

## ROBOCUP 2022 Thailand Exhibitor Manual

### TABLE OF CONTENT

Section	Page
Welcome Letter	2
Organizer Contact Details	3
Official Contractors & Suppliers	4
Forms & Deadlines	5
Exhibition Timetable	6
Shell Scheme Stand / Standard Booth	8
Space Only / Special Design Stand	10
Freight and Shipping Instruction	13
A-Z Directory of Services & Essential Information	15
Health & Safety	23
Regulation	27

**All Exhibiting Companies must read and comply with the Rules & Regulations of ROBOCUP 2022 Thailand and Bangkok International Trade & Exhibition Centre (BITEC).**

## WELCOME MESSAGE

Dear Sponsor,

**Welcome to ROBOCUP 2022 Thailand**, taking place on 13 - 16 July 2022, at the Bangkok International Trade & Exhibition Centre, Thailand (BITEC).

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 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 for the preparation of yours exhibition and seeing you onsite at the event.

Best Regards,  
The Organizer

## ORGANIZER INFORMATION AND CONTACT DETAILS

### ROBOCUP 2022 Thailand Committee

MAHIDOL UNIVERSITY INTERNATIONAL COLLEGE (MUIC) FACULTY OF ENGINEERING	
Mahidol University International College (MUIC)	999 Phutthamonthon Sai 4 Road. Salaya, Phutthamonthon District, Nakhon Pathom 73170
SECRETARIAT CONTACT	
Ms. Pattaraporn Posoknistakul Ms. Wanida Ritkamrop Ms. Raerai Hanwong Ms. Anunyporn Boonsan	<a href="mailto:pattaraporn.pos@mahidol.ac.th">Email: pattaraporn.pos@mahidol.ac.th</a> <a href="mailto:wanida.rit@mahidol.ac.th">Email: wanida.rit@mahidol.ac.th</a> <a href="mailto:raerai.han@mahidol.ac.th">Email: raerai.han@mahidol.ac.th</a> <a href="mailto:anunyporn.boon@mahidol.ac.th">Email: anunyporn.boon@mahidol.ac.th</a> Tel: (66) 02-8892138 ext. 6006

### EVENT ORGANIZER

EXPOSIS CO., LTD.	
Exposis Co., Ltd.	1755/3 Cedar Park, Soi Ladprao 94 (Town in Town Soi 11) Plubpla, Wangthonglang, Bangkok 10310 Email: <a href="mailto:RoboCup2022TH@exposis.co.th">RoboCup2022TH@exposis.co.th</a> Tel: (66) 02 559 0856 to 8
SALES	
Ms. Wasamon Saejew	Email: <a href="mailto:wasamon.s@exposis.co.th">wasamon.s@exposis.co.th</a> mobile phone: (66) 083 989 6917
MARKETING & COMMUNICATION	
Ms. Sarunya Srisadjalerdwaja	Email: <a href="mailto:sarunya.s@exposis.co.th">sarunya.s@exposis.co.th</a> mobile phone: (66) 064 216 3517
REGISTRATION	
Ms. Pijitra Treesuksiriwattana	Email: <a href="mailto:pijitra.t@exposis.co.th">pijitra.t@exposis.co.th</a> mobile phone: (66) 063 486 1222
OPERATION & LOGISTIC	
Ms. Narapisut Suttiwit	Email: <a href="mailto:operation@exposis.co.th">operation@exposis.co.th</a> mobile phone: (66) 084 834 8607
Mr. Anuchart Sunthachitho	Email: <a href="mailto:Anuchart.s@exposis.co.th">Anuchart.s@exposis.co.th</a> mobile phone: (66) 085 192 2999
VISITOR & GROUP VISIT	
Ms. Kanok-on Kadun	Email: <a href="mailto:kanok-on@exposis.co.th">kanok-on@exposis.co.th</a> mobile phone: (66) 087 444 4042

**OFFICIAL CONTRACTORS AND  
SUPPLIERS**

<b>ACCOMMODATION</b>	
We are offering preferred rates in many hotels in Bangkok, please follow the below link to discover those! <a href="#">Accommodation – RoboCup 2022</a>	
<b>CATERING /TELEPHONE / INTERNET</b>	
Bangkok International Trade & Exhibition Centre (BITEC)	See attached <b>BITEC ONLINE ORDER BROCHURE</b> on how to order additional services from Venue. <a href="https://bitec-onlineorder.com/">https://bitec-onlineorder.com/</a>
<b>ELECTRICALS</b>	
Management Exhibition & Electric Co., Ltd (MEE)	<b>Ms. Aor Threephed</b> Management Exhibition & Electric Co., Ltd Tel: (66)2 054-2471-2 Ext. 103 Email: <a href="mailto:threephed.mee@gmail.com">threephed.mee@gmail.com</a> Email: <a href="mailto:threephed@meexhibit.com">threephed@meexhibit.com</a>
<b>EXHIBITION STAND</b>	
<b>Shell Scheme / Standard Booth</b> Management Exhibition & Electric Co., Ltd (MEE)	<b>Ms. Aor Threephed</b> Management Exhibition & Electric Co., Ltd Tel: (66)2 054-2471-2 Ext. 103 Email: <a href="mailto:threephed.mee@gmail.com">threephed.mee@gmail.com</a> Email: <a href="mailto:threephed@meexhibit.com">threephed@meexhibit.com</a>
<b>SPACE ONLY / SPECIAL DESIGN</b> <b>VISUALS MUST BE SUBMITTED TO THE ORGANIZER FOR APPROVAL PRIOR TO CONSTRUCTION</b>	<b>EXPOSIS CO.,LTD</b> Email: <a href="mailto:operation@exposis.co.th">operation@exposis.co.th</a> Tel : (66) 2 559-0856-8
<b>EXHIBITION STAND – ADDITIONAL REQUIREMENTS</b>	
Management Exhibition & Electric Co., Ltd (MEE)	<b>Ms. Aor Threephed</b> Management Exhibition & Electric Co., Ltd Tel: (66)2 054-2471-2 Ext. 103 Email: <a href="mailto:threephed.mee@gmail.com">threephed.mee@gmail.com</a> Email: <a href="mailto:threephed@meexhibit.com">threephed@meexhibit.com</a> ,
<b>FREIGHT – SHIPPING, CUSTOMS, COURIER &amp; STORAGE</b>	
APT Showfreight (Thailand) Limited	<b>Mr Hasnai Kongkaew</b> APT Showfreight (Thailand) Ltd Tel: (66) 2 165 6158 Fax: (66) 2 165 6159 Email: <a href="mailto:hasnai@aptshowfreight.com">hasnai@aptshowfreight.com</a>
<b>SECURITY SERVICE</b>	
EXSS Security Guard Co., Ltd	<b>Mr. Anan Sabaywarn</b> 50/1211 Moo.9 Bangpood, Pakkred, Nonthaburi, 11120 HP: +66 91 227 1988 Tel. +66 2 038 9617 E-mail: <a href="mailto:jakkapan.c@th-exss.com">jakkapan.c@th-exss.com</a>

## FORMS & DEADLINES

This table below details the **Deadline Dates and Order Forms** that you're required to complete. Please make a note of them in your diary. Take note of the forms which are **COMPULSORY** and **OPTIONAL** as well as their **DEADLINE DATES**. Ensure you complete and return the Compulsory Forms as soon as possible.

### A. SHELL SCHEME / STANDARD BOOTH

FORM	COMPULSORY	ITEM	CONTRACTOR	DEADLINE
2	Compulsory	Fascia Name	MEE	20 June
3	Compulsory	Event Guide & Website Entry	Exposis	20 June
4	Compulsory	Exhibitor Badges	Exposis	20 June

### B. SPACE ONLY / SPECIAL DESIGN STAND

FORM	COMPULSORY	ITEM	CONTRACTOR	DEADLINE
1	Compulsory	Special Design stand	Exposis	20 June
	Compulsory	Stand Plan Design / Method Statement	Exposis	20 June
3	Compulsory	Event Guide & Website Entry	Exposis	20 June
4	Compulsory	Exhibitor Badges	Exposis	20 June

### C. OPTIONAL FORMS

FORM	OPTIONAL	ITEM	CONTRACTOR	DEADLINE
5	Optional	Furniture & Accessories	MEE	27 June
6A	Optional	Electrics	MEE	27 June
6B	Optional	Utility point	MEE	27 June
6C	Optional	Compressed Air	MEE	27 June
7	Optional	Security Personnel Hire	EXSS Security	27 June
8	Optional	Freight Forwarding	APT	27 June
-	Optional	BITEC Online Order	BITEC	26 June
	-	Catering, Floral, Internet		-

## EXHIBITION TIMETABLE

### OVERVIEW

Exhibition Schedule	Sun 10 Jul	Mon 11 Jul	Tue 12 Jul	Wed 13 Jul	Thu 14 Jul	Fri 15 Jul	Sat 16 Jul	Sun 17 Jul
<b>Build up / Move-In (10 July only EH100)</b>	X	X	X					
<b>Show Day</b>				X	X	X	X	
<b>Tear-Down / Move-Out</b>							X	X

Exhibition Timetable	Sun 10 July	Mon 11 July	Tue 12 July	Wed 13 July	Thu 14 July	Fri 15 July	Sat 16 July	Sun 17 July
	<b>Build-up</b>						<b>Breakdown</b>	
Official Contractor moves in - Construction of RoboCup League fields - Construction of stands	08.00-24.00 EH100	06.00-24.00 EH98-100	08.00-24.00 EH98-100				19.00-24.00 EH98-100	00.01-06.00 EH98-100
Contractor for special design stands move in - Construction of sponsors' / exhibitors' stands	13.00-24.00 EH100	13.00-24.00 EH98-99 08.00-24.00 EH100	08.00-24.00 EH98-100 <b>(stands must be ready for exhibition by 20.00)</b>				19.00-24.00 EH98-100	00.01-03.00 EH98-100
Sponsor/ Exhibitor	13.00-24.00 EH100	13.00-24.00 EH98-100	08.00-24.00 EH98-100				Move-out 18.00-22.00 EH98-100	
<b>Exhibition Days</b>				<b>Access Hours on Show Days</b>				
Official Contractor				08.00-20.30 EH98-100	08.00-20.30 EH98-100	08.00-20.30 EH98-100	08.00-19.00 EH98-100	
Contractor for special design stands				08.00-20.30 EH98-100				
Sponsor/ Exhibitor				08.00-20.30 EH98-100	08.00-20.30 EH98-100	08.00-20.30 EH98-100	08.00-18.00 EH98-100	
Visitor/VIP/Press				09.00-20.00 EH98-100	09.00-20.00 EH98-100	09.00-20.00 EH98-100	09.00-18.00 EH98-100	
<b>Ceremonies</b>								
Sponsor/ Exhibitor				Opening Ceremony 10.00-12.00 Main stage EH98-99			Closing Ceremony 17.00-18.00 Main stage EH98-99	
VIP/ Invited Guests								
Press								

Registration for Contractor, Sponsor & Exhibitor: 10 July 13.00-20.00 (EH100)

11-12 July 08.00-20.00 (EH98)

**\*Registration Counter located at Hall Entrance**

**Please Note**

**General Information:**

- During Set-Up, the air-conditioning will not be switched on. Please ensure you always have a bottle of water with you to combat the heat and humidity.
- All Exhibitors must have an Exhibitor Badge to gain access to the Hall during the Set Up, Breakdown and Show open times. This includes early Exhibitor Access times of **08:00** during show days.
- **Breakdown will not start for up to 60 minutes after the Exhibition closes.**
- There must not be any booth fittings, machinery or equipment after **24:00hrs on 16 Jul 2022**. Any items left in the Hall after this time, will be disposed of; and you may incur a cost for this disposal.

**Health & Safety:**

- Due to Health & Safety regulations, no person irrelevant to the event will be permitted onsite during Set-up, Breakdown and Show open times.
- For Health & Safety reasons, Breakdown cannot commence until all visitors have left the Hall.

**Electricity:**

- Day power will be turned on 30 minutes before the Exhibition opens every day
- Power will be terminated each night of the opening days. On the last day – **Saturday, 16 July 2022** – power will be terminated immediately after the Exhibition closes.

If you wish to leave items on your Booth for collection during Tear-down, please ensure they are properly labelled. **Neither the Venue nor The Organizer will be held responsible for any unattended items!**

## SHELL SCHEME STAND

A standard booth structure with wall and furniture is included for Shell Scheme Exhibitors at ROBOCUP 2022 Thailand. Please see below images of the booth design and a detailed list of items included in your standard package



### STANDARD SHELL SCHEME STAND

**All Shell Scheme Stands of 9 sqm are entitled to the following**

- System walling – back and side walls
- Blue Carpet
- Fascia Board
- 2 x Chairs
- 1 x Table
- 2 x Fluorescent lamp
- 1 x Power socket 5Amp
- 1 x Waste bin

**Note:**

Items in the standard package are not interchangeable or transferable; nor will cancellation of an item quality you for a refund

### **INTERIOR FITTINGS**

The choice of an interior stand fitting contractor is at your own discretion. However, you must let The Organizer know if you are planning to use someone other than the official contractor, **MEE**.



No other contractors will be permitted to build any stands or make adjustments to the stand provided. All interior stand fitting contractors should liaise closely with the official contractor, **MEE**.

Please note that no item of interior display work may extend beyond the limits of the Stand or above the height of the dividing walls – 2.5mH.

#### **FASCIA BOARD**

The Exhibitor's company name will be printed on a name board in white lettering on a blue background, affixed to the fascia. If you do not complete the Fascia Board form (**Form 4**), we will use the company name we have on record, which may not be the one you wish to represent you.

Alterations required onsite due to incompleteness of the Fascia Board Form by the stipulated deadline of **20 June 2022**, will result in additional charges to the Exhibitor.

#### **WALLING**

Back Walling will be 2.5 metres high, white panels supported by aluminium uprights. No permanent fixings may be made directly to the panels. Graphics and posters may be attached to walls using double sided velcro, sticky tabs, tape etc., as long as it will not leave a mark on the panels. A charge of 3,000 Baht per panel will be applied for any damage to the panels.

## SPACE ONLY/ SPECIAL DESIGN STAND

All plans for **SPACE ONLY / SPECIAL DESIGN STAND** must be approved by the Venue before construction can start.

<b>A. IMPORTANT INFORMATION</b>	
1)	All service ducts in BITEC must remain accessible at all times. Please note Stand may need to share service ducts and it is advisable to install a platform. The duct will be assigned by the Electrical Contractor who will coordinate with BITEC on which duct to use.
2)	All <b>Space Only / Special Design Stands</b> are inspected independently for compliance with prevailing Health and Safety Law and Approved Codes of Practice.
3)	The plan-inspection service will be undertaken by Expositis.
4)	Please be aware that failure to supply acceptable details as requested will delay your stand build and in some circumstances, may result in not being allowed to open to visitors. Therefore, please help us and our colleagues to help you.
5)	Details of what is specified and how you should submit your stand plans and documents, as well as important regulations, are shown below.

### **B. GENERAL INFORMATION**

**Space Only / Special Design Stands do not include walling, stand dividers, stand fittings, stand cleaning, electrics, water, compressed air, carpet or floor coverings, graphics, AV, furniture, florals and signage.** You are responsible for organizing all of this at your own cost. These are the minimum requirements:

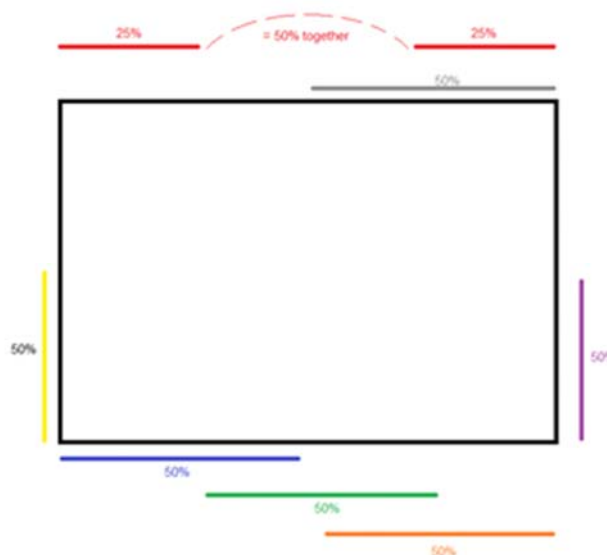
- The maximum construction height is up to **5 metres**.
- Stands higher than 5m will require endorsement by a Professional Engineer (PE). The cost for endorsement will be borne by the Exhibitor.
- The rigging of any banners or structures is only permitted to the highest point of **7 metres from the ground and required prior approval from the organizer**. Hanging structures requires a 2m gap clearance between the lowest point of the structure and ground.
- The design of your stand is your responsibility. If you require a stand builder, we recommend the Official Contractor – **MEE**.
- Dividing walls between stands must consist of solid walling, provided by you.
- Whilst it may be that you are adjacent to another space-only stand, all walls adjoining another stand must be the minimum height of **2.5 m**. If your adjoining wall exceeds **2.5m**, then the reverse must be dressed down to **2.5m** i.e. finished to present a plain, white, flat surface. Signage, logos or projections are not allowed on this area which is visible from the adjacent stand.
- When you arrive on-site, the area of the stand will be marked out on the floor. It is your responsibility to ensure that the stand is built to the correct floor markings. If you are in any doubt about the location of your stand, please go to the Organizer Office where we will assist you in establishing the boundaries within which you and your contractors must build and work.

- All SPACE-ONLY / SPECIAL DESIGN stands must be designed and built by experienced exhibition contractors / stand-builders. In the event that you intend to build your stand yourselves, you must contact us to discuss this as there are many rules and regulations that you must conform to (e.g. Flame retardant materials and water based paint).

**A. 50% RULE & EXCEPTIONS ON SIDES FACING GANGWAY(S)**

- To create a wall greater than 50%, such wall must not exceed 1.5mH at any point
- 50% as solid wall and 50% transparent
- Options cannot be combined
- We will not allow walls to be stepped back, in order to overcome this ruling

50% of any one side can be enclosed - in any format.



**B. WHAT YOU NEED TO DO**

For your SPACE-ONLY / SPECIAL DESIGN Stand to be inspected, please see below for the list of information and documents required.

- 1) **Method Statement** – A detailed, step-by-step written description of how the stand will be constructed and dismantled in a safe manner. Your stand contractor should be able to supply this.
- 2) **Performance Bond**
  - A. Space-only appointed contractor will be required to lodge with the Organizer a refundable deposit equivalent to 1,000 Baht/SQM. (subject to a minimum of 12,000 Baht), as a performance bond to cover any damage arising directly or indirectly in the course of carrying out the works.
  - B. Performance bond should be submitted in the form of crossed cheque or cash payable to Exposit Co., Ltd. by **20 June 2022**.
  - C. If no damage found, contractor can collect the refundable deposit within 7 days after the event.

**E) Make sure you cover ALL points before you send your plans to be checked:**

- Stand number
- Metric Dimensions clearly marked
- Plan and elevation drawings, together with a visual
- Details of all materials used, together with an Electrical Plan. All stand construction, additions and displays must be made from adequate fire-proofed materials.
- Height of all elements, together with height of highest point.
- Vision panels in all storage / meeting room doors.
- Evidence that all storage / meeting room doors do NOT open out onto the aisle. Storage or meeting rooms situated AWAY from the aisles must have doors that open outwards - not onto a gangway, only inside the stand space.
- Fixing details for suspended or cantilevered sections of the stand using suspension wires.
- Detailed explanation of floor coverings: All floor covering must conform to prevailing fire regulations. Your supplier will be able to give you certification for this which must be in your stand plans. It is advised you take a copy with you to the show for inspection.
- Access. You must show that all stands with a raised platform include a ramp to allow wheel-chair access.
- Platforms – height, materials and details of wheelchair access ramp dimensions. Maximum height = 100mm. Maximum gradient = 100mm.
- Confirmation that all platforms have rounded corners and edging to stop carpet lifting away from the edge of any platform. These must form a smooth curve and not simply be filed down. All edges must be rounded off, sharp cornered angles are not permitted.
- Show any heavy equipment – e.g. large screens etc. and how these are to be fixed securely, including secondary fixing (especially lighting to truss elements).
- The organizers prohibit the use of suspended ceilings. However, in the event that any items hung from the stand or venue ceiling with prior approval from organizer must be accompanied by their full technical details (size, material, design, hanging method, weight).

**IMPORTANT**

**The DEADLINE for all Plans and Documents to be submitted, in Electronic Format, is 20 June 2022**

**FREIGHT, SHIPPING, DELIVERY & REMOVAL OF GOODS**

**APT Showfreight** is the Official Freight Forwarder, Logistics Provider and Warehousing contractor. They will be able to help with all your freight needs, including air and sea freight services as well as customs clearance. **APT Showfreight** will co-ordinate the movement of all international freight from country-of-origin, through to customs clearance and delivery to the Venue.

To discuss your requirements, please contact **APT Showfreight** directly:

**Mr Hasnai Kongkaew**  
 APT Showfreight (Thailand) Limited  
 Tel: +66 2 165 6158 | Fax: +66 2 165 6159  
 Email: [hasnai@aptshowfreight.com](mailto:hasnai@aptshowfreight.com)

**1) SHIPPING & DELIVERIES**

When shipping your stand materials to the Event, you have 2 options:

Option	Description	Timescale
<b>1</b>	<p>Use our official freight company – <b>APT Showfreight</b>, to send your items in advance or directly to the venue.</p> <p>APT Showfreight will deliver the materials directly to your stand. There is a charge for delivery from APT Showfreight’s storage warehouse to the Venue.</p>	<p>You can send your items any time before the event, subject to APT Showfreight’s deadlines.</p> <p>Please contact APT Showfreight as early as possible for assistance.</p>
<b>2</b>	<p>Use a courier company or deliver the materials yourself, during move-in hours ONLY.</p> <p>For courier deliveries, please ensure a representative of your company is available as The Organizer is not able to sign and store deliveries on your behalf</p>	<p>Move-in hours ONLY:</p> <p><u>11-12 July 2022</u>            10:00 – 17:00</p> <p>Please ensure the Packing Label is clearly marked with the following information:</p> <ul style="list-style-type: none"> <li>• ROBOCUP 2022 THAILAND</li> <li>• Company Name</li> <li>• Stand No.</li> <li>• Recipient Name &amp; Mobile Number</li> <li>• Sample of the material/brochure pasted on the box</li> </ul>

## 2) **ONSITE MATERIAL HANDLING AND STORAGE**

### **Onsite Material Handling**

For safety and security reasons, our Official Freight Forwarder – **APT Showfreight** – has sole responsibility for the movement, lifting, handling and co-ordination of all materials inside the Venue. Any exhibitors wishing to exhibit any heavy or large exhibits should contact **APT Showfreight**, to check whether it can be delivered onto the stand. Charges will apply.

### **Onsite Storage**

The Organizer is not providing onsite storage facility. Prior arrangements for safe-keeping of packing cases, surplus materials or any property of Exhibitors can be made with **APT Showfreight**.

### **Please Note:**

- The Organizer will not take any responsibility for undelivered or lost goods.
- All logistics should be pre-booked to avoid unnecessary delay.
- We strongly advise that delivery is not organized for show days. Regulations do not permit the change of exhibits during the show opening hours. Any exhibits needing to be brought into the hall during the show open days must apply for permission from The Organizer; and can be hand-carried to the car park.
- No excess stock, literature or packing cases may be stored on, around or behind the stands.
- The aisles must be kept clean and clear of cartons, crates or bulky exhibits **AT ALL TIMES**. This is the responsibility of every Exhibitor. A penalty may be levied on the Exhibitor if this rule is not complied with.

## 3) **PARCELS, LETTERS & COURIER DELIVERIES**

Please ensure that a representative from your company is present to accept deliveries for your stand. The Organizer and the Venue will not accept responsibility of any goods delivered to an unmanned Stand or any deliveries lost. For security reasons, The Organizer is unable to sign and store packages for you.

## 4) **REMOVAL OF EXHIBITS & STAND FITTINGS / DISMANTLING**

Breakdown will commence when the Event closes at **18:00 on Saturday, 16 July**. Exhibitors must remove all goods by **22:00** at the latest; and all stands must be cleared of exhibits and stand fittings.

### **Important Notes:**

- No products or stand-fittings can be left onsite after 24.00 on Saturday, 16 July. If they are, disposal / removing costs will be charged back to the Exhibitor.
- There is no overnight storage facility and The Organizer cannot be held responsible for items left in the Hall once the tenancy of the Hall has ended or the show is closed each evening.
- Please label your boxes clearly with your stand number, company name and contact details. Please also include your mobile number on this label in case there is a problem; and The Organizer can get hold of you if needed.
- Exhibitor material not cleared by the time designated will be removed at the expense of the Exhibitor.
- While The Organizer will take all the reasonable security measures to safeguard exhibits, it assumes no responsibility for the loss of, damage to, or theft of property of exhibitors, howsoever caused.

## GENERAL INFORMATION

### **ACCOMMODATION**

Group rates are available at selected Hotels for attendees to Robocup 2022 Thailand. Please follow the below link to discover the discounts: [Accommodation – RoboCup 2022](#)

### **ALCOHOL**

Please note the consumption of alcohol is not permitted during the Set-up and Breakdown periods of the event. Bringing in your own alcohol is strictly prohibited.

If you are planning on having a drinks reception on your stand, please inform Operations:

[operation@exposis.co.th](mailto:operation@exposis.co.th)

### **ANIMALS**

Unless otherwise stated, animals are not allowed in the Venue or to be used as a stand attraction, for performance or demonstration purposes at the exhibition.

### **BANKING FACILITIES**

ATMs can be found on the Ground Level in BITEC.

### **CARPET**

Carpet and floor covering is included within your Shell Scheme Stand. Space Only / Special Design Stands do not include carpeting.

### **CATERING (STAND)**

All food and drink for consumption on your stand must be purchased from BITEC. You are not permitted to bring your own food and drink for consumption into the Venue. To arrange catering, please see **BITEC Order Brochure**.

### **CLEANING**

The Organizer will arrange for general cleaning of the Exhibition and gangways. This will include vacuum cleaning of the carpets in the gangways and rubbish disposal before the exhibition opens. This **does not** include large waste on your stand. Sharp items must be properly wrapped and disposed of in safe manner.

The Organizer wish to reiterate that the aisles / gangways **MUST** be kept clean and clear of cartons, crates or bulky exhibits **AT ALL TIMES**. This is the responsibility of every Exhibitor and their contractors. A penalty may be levied on the Exhibitor if this rule is not complied with.

### **CONTRACTORS**

The Official Stand Contractor for ROBOCUP 2022 Thailand is **MEE**, who will be onsite for the duration of the show. Please contact them for a quote if you wish to add additions to your Shell Scheme Stand or would like assistance with a custom stand. If you are employing an alternative contractor to dress your stand, you must inform the Operations Team at [operation@exposis.co.th](mailto:operation@exposis.co.th) **Space Only / Special Design stand visuals must be submitted to Exposis by 20 June for the required approvals.**

**IMPORTANT NOTICE:** All Space Only / Special Design stands require pre-approval in writing to ensure they comply with safety and security of the Venue. Stands NOT SUBMITTED FOR APPROVAL with acknowledgment in writing, will not be allowed to build.

### **CONDUCT OF EXHIBITORS**

The Organizer and/or the Bangkok International Trade & Exhibition Centre (BITEC) reserve the right to ask any Exhibitor, Contractor, Stand staff or Visitor, who fail to conduct themselves in a reasonable and acceptable manner, to leave the premises. They also have the right to turn off the electrics to any Exhibitor using excess noise.

### **CURRENCY**

The unit of currency is the Thai Baht (THB).

### **CUSTOM REQUIREMENTS**

Please contact **APT Showfreight** if you need assistance with freight.

### **DEMONSTRATIONS**

All product demonstrations and TV/video displays must be set back 1 metre (3ft) from the gangway to avoid congestion in the aisles. Any viewing area should be contained entirely within your exhibition area. Sound must not exceed a reasonable volume. The Organizer reserves the right to prevent any demonstration from taking place, if it is a nuisance to neighboring stands. Any stands planning on doing demonstrations must contact the Operations Manager at [operation@exposis.co.th](mailto:operation@exposis.co.th) .

### **DILAPIDATIONS**

No fixings are to be permitted directly to the fabric of the halls or any of the pillars. All construction must be within the boundary of your own booth, completely self-supporting; and no fixings, rigging or painting may be made to any part of the permanent structure of the halls. You will be held responsible for all damage caused by either you or your contractor.

Please ensure that there is no glue, stains or damage left behind. Exhibitors are reminded that their contractors using adhesive tape to fix carpets or other materials to the floor will be held responsible for removing the same, at the end of the exhibition. A dilapidation charge will be made against the Exhibitor should the tape still be in position at the end of Breakdown or if any damage has been made to the floor.



### **DRESS CODE**

During Set up, please make sure sensible shoes and suitable attire are worn at all time. Please wear hard soled shoes where appropriate. Shoes and boots must be close-toed.

High heels, flip-flop and sandals are not permitted on set up days, as there may be trip hazards or small sharp items on the floor of the Halls.

### **DRINK & DRUGS**

The abuse of alcohol, drugs and other substances can affect performance and safety. Any person found to be under the influence, or in the opinion of The Organizer and their representatives, constitutes a danger to themselves or any other person using the Venue, will be removed from the Venue; and if necessary, further action will be taken.

### **ELECTRICS, LIGHTING & POWER**

Please note that only the following electrics (lighting and power) are included with your Shell Scheme Stand:

1 x 5-amp (220V) outlet per stand

2 x Fluorescent Lamp per stand, depending on the size of your Shell Scheme Stand

Any other electrics you require, will NOT be included in the cost of your Stand and must be ordered separately.

Unauthorized electrical disconnection is a serious health and safety infraction. Live cables or wires left unattended compromise the safety of the venue, staff and all participants. Unauthorized electrical connection or disconnection will result in an administrative charge, to be borne by the Exhibitor; and the immediate termination of electricity to your stand until the stand is deemed safe again after testing.

### **FLOOR LOADING**

The floor loading in EH98-99 are 1,500kg/sqm and EH100 is 3,000kg/sqm. If you are planning on displaying or bringing in any large/heavy items, please inform Operations at [operation@exposis.co.th](mailto:operation@exposis.co.th). Prior approval must be given by the Venue before displays can be brought into the Hall.

### **FREIGHT – SHIPPING, CUSTOMS AND COURIERS**

**APT Showfreight** the official freight forwarder, customs logistics provider and advance-receiving warehouse contractor. APT Showfreight or one of their agents can arrange to pick up from your door, deliver to the event and return to your door.

### **HEIGHT RESTRICTION**

The Maximum build height allowed for SPACE-ONLY / SPECIAL DESIGN stands is **5 metres**. Stands above 5m must be endorsed by a Professional Engineer (PE).

### **HOT WORKS**

Hot work is any process that can be a source of ignition when flammable material is present or can be a fire hazard regardless of the presence of flammable material in the workplace. Common hot work processes are welding, soldering, cutting and brazing. When flammable materials are present processes such as grinding and drilling become hot work processes.

- Exhibitors / Contractors are to indicate any hot work / hot work demonstrations which are taking place on the stand, in their stand plan documents to be submitted for approval.
- Demonstrations must be carried out on concrete or on ground protected by heat resistant material at the cost of the Hirer.
- All safety measures should be provided to ensure members of the public and others are not exposed to any danger or risks from the hot work demonstrations.

- Fire extinguishers should be provided for this area. Exhibitors will have to abide by any other recommendations made by the Venue and Fire and Safety authorities.
- Before any hot works can commence onsite, permission must have been granted. If we are not made aware in advance, this must be highlighted onsite to The Organizer for approval, before any hot works can commence.

### **INSURANCE**

Each Exhibitor exhibits at his own risk. The Organizers, contractors and BITEC are not responsible for injury to persons, loss or damage to products, exhibits, equipment, or decorations by fire, accident, theft, or any other cause while in the Event building or their environments. As per the terms and conditions of the Event (please refer to your exhibitor contract, and see below), each exhibitor must hold a Public Liability policy of insurance for negligence providing cover for injury or damage. **Please send a copy of your Certificate of Insurance to Operations at [operation@exposis.co.th](mailto:operation@exposis.co.th) before 30 June 2022.**

### **Terms and conditions:**

The Exhibitor is responsible for and shall indemnify The Organizer in respect of all claims, (whether arising from personal injury or damage to property or otherwise), arising in connection with the erection and dismantling of the Exhibitor's stand and anything permitted, omitted or done thereon or therefrom during the period of the Exhibition or during the construction and dismantling periods arising directly or indirectly by the act, omission or neglect of activity or other article or thing of the Exhibitor or in the possession or use of the Exhibitor. The Organizer will take such precautions as it may consider appropriate for the proper running of the Exhibition, but will not at any time be responsible for the loss of, or damage to, or safety of any stand, exhibit, materials or other property of an Exhibitor or any other person under any circumstances. All Exhibitors are advised to affect their own insurance against all relevant risks. In any event, such Exhibitor must hold: A Public Liability policy of insurance for negligence providing cover for injury or damage.

### **INTERNET**

Complimentary Wifi is available at the Venue. Should you require dedicated Internet access at your stand, this must be ordered through the BITEC in advance. Onsite orders will not be possible.

### **LATE WORKING**

Late night working will not be permitted at ROBOCUP 2022 Thailand. Any request for late night working is subject to approval by the Venue. Any costs incurred will be borne by the Exhibitor.

### **LOCAL TIME**

The local time is Greenwich Mean Time (GMT +7 hours)

### **LOST & FOUND**

All items found within the Venue should be referred to The Organizer's Office, located on Level 1

### **MUSIC / ENTERTAINMENT**

Sound from presentation/demonstrations/music must not exceed 70 Decibels. Audio-visual speakers should face into the stand, away from the gangway and should not cause any obstruction to the gangway. Should The Organizer receive complaints of unreasonable volume, you will be asked to turn the sound down or off. If you intend to play pre-recorded background music or have live music on your stand during the course of the exhibition, you are required by law to obtain music licences or prior approval from the author / collective society to which he/she subscribes.

### NOISE

Any exhibitors wishing to feature presentations, demonstrations, simulations or devices producing noise, shall adhere to the following rules and regulations:

- Any equipment, presentations, demonstrations, simulations or devices producing noise that disturb neighbouring exhibitors or visitors will not be tolerated.
- All noise originating from an exhibit must be set at a reasonable level at all times and shall not exceed 70db.
- Any complaint(s) of excessive noise originating from an exhibitor stand, to the organizers, will be pursued and assessed. If assessed to be disturbing or disruptive, the exhibitor will receive one (1) warning and be asked to reduce the noise level immediately.
- If after one (1) warning by the organizer, the offending exhibitor does not reduce the level of sound, the organizer, at its discretion, may elect to shut off the power to the offending portion of the exhibiting stand. The exhibitor will be responsible for any charges related to this action. **The maximum penalty will be a termination of all sound to the stand, for 24 hours.**
- Any speaker(s), sound equipment, audio or visual production played within an exhibiting stand must be positioned to minimize the amount of noise or distraction towards aisles and neighbouring exhibits.
- No singing, dancing, use of musical instruments or other types of live performances, presentations, demonstrations or simulations are permitted to occur at the show without expressed written permission from the organizers and a music licence.

### ORGANIZER OFFICE

The Organizer Office will be located on the in front of the Exhibition Hall 98 (facing to Bangna Road). The Organizer Office will be open from 08:00 – 20:00 daily during Set-Up and Show Days and Breakdown.

### PA ADDRESS SYSTEM

The Public Address System will be used for essential announcements only. It is not available for use by Exhibitors or Visitors. In cases of emergency or if you discover anything abnormal, please go to The Organizer Office to report this.

### PAINTING

Minimal painting on your stand during the build-up period, e.g. touch ups are allowed. However, spray painting and large area painting is strictly prohibited in BITEC. Contractors must ensure they have the proper underlay to protect the floor, all walls, floors, fixtures and furnishings. **The removal of paint marks on the floor / wall / ceiling around your stand, will be charged back to the contractors and / or the exhibitor.**

- Exhibitors / contractors must use water based paint only
- Paints must be non-toxic
- Painting must be carried out in an area that is well-ventilated
- The use of thinners and other similar chemicals in the conference halls and meeting rooms is strictly prohibited

The washing of all paint accessories is strictly prohibited in the toilets and internal sinks. Charges will be incurred for and mishandling resulted in blockage of the wash basins around the venue.

### **PROMOTIONS DURING THE SHOW**

Exhibitors are asked not to place stickers, signs or posters anywhere in the Hall other than within their own stand and on paid advertising poster sites and billboards. Likewise, exhibitor's representatives may not distribute brochures, invitations etc. along gangways or near the entrance/exits. Such activities are to be confined within the stand's boundaries.

### **RAMPS**

Please ensure that your stand design provides suitable access for disabled visitors. In particular, if you are laying a raised platform above 38mm in height you must ensure you provide a suitable wheelchair ramp and should contain clear and specified access. Including the following requirements:

- Ramps should have a minimum, unobstructed width of 1000mm although 1500mm is preferable
- Ramps should not be greater than 10mm, or have a rise of more than 500mm
- The ramp surface must be slip resistant
- Handrails must be provided on both of a ramp (unless it is a short ramp designed for wheel chair access to a stand)

Exhibitors whose stands have raised floors are requested to ensure that their stand is accessible to the disabled; for instance, by employing sloping stand edges or by adding ramps (of sufficient width). Open corners of stand floors and platforms should be **splayed, rounded and angled**, if not protected by heavy exhibits, to avoid sharp corners and tripping hazards. **All edges must be rounded off; sharp cornered angles are not permitted.**

Where the change in level is 300mm or more, 2 or more clearly signposted steps should be provided in addition to the ramp.

### **RIGGING**

Please advise your rigging requirements to the official contractor, **MEE** and they will provide you with a quotation. Note that rigging is prior approval by the organizer.

### **RUBBISH DISPOSAL**

Large waste on your Stand must be disposed appropriately. Sharp items must be properly wrapped and disposed of in safe manner. To arrange additional cleaning for your stand or removal of large items, please contact the Venue directly.

### **SECURITY**

BITEC maintains high security standards by employing technology and programmes for guest safety. The Exhibition area will be locked daily after the show closes.

While every reasonable precaution is taken during the event to ensure the premises are adequately patrolled, The Organizer expressly disclaims responsibility for any loss or damage to property of any Exhibitor from any cause. In the event of loss or damage, Exhibitors should report immediately to The Organizer Office with details of the loss or damage sustained, timings and description of articles etc.

Exhibition halls are vulnerable places. The following important points will assist when considering how to secure products and belongings whilst onsite:

- Delegate one member of your personnel responsible for your company's safety and security.
- Exhibitors should instruct their personnel not to leave their stands with exhibits unattended at any time when the halls are open, whether during the installation, open or dismantling periods.
- Do not leave money, handbags, mobile/cell phones, valuables etc., in unlocked cupboards or drawers on your stand while it is unattended.
- Laptops should be removed daily and not left overnight.
- Check all lockable desks and cupboards before leaving your stand.
- Please note that Set-up and Breakdown days are high-risk periods. You are recommended to work in pairs so that the stand is manned at all times.
- Make sure you arrive prior to the official opening time and do not leave your Stand at night before the hall is clear of visitors.
- Your Stand should not be left unattended at any time. You should not leave the hall until all visitors have left each evening.
- Should you have small valuables that you wish to leave on your Stand, you are advised to provide yourself with lockable cabinets or other safe storage areas.
- Do not bring valuable products onto your stand.
- All products and portable items must be removed from your Stand as soon as possible after the show closes on the final day.
- The Organizer welcomes reports on any suspicious sightings that may occur at the show.

### **SMOKING**

Smoking is strictly prohibited within in the Halls and must take place in the designated outdoor areas. Any reports of smoking indoors should be made to the BITEC's Duty Manager or The Organizer Office immediately. Cigarette-end bins are available at all designated smoking areas and must be used.

### **STORAGE**

There are no onsite storage facilities for you to keep brochures, boxes, packing cases, etc. Our official Freight and Logistics provider – **APT Showfreight** – can provide advance warehousing and storage facilities before and after the event.

No excess stock and literature or packing cases may be stored on, around or behind the stands. The Organizer wishes to reiterate that the aisles / gangways must be kept clean and clear of cartons, crates or bulky exhibits at all times. This is the responsibility of every Exhibitor and their contractors. A penalty may be levied on the Exhibitor if this rule is not complied with.

### **VISA**

Depending on your nationality, a visa may be required to enter Thailand.

Please check the official Ministry of Foreign Affairs website for information on visas prior to travelling: [General information - กระทรวงการต่างประเทศ\) mfa.go.th](http://www.mfa.go.th)

If you require a Letter of Participation to obtain a visa, please contact [operation@exposis.co.th](mailto:operation@exposis.co.th) Please note that the organizer cannot be held responsible for rejected or delayed visa applications. It is advisable that applications are made at least 1 months prior to the journey.

Please include the following information with your request:

- Name as printed in the Passport
- Company name and address
- Dates of travel
- Passport number, expiry date and date of birth
- Name of Embassy / Consulate where visa application is being submitted

**WATER, DRAINAGE AND COMPRESSED AIR**

Water, drainage and/or compressed air can be accommodated via the Electrical Contractor, especially those Stands with their own pantry. Air compressors of over 0.5Hp will not be permitted within the Exhibition Stands.

**Refer to BITEC Rule & Regulations for more information.** Please contact Operations if you need further assistance: [operation@exposis.co.th](mailto:operation@exposis.co.th)

## HEALTH & SAFETY

### **A. EXHIBITORS' RESPONSIBILITIES**

It is the responsibility of every Exhibitor and their contractors/suppliers to make sure that they comply with all applicable laws and regulations in relation to the performance by it of its obligations under this agreement during build up, the event and breakdown including but not limited to those in their country of origin.

Note: Your company or own Country legislation may be more stringent than local legislation and laws. It is each Exhibitors responsibility to abide by the most stringent regulations when it comes to Health and Safety.

This section has been produced to provide Exhibitors with clear, simple suggestions for understanding and implementing a suitable and sufficient safety management programme to comply with Health & Safety procedures.

- Ensure that persons in your employment and any others affected by your actions and omissions are safe and without risks to their health and safety.
- Ensure that the relevant risk assessments have been carried out relating to your own stand.
- Co-operate with the organizer / contractors on-site.
- Make parties aware of any potential risks during build-up and breakdown through risk assessments.
- Ensure that your workmen / contractors are both competent and following safe systems of work.

### **CONTRACTORS' RESPONSIBILITIES**

It is the responsibility of the exhibitor to define exact areas of responsibility between themselves and their Contractors prior to coming on-site. Exhibitors must especially check that their Contractors are competent and have undertaken a suitable and sufficient Risk Assessment, along with a Method Statement for complex stands.

Method Statement should be returned with the Space Only Stand Contractor Details Form and Independent Stand Construction Form. Please note it is the Exhibitor's responsibility to ensure such documents are accurate, valid and control measures are in place throughout tenancy.

- 1) Comply with your company policies and best practices on Health & Safety at all times.
- 2) Ensure the health and safety of any persons including sub-contractors on-site during build-up and breakdown.
- 3) Ensure the competence of employees and sub-contractors carrying out designated work.
- 4) Ensure that risk assessments and method statements are produced.
- 5) Ensure risk assessments and method statements are completed.
- 6) Co-operate with the organizer / contractors on-site.

### **STAND DESIGNERS**

- Must be competent i.e. having necessary skills, knowledge and experience pertaining to stand design backed up by the relevant qualifications.
- Ensure the erection and maintenance of the design, has the ability to be carried out safely and in accordance with the relevant legislation by the contractors in the time available.

**The Show Operations Team reserves the right to force the stand contractor to make any amendments to the stand build onsite – at the expense of the Contractor / Exhibitor – that they feel deviates from the above rules & regulations.**

### **B. VENUE HEALTH & SAFETY**

All persons working on the build-up and breakdown within the exhibition halls are required to wear footwear that protects the toes and soles of feet from injury.

Essentially, with regards to the regulations of the venue, please find detailed below a summary of the top 10 safety issues we are targeting as an Organizer:

- 1) **Work Equipment** – must be maintained in good order and shall be regularly inspected or tested to ensure it is safe to use.
- 2) **Personal Protective Equipment** - The use of personal protective equipment is mandatory where there is a foreseeable risk of a requirement to prevent injury. Such PPE may include the following:
  - A hard hat for protecting the head and face from injury
  - Steel toe-cap and soled boots to protect the feet
  - Gloves to protect the hands and forearms
  - High visibility vests
  - Dust masks to protect from breathing hazardous or irritatable particles
  - Eye protection
  - Hearing Protection
  - Harness & Safety Belts




This is not an exhaustive list of items and the duty to assess that the correct type of PPE s applied to a work situation shall be that of an employer.

- 3) **Floor to Ceiling Rigging** - All stand fitting must be supported from the ground. Stand fitting is not permitted to be rigged from the ceiling under any circumstances.



- 4) **Electrical Equipment** - All electrical equipment must be non-combustible, inherently non-flammable or durably flameproof. All electrical equipment will have a plug and be earthed.

The use of multi-way plug-in adaptors (4-way blocks) has proved to be a danger not only to users but also as a potential source of fire. Trailing block type units are frequently joined together to form 'daisy chains' thus overloading circuits. Any 'daisy chained' units will be disconnected and removed and electrical power to your stand will not be connected or re-connected until the electrical contractor is satisfied that the installation is safe.

<p><b>Example of Daisy Chaining (NOT PERMITTED):</b></p> 	<p><b>Example of plug sockets in Thailand</b> (Adaptors may be required)</p> 
<p><b>Example of a 3 pin 4 way multi-plug:</b></p> 	

- 5) **Guarding on Machinery** - Where there is a risk to safety from moving parts on machinery and tools, whether provided for the exhibition or stand construction, they must be suitably guarded to protect persons from injury.
- 6) **Machinery** - Where there is a risk to the venue floor please make sure protective mats are used and also cutting bags
- 7) **Floor ducts** – Access to and use of any of the floor ducts is limited to the main electrical contractor and its contractors, for the purpose of installing main supply cables, piped services and IT equipment only. The floor ducts must remain accessible at all times.
- 8) **Paints** - Only water based paints and adhesives will be permitted to be used on stand fittings within the exhibition halls. Oil based paints and spray painting will not be permitted to be used in the venue.
- 9) **Hot Works at the Venue** – Any work involving Oxy-acetylene cutting / welding, arc welding, gas / oil blowlamps, grinders, tar boilers, LPG burners and / or soldering requires approval from **The Organizer** prior to the commencement of work. No naked or open flame equipment is to be used in the exhibition hall at any time.
- 10) **Hazardous Waste** – This includes empty paint tins, brushes, cement, guns etc. All should be deposited off in the correct way.

### **C. DO'S AND DON'T'S**

#### **DO'S**

- Make sure you and anyone on your Stand is aware of the fire and evacuation procedures and fire exits.
- Make sure that contractors are working safely – and ensure they are trained and competent.
- Work in a controlled and safe manner when working at height on ladders and scaffolding, if applicable.
- Ensure that operators are fully trained and properly certified on the equipment being used.
- Ensure that measures are taken to minimise the impact of your operations on the environment.
- Treat all cables as though they are live.
- Ensure that all rubbish and packing from your stand is removed from the site.
- Provide adequate breaks for your contractors and staff.
- Make sure that you are properly insured for the event.
- Remember that time constraints are no excuse for not adhering to safety standards.

#### **DON'TS**

- Don't use flammable materials in your displays. This includes plastic flowers, polystyrene etc. Some combustible materials may be acceptable if treated with the correct fire retardant materials.
- Don't have overloaded displays. Stands and displays can be knocked by visitors and must be safe and secure.
- Don't bring children under the age of 14 (including babies and toddlers) into the Hall during build-up and breakdown
- Don't overload trolleys – not only does this damage your exhibits, but will make it difficult to move through crowded aisles and may cause injury to you or other people.
- Don't block the gangways or aisles. For safety reasons, all gangways must be kept clear at all times.

## HEALTH & SAFETY

### General

- A person must be appointed to be responsible for health and safety matters on the stand.
- Stand construction contractors must comply fully with the legal requirements that are relevant with the Venue.
- The understanding of emergency & evacuation procedures and the location of the first aid centre.
- The need to maintain emergency exits and keep gangways clear during build-up and the breakdown.
- Ensuring that good housekeeping is maintained in work areas, thereby minimising risks and allowing any remaining hazards to be identified easily.
- The work area must be free from general waste materials that could be a hazard to operatives. All waste should be disposed of in the proper manner.
- Nails etc. must not be left protruding from any packing cases or material.
- The need for operatives to wear suitable protective clothing relevant to their job, which includes eye, hearing and foot protection.
- Working at heights must be done in a safe manner, using suitable equipment in the approved way, e.g. step ladders and mobile scaffold towers.
- All portable power equipment must be used only for the purpose for which it was designed and the correct safety guards and devices must be fitted and used. Trailing power leads must be kept to a minimum and not cross gangways, unless protected at source by a residual current device. Petrol powered equipment must not be used.
- Ensure power equipment is not used by anyone other than fully trained and qualified personnel. All equipment and machinery must comply with the relevant standards.
- Ensure the safe use and storage of flammable liquids and substances and isolate from waste and other risk areas.
- Ensure chemicals and flammable liquids are safely removed from the hall after use. Under no circumstances may such products be placed in general rubbish bins and skips.
- The consumption of alcohol is not permitted on the exhibition floor during the build-up and breakdown periods.
- All contractors must be aware of the need to identify suitable and sufficient tools and equipment required for the job before coming on-site.
- The materials used for the construction of exhibition stands shall be non-combustible and fire proofed.

### Venue Fire Regulations

These requirements have been prepared in conjunction with the Bangkok International Trade & Convention Centre (BITEC):

- The Venue is equipped with integrated fire-fighting systems including smoke detectors, integrated alarm systems, fire-suppression systems and sprinklers.
- Exhibitors must remain within the space assigned to their stand. A minimum aisle width of 2.3m must be maintained at all times for trade and consumer shows
- Aisles must be kept clean and uncluttered at all times during set up, show open and breakdown.
- Packing materials and empty cartons must not be stored in the stand area. Please arrange storage for any such items. For more details, please see “Storage” in the A-Z section of this manual (Page 14).
- All fire / emergency exit doors must not be blocked or obstructed by any construction / materials used for the construction of exhibition stands, stage, podium, etc.
- All exit signs must not be covered and remain visible from any direction.
- Fire extinguishers must not be removed, taken down or covered. Under no circumstances should the fire extinguishers be removed.
- Naked flames or fireworks are strictly prohibited.

### **Accidents**

If you or your contractors are involved in, or are witness to an accident whilst onsite, it must be reported to The Organizer and the Venue, regardless of how small the accident is.

### **Drink & Drugs**

The abuse of alcohol, drugs and other substances can affect performance and safety. Any person found to be under the influence, which, in the opinion of the organizer and their representatives, constitutes a danger to themselves or any other person using the Venue, will be removed from the Venue and if necessary, further action will be taken.

### **Fire Exits**

Fire Exits must be kept clear of obstructions at all times both inside and outside the hall. Any items found blocking a fire will be removed and disposed of.

### **Fire Extinguishers**

Any fire extinguishers and hoses sited within the Assembly Hall must not be covered or obstructed at any time. There is not a requirement for exhibition stands to have an individual fire extinguisher unless there is particularly dangerous equipment on the stand.

### **Fire Resistant Materials**

Any goods on or attached to your stand will constitute part of your stand and will be subject to these regulations.

- All stand materials used in your stand construction MUST be fire retardant or fire retardant treated
- All fire certificates should be brought onsite.

The materials used for the construction of exhibition stands shall be non-combustible and fire proofed.

Written permission from the venue is required before any of the following may be used in the building:

- Liquefied gases
- Fire-accelerating liquids

A request for permission should be submitted to the Operations Team, [operation@exposis.co.th](mailto:operation@exposis.co.th)

### **Note:**

Flame-proofing = materials inherently or durably flame-proofed. Otherwise, they may be treated with a proprietary flame retardant. Test certificates must be provided onsite if required for inspection for any materials to be used.

### **Fabric Drapes, Curtains and Hangings**

- Drapes, hangings, etc., must be inherently or durably flame-proofed. Otherwise, they may be treated with a proprietary flame retardant.
- Fabrics used for interior stand Decoration must be fixed taut and/or in tight pleats (not loosely draped) to a solid backing, secured above floor level and not touching light fittings.
- Curtains on exit routes should hang 75mm clear of the floor, be parted in the centre and shall not conceal any exit signs

### **Floor Covering**

- All floor coverings must be secured and maintained so that they do not cause a hazard. Fixing of floor coverings to the hall floor may only be carried out using approved tape. Other forms of fixing items to the floor of Assembly Hall (such as cable clips, nails and bolts) are prohibited.
- The Exhibitor will incur a charge for any tape not removed by the end of the tenancy period or any damage caused to the Assembly Hall
- It is strongly advise the floor flats are laid first before floor coverings are fixed

### **Gangways**

- All gangways must remain unobstructed and accessible at all times
- Under no circumstances will any part of your stand, furniture, exhibits or displays be allowed to project beyond the boundary of your stand.
- No doors or windows shall open outwards onto a gangway
- Building across gangways is not permitted

### **Ladders**

Steps and ladders used as working platforms shall have flat treads and not round rungs to prevent damage to the feet. When climbing ladders, both hands should be free. Contractors are to ensure that supplied work equipment is safe and suitable for the job, is maintained and kept in good order and that contractors are properly trained in its use. No rigging is allowed at this event.

### **Working Time Regulations**

Please make sure that you and your appointed contractors adhere to local regulations regarding working hours. No late night working will be allowed at this event.

## COVID-19: SAFE MANAGEMENT MEASURES

Following the COVID-19 outbreak, it is the responsibility of the organizer to see the risks of COVID-19. The Organizer will take measures and work with necessary new normal in the venue during the exhibitions which will be re-organized while works to be done within the stand area of the exhibitors is under exhibitors' own responsibility.

In this context, it is recommended to manage the COVID-19 risks with the following 5 headlines:

- 1) General Information
- 2) Social Distance Measures
- 3) Stand Design, Build -Up and Breakdown
- 4) Staff Health and Staff Training
- 5) Additional Measures
- 6) Prepare risk analysis and work program

### **General Information**

- All attendees are required to wear masks at all time. There are mask vending machines available at BITEC should you require one.
- All attendees are required to check-in and check-out of the venue using the Thai Chana App.
- There will be thermal scanners in the venue for temperature screening.
- Anyone above 37.5 degree celsius will be denied entry and ushered to the isolation room.
- You are required to maintain a minimum of 1-m social distance from the person next to you at all time.

### **Social Distance Measure**

- Before completing your design, it is recommended to determine the maximum number of people (staff and customers) in your stand at any time, while maintaining the social distance rules.
- It is also recommended to take measures for the staff and visitors to comply with the social distance rules within the stand area.
- It is important to make sure all your staff, who will take part in the exhibition, are well trained about the rules.
- If you are concerned about the high visitor flow in your stand area, it is recommended to make necessary works to regulate the visitor access and movements.
- In order to organize of the visitor crowd in your stand area, it is recommended to make the most of your stand design, stand visuals and usable areas. For example, having a smart branding on your stand walls facing the visitor aisles will attract the right visitors to your stand and reduce irrelevant crowd.
- It will be of great importance to do a smart work on an "information desk" to comply with all hygiene and social distance rules in the stand area.
- Due to the size of your stand area or lack of physical conditions, reviewing your display products will help reduce unnecessary crowd. It is additionally recommended to use digital promotion methods.
- It is also recommended to create a special system (e.g. appointment system, etc.) and to prepare the infrastructure accordingly in order to prevent the crowd that may occur in front of the stand due to high visitor flow in hosting areas.
- It is recommended to make sure that the visitor hosting areas are designed in accordance with the social distance rules during the designing phase of your stand project.

### **Promotion of the Products**

- Promotion of the products can attract crowds and it is recommended that such activities be strictly limited to important promotions only. If a display of your product is very important for you, you should make sure that your staff is informed about how to manage the crowd to maintain social distancing. Therefore, it is recommended to keep the corridors open and minimize the interactions.
- For any planned show, you must provide the organizer with information about your plan on how you are going to manage the crowd in order to maintain social distancing.

### **STAND DESIGN, BUILDUP AND BREAKDOWN**

#### **Stand Design**

- It is important to design the stand by taking all the health measures into consideration, along with structural durability of the stand.
- It is important to consider your stand layout and design, during the build-up and exhibition time to make a safe and controlled interactions with the visitors. For example; it is suggested to minimize the number of staff in the stand, to decrease the number of stand materials, to reduce the range of display products, etc.

#### **Build-Up Details**

- While designing your stand, the number of staff that will be available in the venue, works to be done in the stand and the time necessary to complete a stand must be considered during the stand build-up and breakdown process.
- It is recommended to make sure you brief your staff on all measures which you will take and implement in the venue.

#### **Meeting Areas within the Exhibiting Booth**

- All meeting areas in your stand should be evaluated and necessary measures must be taken. (For example, consider using screens, physical separators, and/or booths in areas where you are planning to have face-to-face meetings with your clients or colleagues).
- We recommend you to organize B2B meetings over the networking app in order to avoid the density that may occur in your stand meeting areas.
- After each meeting in your stand, the stand should be cleaned.

#### **Visitor and Product Display Areas**

- In order to protect your staff who will contact visitors and work at the information desks, it is recommended to construct sheltered information desks (plexiglass designed information desks etc.).
- You may want to consider having your brochures/ business cards saved in a QR for downloads as we do not recommend distributing of hard copies.
- It is recommended that you keep hand sanitizer or disposable gloves with a "Biocidal Product Certification" in your stand area, in respect of any promotional and / or display products that visitors will buy from your stand. It is also recommended that you consider your cleaning routines for all surfaces and products, as gloves do not reduce the risk.
- It is recommended that you consider whether you can display your products in digital or virtual areas, rather than displaying your entire product range in your stand.
- It is recommended that all your furniture in your stand area should be easy-to-clean materials.

### **Stand Build Up and Breakdown**

- It is recommended that you consider minimizing the contact of your staff who will work in the build-up process.
- It is recommended to minimize contact during the stand build-up, not to bring all the materials to the area at the same time, and to make the necessary adjustments for the transportation of the materials in order to use your existing area in maximum comfort.
- It is recommended that you should ensure that the hand tools which your staff will use are not handed to each other among the staff as much as possible and ensure that they are cleaned before bringing to the area.

### **Staff Health and Staff Education**

It is recommended that each exhibitor take health measures for the staff to be employed before, during and after the exhibition and provide training to ensure the correct implementation of health measures.

- Face masks must be worn at all times.
- Regular washing of the hands must be continued.
- Implement the social distance rules wherever you are.
- Inform your team about the controls and measures you have decided to implement before going to the venue. Share your plans in advance to help them feel comfortable about ways to reduce risks.
- Ensure that you inform your staff about all measures the organizer is putting into place before to the event arrival.
- Remember to explain the measures you will take regarding the venue rules to your staffs, subcontractors and suppliers who will be in your stand area during the stand build-up.
- It is recommended that you appoint one of your staff as responsible for making sure your control measures are implemented.

### **Additional Measures**

The additional measures you need to take in order to make all your work more effective and create a safer environment are recommended below:

#### **Signages**

- Signages should be planned to comply with the social distance rules and remind the staff and customers in your stand. For Example: (Floor signages, tape, paint, etc.) to help people stay at a suitable distance.
- You could include the safety measures you are going to take on site in your invitations and send it your clients before the exhibition.