

GENERAL RULES

FOR ALL EXHIBITORS

1.1 BUILD- UP AND TEARDOWN SCHEDULE

Please adhere to Build-up and Tear-down schedule closely to ensure smooth operations.

Date and Time

Build-up

For standard shell scheme exhibitors : 24th May, 2011 (09.00am - 09.00pm)

For special pavilion design : 23rd May - 24th May, 2011 (09.00am – 09.00pm)

Teardown

For all exhibitors : 30th May, 2011 (9.00am - 09.00pm)

1.2 SHOW OPENING HOURS (25th May – 29th May, 2011)

25 th May, 2011	09.00am – 12.00nn	Strictly for VIPs & Invited Guests only
25 th May, 2011	12.00nn – 10.00pm	Open to Public
26 th May, 2011	10.00am – 10.00pm	Open to Public
27 th May, 2011	10.00am – 10.00pm	Open to Public
28 th May, 2011	10.00am – 10.00pm	Open to Public
29 th May, 2011	10.00am – 10.00pm	Open to Public

1.3 MOVE- IN AND MOVE- OUT INSTRUCTION TO EXHIBITORS

The exhibition closes at 10.00pm on 29th May, 2011 (Sunday). For the safety of visitors at the show, exhibitors may not allow to dismantle their exhibits before 10.00 pm.

Exhibitors are advised to remove all hand- carried items, souvenirs and valuables once the show closes. Please do not leave your stand unattended or leave exhibits / souvenir items for collection on next day either leaving them in locked cupboards, as the furniture suppliers will be moving all moveable items on the same evening of closure.

1.4 EXHIBITS CLEARANCE AND STAND DISMANTLING

Removal of heavy exhibits or loaded crates, and dismantling of stands should commence from 09:00am by 30th May, 2011 (Monday). All stands and exhibits material must be removed from the exhibition hall on 30th May, 2011 (Monday) 09.00am - 09.00pm.

1.5 ELECTRICAL POWER & WATER SUPPLY

The utilities supplier will disconnect progressively from 10.00 pm on 29th May, 2011 (Sunday).

Please note that there will be NO Electrical Power & Water supply from then onwards. If you require extension of power supply on 29th May (Sunday) – 30th May (Monday) 2011, please inform the Organiser's office at least one day in advance.

1.6 REMINDER

All goods to be removed from site at 09.00am to 10.00 pm on 30th May, 2011.

BOOTH – SETTING REGULATIONS

FOR ALL EXHIBITORS

The Organiser / Event manager reserves the right to issue such directions as it may deem necessary to any Exhibitor, requesting rectification or remedying a breach of this clause.

- 1) The standard booth facilities include partitions, booth carpeting, and signboard with company's name & booth number. Additional facilities can be ordered from the official booth fitting contractors by using Form 9.
- 2) Standard booth exhibitors may arrange their own booth partitions, carpeting, signboard and other facilities, but no rental reduction will be made.
- 3) No part of any structure may extend beyond the boundaries of the site allocated. This includes exhibitor's name and logo.
- 4) Maximum height for all configurations (inline, peninsula, and island) is 4 meters. Any wall over 2.5 meters in height must be finished on the backside in the same manner as the front booth – in a neutral color such as white, black, gray, beige. (Wall must be solid with no exposed framing.)
- 5) Balloon should be approved first by the Hall Authority/ Organiser if exhibitors use for decorations.
- 6) No suspension may be made from the ceiling of the exhibition hall or any fixing be made to the floors, walls or any other part of the building without the approval of the Hall Authority/ Organiser.
- 7) The name of the exhibitor and booth number must be prominently displayed.
- 8) A suitable floor covering, such as carpet, must be used in booths. The use of paint or glue on the floor is strictly forbidden.
- 9) All exhibits, materials, and fittings used or displayed at and in the Exhibitor's booth must be properly fire-proofed, and must be in accordance with applicable fire prevention and building regulations.
- 10) A "Back Wall" must be provided, except in the case of an island booth. The Organiser / event manager reserves the right to request an exhibitor to change, modify, lower or shorten any back wall that may obstruct the reasonable view or exposure of other exhibitors' stands.
- 11) In adherence to safety requirements, only the official contractor may carry out electrical & pipe installations. The Organiser reserves the right to disconnect any electrical supply that is dangerous or likely to be hazardous to visitors or cause annoyance to other exhibitors.
- 12) The installation of twinkling or revolving neon lights or strings of lights is prohibited.
- 13) Television walls or screen walls should not face to the aisle and must build at or more than a 30degree angle to the aisle, to avoid blockage of aisle access to neighboring booths while the crowds viewing the screens or televisions.
- 14) The construction of a wall holding television must comply with these regulations:
 - a. Walls must not exceed 2.5 meters in height. The front of the wall must be at least one meter from the edge of the aisle or maintain an angle of at least 30 degrees with respect to the aisle.
 - b. If the wall needs to exceed 2.5 meters in height then it should not be higher than 4 meters and the front of the wall should at least 2 meters from the edge of the aisle or maintain an angle of at least 30 degrees with respect to the aisle.

BOOTH DESIGN AND BOOTH ACTIVITY DESIGN

**FOR NON-OFFICIAL
CONTRACTOR ONLY**

In some circumstances, exhibitors may appoint their own agents or contractors, but not for electrical Installation, which must be carried out by the Organiser's Official Contractor, Sunlit Advertising Sdn Bhd. Exhibitors are responsible and liable for any such agent's observance of all rules and regulations.

Exhibitors who build their own booth(s) must submit the booth design plans to official contractor (Sunlit Advertising Sdn Bhd) by 11th May, 2011 for approval. All design plans and event schedules must have the written approval of the Organiser/ Event manager. Object placed and events to take place in the booth must be clearly marked / stated in the design plan submitted:

- 1) The distance between a stage and the public walkway (**must not less than 60cm**), speaker locations (**total volume emitted from any booth must be below 85 decibels**), diameter of any balloon and its distance from the ground;
- 2) Electrical drawing: please fill up lighting and power form and submit to official contractor Sunlit Advertising (Sabah) Sdn Bhd before **11th May, 2011**. Late submission will have 30% surcharge on all the items.

IMPORTANT NOTES

- 1) All exhibitors should observe the following:
 - No structure may exceed a height of 4 meters.
 - No part of any structure may extend beyond the boundaries of the site allocated.
- 2) All exhibitors' staff, contractors, agents and part-time laborers must wear identification badges with their company name at all times when they are in the exhibition hall.
- 3) During the build-up period, the exhibitor or his contractor will be responsible for day-to-day removal of his rubbish (i.e. empty paint cans, lumber scrap, etc.). Failure to do this will result in the exhibitor being liable for service fees involved in rubbish removal.
- 4) All carpets and floor coverings must be affixed with double- side tape. The use of paint or glue on the floor of the exhibition hall is strictly forbidden.
- 5) At the close of the exhibition, it is the responsibility of the exhibitor and his contractors or agents to dismantle and remove, in accordance with the dismantling schedule, the stand they have constructed.

Electrical Services & Water/ Drainage and Installation

**FOR NON-OFFICIAL
CONTRACTOR ONLY**

All electrical services and installations must be carried to only by the Official Electrical Contractor, Sunlit Advertising Sdn Bhd. No other contractors will be permitted to undertake electrical work in the fair. For exhibitors who have “large open space or bare space” bookings, the number and type of electrical fittings and installations required must be indicated on Electrical Form. After receiving the order and cheque, Sunlit Advertising Sdn Bhd will install one distributor in each “large open space or bare space”. Please show the location of distributor when you apply. If there is no attached drawing with order, the official contractor has the right to install it freely. Standard Shell Scheme Exhibitors are reminded that their stands are provided with 1 table, 2 chairs, 2 Fluorescent Light, 1 Power point (Single Socket), Fascia Name, and Carpet. Additional requirements may be ordered also on Electrical Form. No electrical installation may be suspended from the roof of the exhibition premises or fixed to any part of the building structure. No fitting may project beyond the boundaries of the site allocated.

Pre-Show Orientation for Exhibitors

The organizer / Event Manager will hold an Exhibitor Briefing for exhibitors at the **Sunlit Beribi Office** on **20th May, 2011 (Friday)**, with introductions of items to note when moving into and withdrawing from fairgrounds and announcement of the layout. Exhibitors should fill out the attachment and return it to **Sunlit Advertising Sdn Bhd** fax at **(+673)2452595** for use in calculating number of persons.

Photography, Film, Video and Sound Recordings

For purposes of advertising or publication in the media, the Organiser and all Organiser- approved personnel are entitled to take photographs, make drawings, or make either film or video recordings of the event taking place at the Fair. No objections by Exhibitors, for whatever reason, shall be considered.

Unoccupied Booth Space

In the event of an Exhibitor failing to occupy his allotted space 30 minutes prior to the Exhibition opening time, the Organiser shall be entitled to reallocate the booth spaces as it deems fit. All monies paid shall be forfeit, without any prejudice against the Exhibitor. The Organiser reserves the right to seal off any space left unoccupied by the Exhibitor for upwards of two hours during the exhibition period.

NON-OFFICIAL CONTRACTOR FORM

EXHIBITOR'S INFORMATION		
Exhibiting Company:	Booth No.:	
Person In Charge:	Tel No:	
Signature & Company Stamp:	Fax No:	
	Mobile No.:	
	Email:	

Please fax this form to (+673)2452595 for the organizer before the 11th May, 2011.

NON-OFFICIAL CONTRACTOR		
Exhibiting Company:	Booth No.:	
Person In Charge:	Tel No:	
Signature & Company Stamp:	Fax No:	
	Mobile No.:	
	Email:	

The above company will be our contractor for the stand building and/or other display works.

Non-Official Contractors are required to pay a **Non-Refundable ADMIN FEE (A)** and **Refundable DEPOSIT (B)** to the **Official Contractor**.

(A) Admin Fee Charges BND20.00 per square metre (non-refundable) to Independent Contractors who are constructing for their Exhibitor's Booths:

NO	PARTICULAR	PER SQUARE METRE	SQUARE METRE	AMOUNT [IN USD]
1.	Admin Fee to Construct / Decorate Special Stand (Non-Refundable)	BND 20.00		
			GRAND TOTAL	

NOTE:

1. Bare space consists of **SPACE ONLY** with **NO** spotlights, banquet chairs, information counter, power point or needle punch carpet.
2. **Standard Boundaries** and **Design Restrictions:** No Exhibitor may place any display material and exhibit or allow dividing wall or any part of their stand design and fittings beyond their contracted boundary
3. **Fire Regulations:** All materials used in stand construction must be properly fireproofed to normal international standard and also in accordance with local regulations.

**FOR NON-OFFICIAL
CONTRACTOR ONLY**

NON-OFFICIAL CONTRACTOR		
Exhibiting Company:	Booth No.:	
Person In Charge:	Tel No:	
Signature & Company Stamp:	Fax No:	
	Mobile No.:	
	Email:	

Please fax this form to (+673)2452595 for the Organiser before the 11th May, 2011.

(B) Non-Official Contractors who are constructing for their Exhibitor’s Booths will need to pay a **PERFORMANCE BOND DEPOSIT** according to the size of the exhibits booths (**Refundable**).

NO	PARTICULAR	SQUARE METRE	AMOUNT [IN USD]	PLEASE TICK (✓)
1.)	Deposit for size booths not exceeding than 36sq.metre	36sq.	BND 2,000.00	
2.)	Deposit for size booths exceeding than 36sq.metre For Non-Official stand Construction Booth (refundable)	Above 36sq.m	BND 3,500.00	

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3. **Fire Regulations:** All materials used in stand construction must be properly fireproofed to normal international standard and also in accordance with local regulations.

**FOR NON-OFFICIAL
CONTRACTOR ONLY**

HEAVY AND LARGE EXHIBITION		
Exhibiting Company:	Booth No:	
Person In Charge:	Tel No:	
Signature & Company Stamp:	Fax No:	
	Mobile No:	
	Email:	

Please fax this form to (+673)2452595 for the Organiser before the **11th May, 2011.**

Heavy Exhibits : Any exhibit and / or packaging case exceeding **2,000kg**.

Large Exhibits : Any exhibit and / or packaging case exceeding **3.0m (L) x 1.5M (W) x 1.8m (H)**. Such exhibits must arrive in good time for port clearance and reach the exhibition site on or by first day of build-up period. (Date: 24th May, 2011)

If the exhibits fall under the above category, please complete the table below:

ITEM DESCRIPTION	DIMENSION	WEIGHT (KG)	DATE OF ARRIVAL

NOTE:

1. Our official freight forwarder or site installation contractors on site must handle all such exhibits, without exception. Only the appointed Freight Forwarder is allowed to operate lifting equipment and forklift on-site.
2. There is no availability of storage for empty cartons / packaging on site.
3. Special arrangements, including the provision of a base plate (steel), may be required for any exhibits exceeding the limit. The organizer must be informed of any such exhibit and the organizer delivery schedule for heavy and large exhibits must be adhered to.

LIGHTING & POWER FORM

**FOR NON-OFFICIAL
CONTRACTOR ONLY**

Please return by: 11th May, 2011

Booth NO: _____

COMPANY DATA

Company Name : _____

Address : _____

Postcode : _____ **Country** : _____

Contact Person : _____ **Job Title** : _____

Tel : _____ **Fax** : _____

E- Mail : _____

Only the Official Contractor will be permitted to undertake electrical work in the exhibition area.

Exhibitors who are using the organizer’s Shell Scheme are reminded to refer to Form 9 for their lighting and power supplied under the contract.

Note: Power points supplied are to be used for running equipment/exhibits only. If used for the lighting purposes, the following lighting hook-up and / or connection charges will apply.

If additional supply is required, please indicate with a tick [/]:

In additional to the lighting and power supplied in Form 9, we will require the following lighting and power.

If you are not using the Organizer’s Shell Scheme, Please [/] as appropriate:

We require to rent the following items and we agree to pay directly to the Organizer who is supplying and will invoice us for payment in advance of the exhibition.

Item	Watt	Unit Cost (BND)	Quantity	Amount (BND)
1 Spotlight	100	90.00	<input type="text"/>	<input type="text"/>
2 Long Arm Spotlight	100	100.00	<input type="text"/>	<input type="text"/>
3 Halogen Spotlight	100	100.00	<input type="text"/>	<input type="text"/>
4 4ft fluorescent light	50	90.00	<input type="text"/>	<input type="text"/>
5 Halogen Downlight	50	100.00	<input type="text"/>	<input type="text"/>
6 Halogen Floodlight	300	150.00	<input type="text"/>	<input type="text"/>
7 Halogen Long arm Floodlight	300	160.00	<input type="text"/>	<input type="text"/>
8. 13 Amp Single Phase	240 volt	100.00	<input type="text"/>	<input type="text"/>
9 13Amp Double Phase	240 volt	150.00	<input type="text"/>	<input type="text"/>