310, Thailand
Tel.+66 (0) 2690 2682-4 Fax.+66 (0) 2690 2685
Contact: Ms. Pornnaruemol Sriduam
Email: pornnaruemol@gmail.com

DISPLAY CORNER CO., LTD.

29/15 Soi Charoennakorn 12,
Charoennakorn Rd., Klongsan,
Bangkok 10600, Thailand
Tel.+66 (0) 2437 6061-2 Fax.+66 (0) 2439 4469
Contact: Ms. Kanchanit Kaewtip
Email: displaycorner@yahoo.com

EXPO DESIGN INTERNATIONAL CO., LTD.

10/22 Thetsaban-Rang San Nur Rd., Ladyao,
Chatuchak, Bangkok 10900, Thailand
Tel.+66 (0) 2954 3535 Fax.+66 (0) 2954 3540
Contact: Mr. Chawadol Talabnak
Email: chawadol@expo-group.com

KINGSMEN C.M.T.I. COMPANY LIMITED

128/143 Ramkhamhaeng 24, Hua-mark,
Bangkapi, Bangkok 10240 Thailand
Tel.+66 (0) 2719 0123 Fax.+66 (0) 2719 0120
Contact: Ms. Piyanuch Gayong
Email: piyanuch@kingmen-cmti.com

PICO (THAILAND) PUBLIC COMPANY LIMITED

10 Soi Lasalle 56, Sukhumvit Road,
Bangna, Bangna, Bangkok 10260 Thailand
Tel.+66 (0) 2748 7007 Fax.+66 (0) 2748 7589
Contact: Mr. Chayaphol Kalapaphonges
Email: chayaphol@picothai.com

T.C. EXHIBITION CO., LTD.

877-879 New Road, Taladnoi, Samphantawong,
Bangkok 10100
Tel.+66 (0) 2639 0581-4 Fax.+66 (0) 2237 3619
Contact: Mrs. Ampai Deesilluk / Ms. Jintana Moodradent
Email: tc_tcexhibition@yahoo.com

EXHIBIT MAKER CO., LTD.

111/8 Vibhavadi Rangsit 2, Vibhavadi Rangsit Rd,
Dindaeng, Dindaeng, Bangkok 10400 Thailand
Tel.+66 (0) 2276 5061-3 Fax.+66 (0) 2692 1348
Contact: Ms. Supranee Panpoon
Email: supranee@exhibitmaker.co.th

N.C.C. IMAGE CO., LTD.

Queen Sirikit National Convention Center
60 New Rachadapisek Road, Klongtoey,
Bangkok 10110 Thailand
Tel.+66 (0) 2203 4142 Fax.+66 (0) 2203 4117
Contact: Ms. Duangkamon Sangkachang
Email: smimage3@qsnc.co.th

NEO EXHIBIT CO., LTD.

100/1 Vibhavadi Rangsit Rd, Dindaeng
Dindaeng, Bangkok 10400 Thailand
Tel.+66 (0) 2692 2855 Fax.+66 (0) 2692 3082
Contact: Mr. Juntorn Saengsuwanwow
Email: juntorn@neo-exhibit.com

PX SYSTEM CO., LTD.

10 Soi Lasalle 56, Sukhumvit Road,
Bangna, Bangna, Bangkok 10260 Thailand
Tel.+66 (0) 2748 7625-9 Fax.+66 (0) 2748 7630
Contact: Ms. Watcharaporn Sonsaising
Email: info@pxsystem.com

A11 Official Freight Forwarders
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Official Freight Forwarders:**ELITE TRANSPORTATION SERVICES LTD.**

102, 3rd Floor, Soi Sukhumvit 26, Sukhumvit Road,
Klongton, Klongtoey, Bangkok 10110, Thailand
Tel.+66 (0) 2258 2991
Fax.+66 (0) 2258 5990
Contact: Mr. Prapoj Tanhongcharoen
Email: info@elitethai.com

**SCHENKER (THAI) LTD.**

3388/57-61 Sirinrat Building 16th – 17th Floor,
Klongton, Klongtoey, Bangkok 10110, Thailand
Tel.+66 (0) 2269 6500 ext. 6571, 6725
Fax.+66 (0) 2367 5351
Contact: Ms. Permduan Sookphan /
Mr. Puttapon Mounngern
Email: permduan.sookphan@schenker.com
puttapon.mounngern@schenker.com



TRANS-LINK EXPRESS (BANGKOK) CO., LTD.

28th Floor, Panjathani Tower, 127/33 Nonsee Rd.,
Chongnonsee, Yannawa, Bangkok 10120, Thailand
Tel. +66 (0) 2681 2000 ext. 211
Fax.+66 (0) 2681 2910
Contact: Ms. Salakjit Nantaviriyanon
Email: SNantaviriyanon@agilitylogistics.com

A12 Official Electrical and Water Supply Contractor

Official Electrical / Plumbing:



UTEX SERVICES CO., LTD.

120/6 Moo 12, Rachataewa, Bangplee,
Samutprakarn 10540, Thailand
Tel.+66 (0) 2750 0494 Fax.+66 (0) 2750 3686-7
Contact: Mr. Panlert Rattana
Email: operation@utex.co.th

A13 Official Cleaning Contractor

Official Cleaning Contractor:



**BANGKOK INTERNATIONAL TRADE AND
EXHIBITION CENTRE (BITEC)
PHARINDHORN COMPANY LIMITED**

88 Bangna-Trad, Bangna, Bangkok 10260, Thailand
Tel.+66 (0) 2749 3939 ext. 2031
Fax.+66 (0) 2749 3951
Contact: Mr. Sooppasit Sooppapipat
Email: sooppasits@bitec.net

A14 Official Hotels

Official Hotels:



JW MARRIOTT BANGKOK

4 Sukhumvit Rd., Soi 2,
Bangkok 10110, Thailand
Tel.+66 (0) 2656 7700
Fax: +66 (0) 2656 7711 / 2656 9831
Contact: Mr. Somchai Chaisareeluk
Email: somchai.c@marriotthotels.com



NOVOTEL BANGNA BANGKOK

333, Srinakarin Road, Nongbon,
Pravet, Bangkok 10250, Thailand
Tel.+66 (0) 2366 0505 Fax +66 (0) 2366 0501-2
Contact: Mr. Preecha Yarangwong
Email: reservations@novotelbangnabangkok.com



NOVOTEL LOTUS BANGKOK

1 Soi Daeng Udom, Sukhumvit 33 Rd.,
Klongton Nua, Wattana, Bangkok 10110 Thailand
Tel. + 66 (0) 2610 0111
Fax + 66 (0) 2262 1717
Contact: Ms. Supa Chudhabuddhi
Email: sm@novotellotus.com



DUSIT PRINCESS SRINAKARIN BANGKOK

905 Moo 6 Srinakarin Road (at Seacon Square),
Nongbon, Pravet, Bangkok 10250, Thailand
Tel.+66 (0) 2721 8400 Fax.+66 (0) 2721 8428
Contact: Mr. Kittithach Chiemsuk
Email: psbasstdos@dusit.com



THE LANDMARK BANGKOK

138 Sukhumvit Road, Bangkok 10110, Thailand
Tel.+66 (0) 2254 0404
Fax +66 (0) 2252 6646
Contact: Ms. Rujana Bunjongsil
Email: rujana@landmarkbangkok.com



HOTEL WINDSOR SUITES, BANGKOK

8 Sukhumvit Soi 18-20, Sukhumvit Road,
Bangkok 10110, Thailand
Tel.66 (0) 2262 1234 Fax 66 (0) 2258 1522
Contact: Mr. Chakkrachai Suno
Email: suno@windsorsuiteshotel.com

A15 On-Site Operations Schedule (Build Up and Tear Down)

BUILD UP (12-13 May 2008)	DATE	TIME
Move-in of Official Contractors - Move-in Heavy and/or Large Exhibits (12 May 2008) - Constructing Shell Scheme Stands (12 May 2008)	12-13 May 2008	0800-2100 Hrs.
Move-in of Special Design and Other Contractors (Raw Space)	12 May 2008 13 May 2008	1300-2100 Hrs. 0800-2100 Hrs.
Exhibitor's Move-in for Decorating (Standard Booth)	13 May 2008	0830-2100 Hrs.
Exhibitor's Registration	13 May 2008	0830-2000 Hrs.

SHOW DAYS (14-17 May 2008)	DATE	TIME
Exhibitor Access to Exhibition Halls	14 May 2008 15-17 May 2008	0800-2000 Hrs. 0900-2000 Hrs.

TEAR DOWN (17 May 2008)	DATE	TIME
Exhibition Closes	17 May 2008	1900 Hrs.
Move-out Exhibits and Stands	17 May 2008	1900-2300 Hrs.
Power Supply to be Switched Off, Dismantling Electrical Installations	17 May 2008	2000 Hrs.
Move-out of Heavy and/or Large Exhibits, Stand Fitting Materials	17 May 2008	2100-2300 Hrs.
Hall Closed for Cleaning	17 May 2008	2300-2400 Hrs.

Note : Move-in/out of any exhibit or decorating items with trolleys is only allowed at the back door (loading door) of the exhibition halls. This applies to build up, show days and tear down period.

RULES & REGULATIONS

B

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RULES & REGULATIONS **B**

B1 Promotion during The Show

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. Likewise, exhibitors' representatives may not distribute brochures, invitations, etc. along the gangways or near the entrances/exits. This is unfair to other exhibitors and an inconvenience to visitors.

B2 Demonstrations and Presentations

Exhibitors who intend to provide demonstrations or make presentations during the exhibition must ensure that such **demonstrations and presentations do not interfere with the conduct of business of other exhibitors in terms of sound, nor cause any smoke or fumes.** Loudspeakers are not allowed. Any loudspeaker to be used in during the exhibition must have prior written approval from the organiser.

The organiser reserves the right to request exhibitors to remove or dismantle loudspeaker if such an activity causes inconvenience or annoyance to the public or other exhibitors within the vicinity of the exhibition.

Any promotional activity involving the demonstration of games, organised competitions or quizzes will need an advance permit from the organiser.

B3 Security

- (a) The organiser will provide general security around the clock. Exhibitors and their staff will not be allowed in the exhibition hall after official hours.
- (b) All personnel in the exhibition halls must wear identification badges at all times. Exhibitor Badges and Temporary Passes are available at the on-site Exhibitor Registration.
- (c) To avoid any loss or damage, exhibitors with small exhibit items are strongly recommended to carefully pack their items in proper packages/boxes at the end of each show day. If your displays are very valuable or sensitive and you wish to hire security personnel to attend to your stand exclusively for out-of show hours, please complete [Security Service Form](#) (Form 16) indicating security service required and return to the organiser's official security. **Please note that you must not use your own staff or personnel from any other security agency.**
- (d) For security and safety reasons, exhibit movements in or out of the halls during show hours is strictly prohibited.

B4 Official Contractors

The organiser has appointed official contractors for various services so as to ensure a more efficient and regulated build-up and dismantling.

Please refer to the list of official contractors (items A10 – A13) for details. Unless otherwise stated,

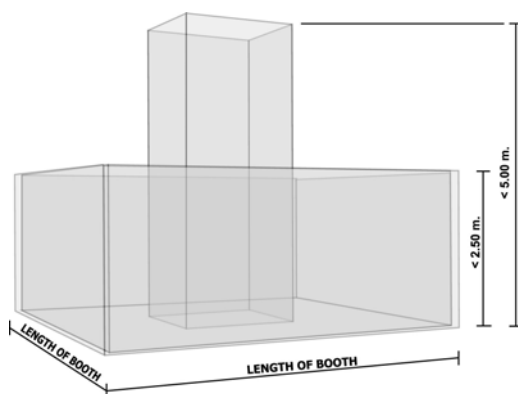
- (a) Exhibitors may appoint their own stand fitting contractors subject to approval from the organiser.
- (b) Exhibitors are required to return all the forms to the relevant parties, otherwise on-site services may not be guaranteed.
- (c) The services of official contractors are for the convenience of exhibitors, and the organiser will accept no liability in respect of any contract between exhibitors and such contractors for the negligence or default of any such persons, their servants and agents.
- (d) **Where mechanical handling within the exhibition halls is required, only the official freight forwarders will be appointed.**

B5 Stand Fitting Contractors

- (a) In adherence to safety requirements, only the organiser's official contractor can carry out electrical power supply, compressed air supply and water drainage & pipe installations.
- (b) Exhibitors may appoint their own contractor for stand design and construction, subject to them being approved by the organiser, and if approved, contractors must lodge a deposit of no less than Bht15,000 per stand with the organiser to serve as **a performance bond**, as well as a damage deposit. The deposit, calculated at Bht1,000 per square metre but subject to a minimum of Bht15,000 per stand, by company cheque, bank draft or bank guarantee payable to "**CMP Media (Thailand) Co.,Ltd.**" and shall return to contractors after event should there be no damage found. In case of damage found, there will be a deduction for services and damages. **A non-refundable service fee** of Bht 100 per sqm. for recommended contractors and Bht 50 per sqm. for other contractors will also be charged for contractors working in the Exhibition area. Please refer to the **Stand-fitting Construction Rules and Regulations of Stand Construction Form (Form 8)** for full details.
- (c) Exhibitors are responsible and liable for their appointed contractor's observance of all rules and regulations.
- (d) In the case of utilizing air space for flying helium balloons, Bht 50,000 per balloon (Max. 2m. diameter) will be imposed for using airspace and will be subject to 7% VAT (all materials & production are excluded). The height restriction for balloons is not over 7 metres (from the floor to the top of the balloon), Design and size need to be submitted to the organiser 3 weeks before the show for written approval. Failure to do so, means the organiser cannot guarantee the availability of this service.
- (e) To utilize air space for hanging banners, Bht 5,000 per sqm. (minimum 10 sqm.) will be applied (all materials & production are excluded). This service allows a banner to be hung at the top of a booth, and with in the catwalk line only. Design and size need to be submitted to the organiser 3 weeks before the show for written approval. Failure to do so, means the organiser cannot guarantee the availability of this service.

B6 Stand Boundaries and Design Restrictions

Exhibitors may not place any display materials or exhibits, nor extend their stand structures and fittings, beyond their contracted boundary. **Each booth needs to have its own panel.**



The permitted stand height is 2.50 metres. Any design for a structure exceeding 2.50 metres in height must be submitted for approval at least 5 weeks in advance and will be considered on a case-by-case basis. If approved, this high structure will be restricted to a maximum height of 5 metres, no wider than one third (1/3) of each side area and to a distance of 1 metre (3.28 ft.) away from neighboring stands; The back part of such high structure must be properly covered up.

The organiser reserves the right at any time to order the alteration or removal of any stand which differs from the approved specifications or which does not conform to the Rules and Regulations. The costs of such alteration and removal shall be entirely borne by the exhibitor and any sums of money which may have been paid by the exhibitors for rent and charges shall not be refunded.

Open frontages: All stands in the exhibition, irrespective of height, must have at least half of any frontage facing an aisle opened or fitted with transparent material to the underside of the fascia if the design so requires.

Obstructing gangways: No part of any stand or exhibit, including fascia, signs, lighting, corner posts, etc. shall project into or over the gangway or obscure any fire or exit signs and the organisers reserve the right to remove any such item. It is strictly forbidden to build across gangways.

B7 Power Supply and Lighting

- (a) **All electrical installation work at the exhibition must be carried out solely by the organiser's official contractor.**
- (b) Exhibitors requiring special arrangements (e.g. different voltages and frequency or special connections to equipment) must arrange for their own transformers, converters, etc.
- (c) All electrical equipment must be tested by the organiser's appointed licensed engineers prior to turning on the electricity supply.

B8 Stand Cleaning/Garbage Disposal

During the exhibition days, the organiser will be responsible for general cleaning of exhibition halls, and the gangway carpet prior to the opening of the exhibition and daily thereafter. During the build-up and dismantling periods, independent contractors appointed by exhibitors are responsible for the removal of their own stand building/dismantling materials and rubbish. Disposal of contractor's waste materials by the organiser will result in the contractor's deposit being forfeited.

B9 Exhibits Move-In

Cargo which is to be moved directly to the exhibition site should NOT arrive at the exhibition hall earlier than **12 May 2008** or before the build up period.

Exhibitors, their agents or contractors are responsible for the early installation of their heavy or large exhibits according to the move-in schedule provided by the organiser. When stand structures are erected, it may not be possible to move in. All cartons should be clearly marked with the following:

SUBCON THAILAND 2008
Name of Exhibitor :
Stand no. :
Case no. :
Gross Weight/Net Weight :
Dimensions :

Please note that where mechanical handling within the exhibition halls is required, the official freight forwarder may be appointed. **Forklifts, cranes and pallet trucks from other forwarders will not be allowed to work inside the exhibition halls.**

If any heavy or large exhibits arrive on site requiring mechanical aid on site installation, the organisers will appoint an official forwarder to be the site installation contractor on exhibitor's behalf, and all costs incurred will be born by the exhibitor.

For safety reasons, if the average weight per square metre of your exhibit is more than the specified floor loading, a suitable platform must be laid underneath your exhibit(s). It is therefore compulsory and important that details of your exhibits be given to the organiser well in advance for such preparation.

B10 Customs Requirements

Temporary import facilities are available. Full details may be obtained from the official freight forwarders.

B11 Storage

Direct arrangements should be made with the official freight forwarders. Otherwise, exhibitors must arrange for their empty and non-usable cartons and cases to be transported back to their own premises.

B12 Working Exhibits

- (a) Moving machinery must be fitted with safety devices when the machines are in operation. These safety devices may be removed only when the machines are disconnected from the source of power.
- (b) Working machines must be placed at a relatively safe distance from audience. We strongly recommend the use of safety guards.
- (c) All pressure vessels or equipment under pressure must conform to the safety standards & regulations. Approval for its use is required.
- (d) No motors, engines, contrivances or power-driven machinery may be used without adequate protection against risk of fire.

B13 Dangerous Materials

- (a) No naked lights and lamps or temporary gas or electrical fittings may be used in the exhibition halls. Neon lights will need prior approval before the exhibition.
- (b) No explosives, petrol, dangerous gases or highly inflammable substances are allowed in the halls.
- (c) No radioactive materials are to be used.

B14 Insurance

The organiser does not provide insurance cover for exhibitors' goods or personnel. Any loss or damage of exhibit items or belongings will be under the care of exhibitors. Exhibitors are also required to have insurance cover for their exhibits, personnel and contingent liabilities and must provide the organiser with a copy of the insurance policy prior to the move-in date.

B15 Damage to Stand Structures and Exhibition Premises

No person under any circumstances shall cut into or through any floor covering or wall, nor alter any stand service structure, except with the written authorization of the organiser. Any such damage to stand service structures will be invoiced to the exhibitor.

B16 Payment Terms and Conditions

- a) All payments must be made in accordance with the terms and methods of payment set out on the Contract Form.
- b) In the event the Exhibitor fails to meet any such payment obligations (whether as to the amounts or date of payment) then the Organiser reserves the right to cancel its contract with the Exhibitor and to resell or reallocate the stand space allocated to the Exhibitor and the provisions of paragraph B17 below relating to cancellation charges shall apply.

B17 Cancellation of Exhibition Space

- a) If the Exhibitor wishes at any time prior to the Exhibition to cancel or reduce the stand space allocated to him, then written notice of such wish, stating the reasons for such cancellation or reduction, must be given to the Organiser by Recorded Delivery Post. For the avoidance of doubt, the Organiser shall not be obliged to accept the Exhibitor's notice of cancellation or reduction. The date of cancellation shall be the date the Organiser notify the Exhibitor that it accepts the Exhibitor's notice.
- b) In the event that the Organiser accept the Exhibitor's notice of cancellation or reduction of his stand space or in the event that the Organiser terminate the contract with the Exhibitor for whatever reason, the Organiser shall have the absolute discretion (but without prejudice to any other right or remedy available to the Organiser and without being under any liability to reduce any payments due under these Terms and Conditions) to reallocate or resell the stand space allocated to the Exhibitor and to apply the following cancellation charges:

Time of Cancellation Occurring prior to the exhibition	Cancellation Charge (% of total cost set commencement of the out on Contract Form)
9 months or more	20% of total cost (plus VAT if applicable)
6 months or more but less than 9 months	50% of total cost (plus VAT if applicable)
Less than 6 months	100% of total cost (plus VAT if applicable)

The cancellation charges may be deducted from money already paid by the Exhibitor. Any balance shall be returned without interest. If the money already paid by the Exhibitor is insufficient, the Exhibitor shall forthwith pay to the Organiser the balance of the cancellation charges.

- c) The Exhibitor hereby acknowledges that the above amounts represent reasonable compensation for the costs incurred by the Organiser as a result of the Exhibitor's cancellation and that they do not represent a penalty.

B18 Failure to Exhibit

Any organisation, having signed a contract for a stand, fails to exhibit and has not been released from the contract by the organiser, will be liable for the full costs stated in the contract plus any additional costs incurred by the organiser as a result of the failure to exhibit.

B19 Exhibitor Information Pack

All exhibitors should register at Exhibitor Registration Counter on arrival at the exhibition centre to collect their badges and exhibitor information pack. Necessary information including special functions will be included in Information Pack.

B20 Groups and National Pavilions

Organisers of groups and national pavilions are responsible for ensuring that all exhibitors on their stand are fully aware of and agree to abide by these rules and regulations.

B21 Sales

As this is a trade exhibition, "Over The Counter " sales are not permitted without approval.

B22 Unforeseen Occurrences

In the event of any occurrence not foreseen in these Rules and Regulations the decision of the organisers shall be final.

B23 Word of Caution

No exhibitor may alter or in any way affect the structure or fixtures of the Exhibition Centre. It is important that maximum care must be taken by all parties while working in this centre. Any damages caused by ignorance of organiser's regulations are disclaimed.

B24 Venue Rules & Regulations

Safety

Any unsafe condition or activity must be immediately reported to the Organiser or Centre Management and supervisory personnel of the responsible party for immediate corrective action.

1. Work Areas

Any area on the premises where exhibits, equipment and freight are being handled, such as loading dock areas, exhibition halls, truck marshalling areas, truck parking areas, etc. are considered hazardous work areas. Within these areas the following regulations are enforced.

- a. Absolutely no drinking of alcoholic beverages.
- b. Possession or use of an illegal or controlled substance of any kind is strictly prohibited.
- c. Vehicles approaching loading dock areas must travel under 5 kph. Vehicles and motorized equipment inside the hall and on the loading dock must travel under 3 kph.
- d. No petrol, kerosene, diesel fuel or other flammable liquids may be stored inside the hall. Necessary re-fueling must take place in an open area beyond the loading docks.
- e. Clear access to fire exit doors shall be maintained throughout move-in and move-out periods.
- f. Utility panels, electrical switchgear, AHU rooms, fire hose cabinets, fire alarm pull stations, and fire extinguishers must remain visible and accessible at all times.
- g. Oil spills, loose or missing utility hatches, exposed live electrical cables, or any other visible safety hazard must be reported to the Centre Management immediately.
- h. Construction materials or exhibits may not be brought into the exhibition halls through the concourse area. Unloading is allowed from the loading dock areas only.

2. Smoking

Smoking is prohibited by the Government in any hall or function room which is air-conditioned and to which members of the public have access during such time when it is used for exhibition purposes. We request that exhibitors and visitors smoke in designated areas only.

3. Vehicles and Equipment

All motorized equipment must be in good working order before being used in the exhibition hall. Diesel equipment must have a filter attached to the exhaust pipe before entering the hall. Powered vehicles will NOT be operated in the exhibition hall during show hours.

4. Aisles, Gangways and Exits

Exhibits, displays, furniture, sound, lighting, audio visual equipment and food & beverage equipment shall be installed so as NOT to interfere with aisles, gangways and required access to emergency exits or restrict visibility of required exit signs, and fire safety equipment.

5. Fire Regulations

All fire-safety codes must be followed at all times. All materials used in decorations and displays must be flame retardant. Vehicles on display may have a maximum fuel level of 1/8 of a tank. No LPG tanks may be brought inside the hall. Prior written, approval from Centre Management is required for unusual displays incorporating large amounts of combustible materials.

6. Stand Construction

Only the use of residue-resistant adhesives is allowed. No nails, screws, staples, tape or other fastening devices can be used to attach to building walls, ceilings, or other fixtures or surfaces. Exhibitors are responsible and liable for their appointed contractors' observance of all rules and regulations.

7. Food & Beverages

No food or beverage of any kind will be allowed on the premises unless purchased through F&B Department.

8. Waste Disposal

General waste disposal should be done daily to avoid excessive accumulation of trash. Hazardous and polluting substances may not be discarded through standard drains. Special disposal must be arranged. A schedule for trash removal and for special removal of hazardous and polluting substances such as chemicals, lubricants, etc. must be arranged with the Event Services Department.

FREIGHT FORWARDING / SHIPPING INFORMATION

C

C1 Temporary Importation for Exhibition Goods

C2 On Site Handling Rate and Services

FREIGHT FORWARDING/ SHIPPING INFORMATION

C

C1 Temporary Importation for Exhibition Goods

1. Goods are allowed to be imported into Thailand for trade exhibitions as Temporary importations. Goods must be re-exported within 2 months for air cargo and 3 months for sea cargo from the date the goods arrived in Thailand.
2. Thai customs request a bond guarantee as the importation bond (Amount will be based on access C.I.F. value.) The bond shall be in Cash, Bank Guarantee, Letter of Guarantee for Government agency or Embassy and ATA CARNET or thru BITEC's bonded warehouse.
3. For smooth clearance of exhibitor's exhibition goods, the organisers have appointed three official freight forwarders to provide their professional services.
4. Exhibitors are requested to contact Official Freight Forwarders for details of shipping instructions and handling rates for clearance of exhibition goods.
5. **Please do not consign the exhibition goods to organisers or exhibition venues as it will cause delay and extra expense for customs clearance.**

DOCUMENT DEADLINE

The following documents must be received by the freight forwarder no later than the deadlines shown below, or at least 7 (seven) days prior to the arrival of the vessel in Bangkok.

21 April 2008	Copies of Bill of Lading and Commercial Invoice and Packing List for <u>sea freight consignments</u> must be received by freight forwarder for documentation prior to the arrival of the vessel.
28 April 2008	Copies of Commercial Invoice and Packing List for <u>airfreight consignments</u> must be received by freight forwarder for documentation prior to the arrival of the flight.

CONSIGNMENT DEADLINES

All exhibition goods must arrive in Bangkok no later than:

23 April 2008	Seafreight consignments to Bangkok/Laem Chabang
30 April 2008	Airfreight consignments to Bangkok

For airfreight consignments, a telex/fax pre-alert must be sent to the freight forwarder indicating the flight numbers, Airway Bill numbers, number of packages, weights and dimensions upon uplift of goods.

DOCUMENTATION

For sea freight consignments, the following documents are required:

- 2 originals and 3 copies of Bill of Lading
- 5 copies of Commercial Invoice
- 5 copies of Packing List
- 1 copy of Insurance Policy (if insured)

For airfreight consignments, the following documents are required:

- 2 originals and 3 copies of Airway Bill
- 5 copies of Commercial Invoice
- 5 copies of Packing List
- 1 copy of Insurance Policy (if insured)

CASE MARKINGS :

All packages shall be marked as follows;

SUBCON THAILAND 2008

C/O Name of official freight forwarder

Name of Exhibitor:

Stand Numbers:

Hall Numbers:

Case Numbers:

Gross Weight/Net Weight:

Dimensions (WxLxH):

Exhibitors with large or heavy items to be brought into the halls should contact the official Freight Forwarder as early as possible to ensure that adequate lifting services can be made available.

C2 On-Site Handling Rates and Services

The organisers have appointed three official Freight Forwarders as the official on-site handling contractors to perform all site handling of exhibition goods. To avoid any damage and congestion in the exhibition hall, the organisers will not allow other freight forwarders to move in/out exhibition goods with their own handling equipment. Exhibitors are required to contact the on-site official freight forwarders for their services.

1.) ON-SITE HANDLING RATES FOR INWARD OR OUTWARD

Volume (cbm)	First day/Baht/cbm (12 May 2008)		Second day /Baht/cbm (13 May 2008)	
	0 – 5.0	900.00	700.00	1,125.00
5.1 – 10.0	800.00	600.00	1,000.00	750.00
10.0 – 15.0	700.00	500.00	875.00	625.00
Over 15.0	600.00	400.00	750.00	500.00
	Crate	No Crate	Crate	No Crate

For those exhibits less than 2000 kgs. per piece.

2.) HEAVY-LIFT SURCHARGES

Weight per package	Rate (Baht/1,000 kgs/each way)
2,501-5,000 kgs.	850.00
5,001-7,000 kgs.	1,100.00
7,001-10,000 kgs.	2,000.00

Note: 1.) Rates are subject to VAT 7%

2.) Rates are subject to exhibition goods hand-over to us during working hours (Mon-Fri, 09.00 -18.00 hrs.)

3.) Exhibits exceeding 10,000 kg per package will be subject to an individual quotation when the dimensions and weights are provided.

THE SCOPE OF ON-SITE HANDLING SERVICES**INWARD:**

1. Mechanical lifting aids for unloading from exhibitor's lorry.
2. Moving the exhibition goods into the exhibition stand.
3. Labour for unpacking and positioning onto exhibition stand.
4. Storage of empty cases during the show period. (Subject to available space at exhibition site)

OUTWARD: Vice versa for moving out.

ORDER FORMS **D**

ORDER FORM CHECK LIST

D1 FORMS RETURN TO SHOW ORGANISERS

1	Show Activity Questionnaire
2/A, B	E-Directory (Company Profile, Product Index)
3	Visitor Invitation Cards
4	On Site Promotion
5	VIP Nomination Form
6	Exhibitor Name Badge
7	Directory Map Board Lettering
8	Stand Construction (Raw Space Exhibitors only)

D2 FORMS RETURN TO OFFICIAL CONTRACTORS

9	Organisers' Standard Stand
10	Furniture & Accessories
11	Lighting & Electrics
12	Compressed Air
13	Water Supply and Drainage
14	Audio Visual Equipment
15	Telephone Service
16	Security Service
17	Cleaning Service
18	Heavy and Large Exhibit
19	Manpower Service
20	Hotel Reservation

ORDER FORMS **D**

CHECKLIST

Exhibitors are required to return all forms indicated **"MUST BE RETURNED"** to the addressee by the date indicated. Forms indicated **"OPTIONAL"** are to return only if service required.

FORM	SUBJECT	MUST BE RETURNED	OPTIONAL	DEADLINE	✓
D1 : RETURNED TO: SHOW ORGANISERS					
1	Show Activity Questionnaire	X		7 March 2008	
2/A,B	E-Directory				
2A	Company Profile	X		7 March 2008	
2B	Product Index	X		7 March 2008	
3	Visitor Invitation Cards	X		7 March 2008	
4	On Site Promotion		X	4 APRIL 2008	
5	VIP Nomination		X	4 APRIL 2008	
6	Exhibitor Name Badge	X		4 APRIL 2008	
7	Directory Map Board Lettering	X		4 APRIL 2008	
8	Stand Construction (Raw Space Exhibitors only)	X		4 APRIL 2008	

D2 : RETURNED TO: OFFICIAL CONTRACTORS

9	Organisers' Standard Stand (Shell Scheme Exhibitors only)	X		4 APRIL 2008	
10	Furniture & Accessories		X	4 APRIL 2008	
11	Lighting & Electrics	X		4 APRIL 2008	
12	Compressed Air		X	4 APRIL 2008	
13	Water Supply & Drainage / Location of Utility Point		X	4 APRIL 2008	
14	Audio Visual Equipment		X	4 APRIL 2008	
15	Telephone Service		X	4 APRIL 2008	
16	Security Service		X	4 APRIL 2008	
17	Cleaning Service		X	4 APRIL 2008	
18	Heavy and Large Exhibit		X	4 APRIL 2008	
19	Manpower Service		X	4 APRIL 2008	
20	Hotel Reservation		X	30 APRIL 2008	

NOTE: Any exhibitors confirming their participation in the exhibition after the expiry of the above deadlines must treat these dates as **"IMMEDIATE"**.