

# EXHIBITOR MANUAL

คู่มือสำหรับผู้ร่วมออกงานแสดงสินค้า



**31 JAN – 3 FEB 2024**

**BITEC BANGKOK THAILAND**

10.00 - 18.00 Hrs. | HALL 103 - 104



thailandindustrialfair.com

**0-2838-9999**



foodpackasia.com

**31 January - 3 February 2024**

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Dear Exhibitor of TIF, WAREHOUSE & LOGISTICS ASIA AND FOOD PACK ASIA 2024

On behalf of the organizing committee, we would like to welcome you to TIF, WAREHOUSE & LOGISTICS ASIA AND FOOD PACK ASIA 2024

This exhibitor's manual is provided with the purpose to assist your company in preparing for your participation in TIF, WAREHOUSE & LOGISTICS ASIA AND FOOD PACK ASIA 2024

Please read this manual carefully and thoroughly to ensure that all relevant matters are being processed properly in order to make your participant in this event a memorable one. Please note that all forms must be returned to the concerned offices within deadline.

Should you have any inquiries or need further assistance, please contact the person and contact numbers are provided in this manual.

We would like to express our sincere gratitude for your kind support to our Thailand Industrial Fair and Food Pack Asia and we wish you a fruitful and success for your participation in our TIF, WAREHOUSE & LOGISTICS ASIA AND FOOD PACK ASIA 2024

The Organizer

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## A. General Information

### A1 : Fair Name

TIF, WAREHOUSE & LOGISTICS ASIA AND FOOD PACK ASIA 2024

### A2 : Venue

Bangkok International Trade & Exhibition Center (BITEC)

Add : 88 Bangna-Trad Rosd (km.1), Bangna, Bangkok 10260

Telephone : 02 749 3939

Fax : 02 749 3949

### A3 : Fair Duration

Wednesday 31<sup>st</sup> January - Saturday 3<sup>rd</sup> February, 2024

Show Time: 10.00 AM - 06.00 PM

### A4 : Organizer

Thailand Business Pages

### A5 : Exhibit Profile

- Construction
- Machinery
- Tools & Equipment
- Material Handling System & Equipment
- Valves & Pumps & Hoses & Pneumatic & Hydraulic
- Metal Working Machinery
- Plastics & Chemicals
- Air & Conditioning & Refrigerating Equipment
- Packaging & Storage
- Electric & Electronic Equipment
- Water Processing & Pollution Control
- Food & Beverage Processing Machine, Filling Machine, Packaging Machine, Printing/Labeling Machine, and Hotel & Restaurant Equipment
- Equipment used in warehouse & Logistics system

- Related machine and equipment

#### **A6 : Visitor Admission**

- Show day Wednesday 31<sup>st</sup> January - Saturday 3<sup>rd</sup> February, 2024 (10.00 AM - 06.00 PM)
- Registration with no admission fee at Exhibition Hall 103-104
- Seminar and Conference at 2<sup>nd</sup> Floor
- Free Seminar for Businessmen, Entrepreneur and General Public who's interested in improve their business efficiency.
- For safety and trade negotiation reasons; children under the age of 15 and person with informal attire such as shorts, sandals will not be allowed to enter the fair.

## A7 : Operation Schedule

### Set up and Dismantle Schedule

Construction Period 29 <sup>th</sup> – 30 <sup>th</sup> January 2024	Date	Time
Official Contractor - Heavy Product Move in - Booth Construction .	29 <sup>st</sup> January 2024	01.00 PM - 10.00 PM
Unofficial Contractor	30 <sup>th</sup> January 2024	08.00 AM - 10.00 PM
Booth Decoration and Product Display	30 <sup>th</sup> January 2024	08.00 AM - 10.00 PM

Show Date 31 <sup>st</sup> January - 3 <sup>rd</sup> February,2024	Date	Time
Exhibit Time	31 <sup>th</sup> – 3 <sup>rd</sup> February 2024	09.00 AM - 06.00 PM
Move in	31 <sup>th</sup> – 3 <sup>rd</sup> February 2024	09.00 AM - 10.00 AM
Move Out	31 <sup>th</sup> – 2 <sup>nd</sup> February 2024	06.00 PM - 7.00 PM
Move Out (3 <sup>rd</sup> February 2024)	3 <sup>rd</sup> February 2024	06.00 PM - 12.00 AM

Dismantle Period 3 <sup>rd</sup> February 2023	Date	Time
Show end	3 <sup>rd</sup> February 2024	06.00 PM
Stopping Power	3 <sup>rd</sup> February 2024	06.30 PM
- Dismantle - Move Out - Hall Cleaning	3 <sup>rd</sup> February 2024	06.30 PM - 12.00 AM

#### \*\*\*Remark:

- Construction or decoration of the booth shall be finished by 10.00 PM. In case of delay, the cost of 1,000 baht per hour (excluding VAT) shall be paid, and for delay of construction/decoration and extra-time electricity use, please contact the organizer and the official contractor at Contractor Point (the counter in Hall 103) by 03.00 PM along with payment by 05.00 PM (of the date 29<sup>th</sup> - 30<sup>th</sup> January 2024).
- Regarding the construction or decoration of the booth, the exhibitor shall remove and discard all of the rubbish and unwanted materials outside the exhibition building. If not, the organizer is entitled to collect from the exhibitor the cleaning payment at 500 baht per kilogram of the trash.

## A8 : Contact Information

Description	Company	Contact
<b>Organizer</b>	Digiview Advertising Group Co., Ltd. 3300/111 21 <sup>st</sup> (Zone B), Elephant Tower, Phaolyothin RD., Chatujak, Bangkok 10900	Khun Waranya Tel. 02 838 9999 # 1502 Fax : 02 838 9999 # 8880 Email: waranya.tbp@gmail.com
<b>Official Stand Fitting Contractor</b>	Workdee Service Co., Ltd. 51/25 Moo. 6 Bang-muang, Bang-yai, Nonthaburi 11140	Khun Apinya Tel. 081 988 3831 Mobile: 092 253 0699 Fax: 02 408 1918 Email: workdeeloveservice@gmail.com
<b>Official Electric Contractor</b>	EXPO LITE Co., Ltd. 88 Moo.6 Rangsit- Pathum Thani Rd., Amphoe Meuang, Pathum Thani 12000	Khun Sakornpat Tel. 02 954 3535 Mobile: 081 922 4446 Fax: 02 954 3540 E-Mail: info@expo.co.th, expolite@hotmail.com
<b>Official Freight Forwarder Service</b>	Schenker (Thai) Ltd. 3388/54-61, Sirinrat Building 16 <sup>th</sup> – 19 <sup>th</sup> Floor Rama IV Rd., Klongton, Klongtoey, Bangkok 10110	Khun Somboon Tel. 02 269 6500 # 0759 Mobile: 061 420 1357 Fax: 02 367 5351 E- mail: somboon.Mahittikorn@dbschenker.com
<b>Official Security Service Contractor</b>	N.C.C. ALL SERVICES Co., Ltd. 253/16 Vipavadeerangsit 70 Soi, Vipavadee-Rangsit Rd., Bangkean, Laksi, Bangkok 10210	Khun Tharatip Tel. 02 552 1000 # 213 Mobile: 099 217 4696 Fax: 02 552 8230 E-mail: nccsec@hotmail.com Web site: www.ncc.com
<b>Facility Service</b> - Cleaning - Internet - Local and International Telephone Line - Flower - Food and Beverage	Bangkok International Trade and Exhibition Centre (BITEC) 88 Bangna-Trad Rosd (km.1), Bangna, Bangkok 10260	One-Stop Service Center Tel. 02 726 1999 # 7522, 7523, 7529 E-mail: info@bitec3onlineorder.com Web site: www.bitec-onlineorder.com



## A9 : Facilities/Services

Items	Location	Date	Time	Service Detail
<b>1. Organizer</b>	Hall 103	29 <sup>th</sup> – 30 <sup>th</sup> January 2024 31 <sup>th</sup> -2 <sup>nd</sup> January 2024 3 <sup>rd</sup> January 2024	08.30 PM - 10.00 PM 10.00 AM - 6.00 PM 10.00 AM -12.00 PM	Contact all concerned, solve the problems and manage the operation
<b>2. Office Contractor</b> - Standard Booth - Rent-Buy Furniture - Electrical - Water supply system - Wind system - Transportation	Hall 104      Loading	29 <sup>th</sup> – 30 <sup>th</sup> January 2024 31 <sup>th</sup> -2 <sup>nd</sup> January 2024 3 <sup>rd</sup> January 2024	08.30 PM - 10.00 PM 10.00 AM - 6.00 PM 10.00 AM -12.00 PM	- Standard booth service - Rent-Buy Furniture Services - electrical equipment - Water supply system - wind service - transportation services
<b>3. Register</b> - Register - Per-Register - Group - Invite Card	Hall 103 Hall 103 Hall 104 Hall 103	31 <sup>th</sup> -3 <sup>rd</sup> January 2024	10.00 AM - 06.00 PM	- Manage walk in visitor registration - Manage pre-register visitor - Manage group visitor regis -Manage Inv. card visitor -Manage VIP registration
<b>4. Information</b>	Hall 103	31 <sup>th</sup> -3 <sup>rd</sup> January 2024	10.00 AM - 06.00 PM	Provide shows information
<b>5. Press Room</b>	between Hall 103-104	31 <sup>th</sup> -3 <sup>rd</sup> January 2024	10.00 AM - 06.00 PM	- Provide information
<b>6. Business Center</b>	Main Lobby	31 <sup>th</sup> -3 <sup>rd</sup> January 2024	10.00 AM - 06.00 PM	- Tel and FAX service both domestic and international - Wi-Fi prepaid card and online internet service
<b>7. ATM Service</b>	Front Hall 104 & B1 fl.			ATM service
<b>8. Taxi Service</b>	Front Hall 101			Meter taxi service
<b>9. Prayer Room</b>	B2 Floor			Prayer room for Muslim

<b>10. First Aid Room</b>		29 <sup>th</sup> January 2024	01.00 PM - 10.00 PM	First Aid room
		30 <sup>th</sup> January 2024	08.30 AM - 10.00 PM	
		31 <sup>th</sup> -2 <sup>nd</sup> January 2024	10.00 AM - 07.00 PM	
		3 <sup>rd</sup> January 2024	10.00 AM - 12.00 AM	

## B. Rules & Regulations

### B1: Participant Rights and Allocation of Exhibition Spaces

- 1.1 The organizer may allocate the exhibition space in any manner as they deem fit but will take into account such factors as the order of application and payment received, number of booths, and the nature of exhibits.
- 1.2 Exhibition space is license to the exhibitor only. The exhibitor may not sub license the exhibition space allocated to it, either wholly or in part, to others.
- 1.3 Products or Services not included in the application document cannot be exhibited. The organizer has the right to remove non-approved exhibited at the cost of exhibitor.
- 1.4 Exhibitors can only sell their products within their own stands.
- 1.5 Exhibitors can only distribute brochure or leaflet within their own stands.
- 1.6 Exhibitors must assign a person to attend to the booth at all time
- 1.7 Personal attending the booth must able to communicate in English for a purpose of trade negotiation.
- 1.8 Exhibitors may choose to use a standard booth package or build their own stands or use other contractor companies to build their stand. Nevertheless, all exhibitors must comply with the regulations of stand construction and decoration below.
- 1.9 Exhibitors should arrange in advance the staffs who can communicate in English with international visitors

### B2 : Booth Construction and Decoration

#### 2.1 Using Standard Booth

- 2.1.1 Standard Booth (3 m. x 3 m. = 9 sq.m.) is included;
  1. 3 sides white wooden partitions system, 0.95 m. wide and 2.50 m. high
  2. Fascia board with exhibitor's name. Please return completed FORM 1 to the organizer within 19<sup>th</sup> January 2024
  3. Carpet
  4. Furniture (one table size: W:0.60 M x L: 1.20 M x H: 0.75 M. with Skirt, 2 chairs)
  5. Electrical: 2 fluorescents lamps, 1 socket (5 Amps)

### 2.1.2 Standard Booth Regulation

1. It is prohibited to alter, paint, nail, or screw any part of the booth's panels. Otherwise, exhibitors must be responsible for the damages and charges occurred.
2. Exhibitors have to inspect the quality of stand, decorative, equipment, furniture and electrical equipment before using them. If there are any defect or missing parts, please inform the contractor for correcting/changing, otherwise, it is the exhibitors' own responsibility in case of any damage of their exhibits/products.
3. If exhibitors do not want any item in the standard booth package, they must accept that the cost of the package will not change and there will be no compensation by other equipment.

## 2.2 Special Stand Construction (Exhibitor's own construction)

Exhibitors who apply for raw space only may hire the official contractor or other contractors to build a special stand. In any case, they must comply with the following regulations.

- 2.2.1 Fill in Form 3 and return it with stand construction plan including the electrical equipment setting to the Organizer for approval before **19<sup>th</sup> January 2024**. If the plan has not been received within deadline, the Organizer and BITEC (Exhibition Centre) will not allow access to the exhibition hall. For Special design booth, fascia and booth number have to be placed clearly.
- 2.2.2 Special Stand (Decorated booth) contractor must provide the event organizer a payment of 1,000 Baht/square meter by guarantee cheque for operation regarding the agreement on space size, and no less than 15,000 baht per booth. (See the details on page 21)
- 2.2.3 The contractor for the special booth that needs to install a truss above the ground shall pay for the cost of above-the-ground space in accordance with total weight of truss and related equipment. (See the details on page 22)
- 2.2.4 Limited booth height is 5 meters. If your booth design is higher than 2.5 meters (Standard Booth's Height), it has to be decorated both sides nicely.
- 2.2.5 For decorated booth's solid wall construction, the length of the wall should not be over than 6 Meters.
- 2.2.6 Each booth must have its own panels. It is not permitted to use the neighbor's panels if any panel is higher than the one behind, acceptable decoration or material must cover the back of that panel.
- 2.2.7 In case construction/decoration is found not following the agreement or the form submitted for approval, the organizer reserves the right to call for re-construction and in case of any damage, the exhibitors shall be fully responsible for damage payment unconditionally.
- 2.2.8 The organizer will mark the space for stand construction. Any questions concerning your space please direct contact to the official contractor.

- 2.2.9 All contractors can collect contractor badges and begin construction on **29<sup>th</sup> January 2024 from 01.00 PM and 30<sup>th</sup> January 2024 from 08.00 AM** at loading area.
- 2.2.10 There will not be any electrical setting or electric power in raw space order, exhibitors must place order directly with Official Electrical Supplier by filling in **Form 6A, 6D** and send to Expo lite Co., Ltd. within **8<sup>th</sup> January 2024**.
- 2.2.11 The floor shall be placed with carpet or other suitable materials; in case the participants are doing carpet placement, only tapes specially for carpet are allowed. **Never** use other tapes as to prevent indoor floor damage. In case of any damage, the participants shall take responsibility for the cost of the damage. **And in case of misuse of the types of tape or other materials that may put the floor at risk of damage later**, the organizer reserves the right to request for immediate disposal. If the participants cannot have it done, **the participants shall pay for the cost of cleaning/damage according to the amount evaluated and requested by the Exhibition Centre**. Considering the payment, the organizer shall return it back when cleaning/repairing the floor is finished after disposal of the booths and already confirmed for its completion only by the organizer.
- 2.2.12 Ahead of the construction/decoration, the construction contractors shall apply pre-flooring materials first for prevention of the floor from damage. Meanwhile, the participants shall take responsibility for that along with the construction and also coordinate to ensure that the contractors shall follow all rules and regulations of entering and using the buildings for construction/decoration; otherwise, the participants shall be fully responsible for all cost of damage that may be happened.
- 2.2.13 **No** permission of painting, spraying as well as using electric saws, welding machines or other devices, which may cause sparks, **strictly** in every case.
- 2.2.14 **No** pulling of wire ropes is allowed. Or stretched to perform bracing in the area And building projects are strictly prohibited
- 2.2.15 It is not permitted to place construction items against walkway. Exhibitor/contractor has to clear the leftover and dispose outside exhibition building.
- 2.2.16 It is not permitted to place advertisement material or any materials outside allocated space.
- 2.2.17 It is not permitted to hang any materials with wire, or fire extinguisher.

### **B3 : In-Out transfer of goods on booth setup, booth construction and booth removal dates**

- 3.1 All participants shall finish their booth setup and or booth construction **by 10.00 PM of the date 29<sup>th</sup> and 30<sup>th</sup> January 2024**. after that the building is not allowed for construction/decoration **strictly**.
- 3.2 **No** removal of the booth **before 07.00 PM of the date 3<sup>rd</sup> February 2024**, the last day of the event.
- 3.3 The exhibitor needs to keep their goods inside the booth and remove them immediately on the final day of the event, 3<sup>rd</sup> February 2024. For the constructed and decorated booth, removal shall be finished **by 12.00 AM of the date 3<sup>rd</sup> February 2024** (Note: disposal period is 06.30 PM - 12.00 AM)
- 3.4 The exhibitors can make their own transportation or may directly contact the official sub-contractor for transportation service, Schenker (Thai) Ltd. by filling out and submitting Form 7 by 19<sup>th</sup> January 2024.
- 3.5 **No permission** for any in-out transfer of goods from the exhibition building beyond the time mentioned in the operation timetable in page 6 **definitely**.
- 3.6 In-out transfer of goods by wheel or cart is permitted only through the loading door at the back of the exhibition hall.
- 3.7 **No permission** for in-out transfer of goods or decorations through the front entrance of Hall 103-104 **definitely**.

### **B4 : Electrical Supplies and Lighting**

- 4.1 The organizer will provide general lighting in the exhibition hall during show time only.
- 4.2 The electrical power in the hall require 220 volts.
- 4.3 The official electrical contractor is in charge of every electrical installation.
- 4.4 Electrical supply will be available about 30 minutes before and after the show time (7.00 PM.). If exhibitors require 24 hours electrical equipment, then **Form 6A** must be filled out and sent directly to Official Contractor before **8<sup>th</sup> January 2024**.
- 4.5 Exhibitors are not permitted to perform any electrical connection to the main supply of the exhibition hall without consulting the official electric contractor.
- 4.6 If there is any electrical connection/modification or using multiple sockets without permission, the electrical supply will be cut without any warning. The organizer reserves the right to cut power supply to any booth in case of improper usage of electrical equipment or other dangerous conducts
- 4.7 It is not permitted to use electrical band saw, welding machine or other equipment that cause sparks in the exhibition hall.
- 4.8 In the event that you have a test of a machine that causes a spark, the organizer asks for permission to notify to stop the operation immediately.

## **B5 : Exhibitor Badges/Contractor Badges**

### **5.1. Contractor Badge**

- 5.1.1 The contractor badge is valid only on the construction period; it cannot be used during the exhibition period.
- 5.1.2 Exhibitors who reserve only raw space and will build their own stands must submit Form 3 Unofficial Stand Contractor Form to the Fair Organizer; so that your contractor can collect contractor badges. Otherwise, unofficial stand contractors will not be allowed to access to the exhibition hall.
- 5.1.3 Only the exhibitors/ construction contractors that already received approval can contact for badge exchange.
- 5.1.4 Contractor badge exchange is available at the Loading site at the back of Hall 103 during booth setup period on **29<sup>th</sup> January 2024 at 01.00 PM - 10.00 PM and 30<sup>th</sup> January 2024 at 08.00 AM - 10.00 PM.**

### **5.2. Exhibitor Badge**

- 5.2.1 Every participant in the event shall register for the exhibitor and the booth staff badges by filling up and submitting **Form 4 on page 27 before 19<sup>th</sup> January 2024.**
- 5.2.2 Exhibitors are entitled to receive 4 exhibitor badges per booth only.
- 5.2.3 Exhibitor Badge will be provided to exhibitors at Exhibitor Registration Counter Hall 103 and on **29<sup>th</sup> January 2024 at 01.00 PM - 10.00 PM and 30<sup>th</sup> January 2024 at 08.00 AM - 10.00 PM.**
- 5.2.4 Exhibitor Badge is valid from construction until dismantling period.
- 5.2.5 Exhibitors must wear the exhibitor badges at all time in the exhibition hall, for security reasons. Exhibitors without exhibitor badges will not be allowed to access to the exhibition hall

## **B6 : Security Services**

- 6.1 The organizer will provide security round the clock in the exhibition hall, entrances/exits, and general area of the fair.
- 6.2 During the construction and dismantling periods, the entrances/exits will be at the back of Exhibition hall only. The organizer will allow only authorized personal with proper I.D., e.g. exhibitor/contractor badges, to have access to the exhibition hall.
- 6.3 Only the persons who wear the badges by specified badges type will be allowed to enter and exit the exhibition hall during the exhibition hall working hours
- 6.4 Exhibitors who require special security services, they can directly contact the authorized security service contractor.

- 6.5 The organizer suggests exhibitor to do insurance for high value product and well-kept your belongings your booth during exhibition. **In case of any lost, the organizer will not responsible for any lost and damages.**
- 6.6 It is prohibited to bring explosive, dangerous materials, weapons, or gas thanks to the exhibition hall.

### **B7 : Booth Cleansing Service**

- 7.1 The organizer will be responsible for general cleaning of the exhibition hall and gangway only.
- 7.2 Exhibitors must clean their booth and put their booths and their rubbish in front of their booths after show time to be picked up by cleaners daily.
- 7.3 If exhibitors would like to hire cleaners to their booths, please fill in **page 38**.

### **B8 : Compress Air**

- 8.1 The organizer will not open compressed air in exhibition hall on **29<sup>th</sup> – 30<sup>th</sup> January 2024**. (Construction Period).
- 8.2 The organizer will open compressed air in exhibition hall only on **31<sup>th</sup> January - 3<sup>rd</sup> February 2024**. (The exhibition period) by switch on one hour before show time and switch off at close time of the fair.
- 8.3 Smoking is prohibited throughout the exhibition hall.

### **B9 : Product Demonstration & Presentation**

- 9.1 The organizer reserves the right to warn advice or cancels any demonstration that disturbs other exhibitors. The exhibitor must inform the organizer in advance of any sales promotion that includes competition with prizes.
- 9.2 To avoid disturbance, the use of sound amplifier is prohibited. The used of TV or VCR must be under an acceptable sound level.
- 9.3 No activities which in the opinion of the organizer, cause a nuisance or annoyance to visitors or other exhibitors, shall be conducted by exhibitors within the vicinity of the fair.

### **B10 : Overtime Operation**

During **construction**, the organizer will allow exhibitors to construct and decorate their stands according to operation hour (**Until 10.00 PM**). Any exhibitor or contractor wishes to work exceeding that time, please contact the organizer office before 03.00 PM on the same day and must be responsible for expenditure of overtime operation up to BITEC's rate.

### **Overtime Pay Rate**

<b>Area (sq.m.)</b>	<b>Fee (baht/hour)</b>	<b>Including VAT 7% (baht)</b>
9-50	1,000.-	1,070.-
51-100	1,500.-	1,605.-
101-150	2,000.-	2,140.-
151-200	2,500.-	2,675.-
201-250	3,000.-	3,210.-
251-300	3,500.-	3,745.-
301-350	4,000.-	4,280.-
351-400	4,500.-	4,815.-
401 or more	5,000.-	5,350.-

#### **B11 : Message Announcement**

The organizer will reserve announcement only on the general message. There will not be any announcement for personal purposes as the voice will disturb the business discussion.

#### **B12 : Photo/Video Shooting**

Unauthorized photo/video shooting at the venue is prohibited. Authorized personal must wear PRESS badges at all times.

#### **B13 : Unforeseen Occurrences**

In the event if any occurrence unforeseen in these rules and regulations, the decision of the organizer would take as final.

#### **B14 : Warning**

No person under any circumstances shall cut into or through any floor covering or wall nor alter structure of the exhibition hall. Any such as damage to exhibition hall will be invoiced on the exhibitor.



## B15 : Parking Information

Parking space is available at the Loading area, P2 (outdoor) parking lot and the parking space at Bhiraaj Tower at BITEC

### 15.1 (Loading)

- Car, pickup truck and big 4-wheel vehicle (Free for the first 1 hour and 30 minutes parking)
- 6-wheel, 10-wheel or more wheels vehicles, vehicle with trailer or container (Free for the first 3 hours parking)

This is to help other exhibitors be able to load their goods too.

\*\*\* In case of excessive parking time the fee is 200 baht per hour.

\*\*\* In case of loss of the loading card, the cost of replacement is 1,000 baht per card.



### 15.2 Regulations for Parking 2 outdoor parking



1. Take the Blue card (in picture) from the automatic machine at the entrance.
2. Free parking for the first three hours and the fee of 20 baht per hour is for the following hours.
3. The parking space opens at 06.00-22.00 hr. (excess of parking time costs 1,000 baht per hour)
4. **No permission** for overnight parking
5. In case of loss of the card, the cost of replacement is 1,000 baht per card.

### 15.3 Regulations for indoor parking



1. Take the Red card from the automatic machine at the entrance.
2. Free parking for the first three hours and the fee of 20 baht per hour is for the following hours.
3. The parking space opens at 06.00-22.00 hr. (excess of parking time costs 100 baht per hour)
4. **No permission** for overnight parking.

In case of loss of the card, the cost of replacement is 1,000 baht per card.

# ORDERFORMS

ORDERFORMCHECKLIST

FORMSRETURNTO SHOW ORGANISERS

FORMS	Description	Form	Special Service	Remark
1	Organizer's Standard Stand	X		19 <sup>th</sup> January 2024
2	Directory Map Board Lettering	X		19 <sup>th</sup> January 2024
3	Stand fitting Contractors	X		19 <sup>th</sup> January 2024
4	Exhibitor registration Form/ Exhibitor badge Form	X		19 <sup>th</sup> January 2024
5	Furniture and Accessories		X	13 <sup>th</sup> January 2024
6A	Power Supply and Lighting		X	8 <sup>th</sup> January 2024
6B	Water system		X	8 <sup>th</sup> January 2024
6C	Air Compressor		X	8 <sup>th</sup> January 2024
6D	Installation plan		X	9 <sup>th</sup> January 2024
7	Exhibit Move In		X	3 <sup>rd</sup> January 2024

## Remark:

Please send back the special service form only the service you needed

# Organizer's Standard Stand

(For Standard Booth)

## FORM

1

Deadline

19<sup>th</sup> January 2024

**Please return completed form to:**

Digiview Advertising Group Co., Ltd.  
3300/111 21<sup>st</sup> (Zone B), Elephant  
Tower, Phaholyothin RD., Chatujak,  
Bangkok 10900

**Contact :**

Ms. Waranya toma (Shinchan)

Tel. 02 838 9999 # 1502

Fax: 02 838 9999 # 8880

E-mail: [waranya.tbp@gmail.com](mailto:waranya.tbp@gmail.com)

**Note :**

Please call every time you send a fax  
and an email at

Tel. 02 838 9999 ext. 8807

**Fascia Name: Please use Block Capital**

Company Name (in English and only 20 block capital letters):

\_\_\_\_\_

Booth Number:

\_\_\_\_\_ Total \_\_\_\_\_ Booth

Example:

\_\_T.B.P. PUBLICATION CO., LTD. \_\_\_\_\_

Booth Number:

\_\_A01-A04 \_\_\_\_\_ or \_\_A01,02,03,04 \_\_\_\_\_ Total \_\_4\_\_ Booth

Each Booth will get only one name tag except you got prohibited paper from the organizer

Company Name :	
Booth No :	Contract No :
Contact Person :	
Telephone :	Mobile :
Fax :	E-mail :
Signature :	Date :

\*\*\*Note: The change of company label, the exhibitors have to inform the organizers at least 1 week before the exhibition begin. For late inform, the exhibitors have to pay the label change fee with 1,000฿ (one thousand Baht) for 1 label

# Directory Map Board

(For Standard Booth)

Please fill in a capital letter

Company name (Only English) :

\_\_\_\_\_

Booth Number :

\_\_\_\_\_

Total \_\_\_\_\_ Booth

Example :

\_\_T.B.P. PUBLICATION CO., LTD. \_\_\_\_\_

Booth Number :

\_\_A01-A04\_\_\_\_ or \_\_A01,02,03,04\_\_\_\_ Total \_\_4\_\_ Booth

## FORM

2

Deadline

19<sup>th</sup> January 2024

**Please return completed form to:**

Digiview Advertising Group Co., Ltd.

3300/111 21<sup>st</sup> (Zone B), Elephant

Tower, Phaholyothin RD., Chatujak,

Bangkok 10900

**Contact :**

Ms. Waranya toma (Shinchan)

Tel. 02 838 9999 # 1502

Fax: 02 838 9999 # 8880

E-mail: [waranya.tbp@gmail.com](mailto:waranya.tbp@gmail.com)

**Note :**

Please call every time you send a fax and an email at

Tel. 02 838 9999 ext. 8807

Company Name :	
Booth No :	Contract No :
Contact Person :	
Telephone :	Mobile :
Fax :	E-mail :
Signature :	Date :

\*\*\* **Note** : The directory board will set in the exhibition area to inform the information for visitors by map, exhibitor list and booth no.

# Stand fitting Contractors

( For Raw Space : Special Design Booth Buyer Only )

## FORM

### 3A

**Deadline**

**19<sup>th</sup> January 2024**

**Please return completed form to:**

Digiview Advertising Group Co., Ltd.  
3300/111 21<sup>st</sup> (Zone B), Elephant  
Tower, Phaholyothin RD.,  
Chatujak, Bangkok 10900

**Contact :**

Ms. Waranya toma (Shinchan)

Tel. 02 838 9999 # 1502

Fax: 02 838 9999 # 8880

E-mail: [waranya.tbp@gmail.com](mailto:waranya.tbp@gmail.com)

**Note :** Please call every time you send  
a fax and an email at

Tel. 02 838 9999 ext. 8807

Exhibitor has to submit the details of booth design and product demonstration area in 3D drawing with this form.

**Remark:** Maximum pole height = 5 meters and no partition.

**Note:** The official contractors have to pay deposit for performance bond of 1,000 THB per square meter must be placed (minimum levy of 15,000 THB.) Depending on the area in the contract.

(The deposit is the guarantee payment for any damage cause and rule omission. The Exhibitor and Official Contractor agree pay for the exceeding cost of damage. In case of the damage cost is more than minimum levy of 15,000 THB.)

I acknowledge the rules and regulations for site operation, standard construction, electrical installation and dismantle.

I agree and will strictly follow all rules and regulations.

**To complete this form, The Exhibitor and Contractor Name must describe in this form.**

Name of Contractor:

Address:

Telephone:

Mobile:

Fax:

E-mail:

Contact Person:

Contractor Authorized by (Name):

Date:

Exhibitor Authorized by (Name):

Date:

Company Name:

Booth No:

Contract No:

Contact Person:

Telephone:

Mobile:

Fax:

E-mail:

Signature:

Date:

# Guarantee cheque for the operation

(For special constructed booth)

\*\*\* Please provide this document together with the guarantee cheque when submission\*\*\*

When appointed by the exhibitor, the contractor shall provide the event organizer a payment of 1,000 baht per square meters by guarantee check for operation, regarding the agreement on space size, and no less than 15,000 baht per booth.

Please make the payment to "Digiview Advertising Group Co., Ltd."; the cheque can be mailed to or submitted at the office of

Digiview Advertising Group Co., Ltd.

3300/111 Chang Building Floor 21 (B Zone), Paholyothin Road,

Jompol, Chatuchak district, Bangkok 10900.

Tel: 02 838 9999.

Fax: 02 838 9999 #8880

This guarantee cheque is to ensure that all rules and regulations shall be followed strictly with responsibility for any direct or indirect damage due to the violation of the agreement along with further payments, as requested by the organizer, by the contractor for the damage that may exceed the guarantee cheque payment.

**Please submit the guarantee cheque within 19<sup>th</sup> January 2024**

**The guarantee cheque will be returned in 15<sup>th</sup> - 29<sup>th</sup> February 2024.** Otherwise, the guarantee cheque will be destroyed without any deposit.

## FORM

### 3B

**Deadline**

**19<sup>th</sup> January 2024**

**Please return completed form to:**

Digiview Advertising Group Co., Ltd.

3300/111 21<sup>st</sup> (Zone B), Elephant

Tower, Phaholyothin RD.,

Chatujak, Bangkok 10900

**Contact :**

Ms. Thunnika KoomThong

Tel. 02 838 9999 # 1703

Fax: 02 838 9999 # 8880

**Note :** Please call every time you send a fax and an email at

Tel. 02 838 9999 # 1703

E-mail : sarinsira@hotmail.com

For Contractor of special constructed booth

Contractor's Company:

Exhibitor's Company:

Contact person:

Position:

Telephone:

Fax:

E-mail:

Contractor:

Booth No:

Booth

Quantity:

Total space

Guarantee cheque payment:

Baht

Bank:

Branch:

Cheque No:

Signature:

Date:

\*\*\*Remark: In case of any damage caused by construction worker or any payments concerning the rules and regulations, the organizer will inform about total amount of the payment on the day of booth disposal. After the operation, in case of no damage the guarantee cheque will be returned and can be retrieved as mentioned above.

# Above-the-ground space payment

## (For special constructed booth that requires above-the-ground space)

The contractor for the special booth that needs to install a truss above the ground shall pay for the cost of above-the-ground space in accordance with total weight of truss and related equipment.

0 - 999 Kilograms = 10,000 Baht

1,000 – 1,499 Kilograms = 20,000 Baht

1,500 – 1,999 Kilograms = 25,000 Baht

2,000 Kilograms or more = 30,000 Baht

The above rate is not included 7% VAT yet.

For payment for above-the-ground space, please contact

Ms. Thunnika KoomThong Tel. 02 838 9999 Ext. 1703

### Rules and regulations for the installation of airborne structures for special decorated booths to be installed.

1. Height of the booth with its dimension in detail (Form 3A)
2. A staff shall stand by in each booth to switch off the power each day.
3. Through what direction will the lighting be installed on the upper truss be pulled up? In case of passing through the truss, some room or hole shall be prepared for lighting service.
4. Never keep service room locked in case of working in the service room (Regarding Item 4)
5. Installation height in the air must be 5-7 meters from the building floor.
6. Special decorated booths with 4 sides open space are allowed to mount the structure only on the air.
7. It is not allowed to install any type of diffuser on top of the air structure In case of encountering, the organizer reserves the right to notify dismantle immediately.
8. Please include the information about truss installation for consideration as follows:
  - 8.1 Total weight .....Kilograms
  - 8.2 Weight of each component in detail
    - 8.2.1 .....
    - 8.2.2 .....
    - 8.2.3 .....
    - 8.2.4 .....
  - 8.3 Type of lighting used on the truss  
.....
  - 8.4 Indicate if the hoist used for installation is electric or manual  
.....

### Deadline

**19<sup>th</sup> January 2024**

#### Please return completed form to:

Digiview Advertising Group Co., Ltd.

3300/111 21<sup>st</sup> (Zone B), Elephant

Tower, Phaholyothin RD., Chatujak,

Bangkok 10900

#### Contact :

Ms. Waranya toma (Shinchan)

Tel. 02 838 9999 # 1502

Fax: 02 838 9999 # 8880

E-mail: [waranya.tbp@gmail.com](mailto:waranya.tbp@gmail.com)

#### Note :

Please call every time you send a fax and an email at

Tel. 02 838 9999 # 8807

# Exhibit Terms and Conditions

## **Contractor Badges**

The contractor must wear contractor badge while on the exhibit floor. Also, the contractor is required to pay the deposit. If contractor or its representative fail to observe the term and condition of this contract, the contractor may not allowed to enter the exhibition area.

## **Booth Cleaning**

During the period of exhibition day including move-in and move-out days, the Exhibitor is responsible to the Organizers for seeing that his booth is maintained in a clean and orderly state. Should goods be left, they will be disposed of or stored by the Organizers who will have the right to charge for such storage.

## **Care of Exhibit**

Exhibitor shall not paste, nail or otherwise affix any exhibit, sign or other materials, to walls, doors, or other surface in a way that marks or defaces the Centre, exhibit space, stand equipment or stand furnishings. Exhibitor shall return the exhibit space in as good condition as it was received. Exhibitor shall be liable for any damage caused by its failure to adhere to this provision. Raw wood, cardboard or similar materials must be covered or painted if they are visible in adjacent stands.

## **Exhibition Booth Front Side**

Front side of exhibition booth must be opened and keep its clear at least the half of side no matter how high of booth, or set up with translucence material underneath the exhibition booth's sign name. In case of solid wall construction, the length of the wall must not be over than 6 metres and the height must not be over than 5 metres

## **Carpet Flooring Installation**

For Exhibitors who need to set up their own booth have to follow the rules as below;

1. Carpet flooring and Exhibit wall should be installed by the Exhibitor within 24 hours of starting time.
2. Carpet and flooring materials must be laid directly on the floor and securely taped at the edges which are easy to remove on dismantle day. No paint or glue on the floor. Fail to follow the rules will be affected for any delay of booth installation or move in and Exhibitors shall be fully responsible for any penalties.

## **Booth Painting**

Exhibition booth must be painted on the wall both of inside and outside the booth(s).

## **Fire Precautions**

The Exhibitor must comply with any instructions given by the venue and the Organizers to avoid the risk of fire. All material in constructional work and displays must be effectively fire-proofed.

## **Booth Construction**

The Exhibitor shall submit plans of his booth(s) to the Organizer for approval by the venue. No display, booth fitting, or exhibit shall exceed the height specified in the Exhibitor's Manual, without the prior consent of the Organizer.

The Organizer and the venue reserve the right to examine and exclude any exhibit. The Exhibitor who failed to follow the rule is responsible to pay for expenses.



### **Booth Dismantle**

Exhibitor will be provided reasonable time to dismantle its exhibits as will be specified in the Exhibitor Service Manual. Exhibit materials not removed from the hall by Exhibitor as specified will be removed by Organizer at Exhibitor's expense and liability.

### **Rules and Regulations**

Exhibitor is responsible to comply with all rules and regulations which are in effect at the time this contract is signed.

### **Exhibition Booth Number**

The exhibition booth number which provided by Organizer must be shown in every side of booth.

### **Staffing of Exhibitions**

Exhibitor has to provide the staff and communication tools during the exhibition period due to communicate with Organizer in an emergency case.

## **Rules and Restrictions for Official Contractor**

Do not have any records from; lack of responsibility, damage to other exhibit or have been rejected from any services/hospitality fields.

1. Company / Firm can provide any services, professional staffs with communication tools as Exhibitor request.
2. The Exhibitor shall submit perspective of his booth(s) with 1 copy to the Operation Manager for approval at least 30 days before installation. Any changing of plan is strictly prohibited unless the permission is granted directly from Operation Manager in writing.
3. Give the consults/recommendations to other Exhibitors or Contractor which can help the operation running the process. During the period of exhibition day including installation and dismantle day, only the Exhibitor or Contractor with the official badges are allowed to carry out work at the exhibition hall and they must liaise with the official contractor for all work requirements. Unofficial contractors are not allowed to get entry the exhibition hall as the Organizer reserves the right to stop or terminate all operation.

## **Rules and Restrictions for Raw Space (Special Design Booth)**

The Exhibitors who reserve for exhibit raw space can set up their own booth by follow the rules and restrictions as below;

1. To build up the Exhibitor's own booth(s) or use exhibit raw space for display must be affix the company sign name and exhibitor number in clear. Failure to comply with the rules and regulations of this contract and as stated in the exhibitor's manual will result in the alteration or removal of the booth at the Exhibitor's expense.
2. The Exhibitor company is responsible for all injury, lose or damage that may occur from Exhibitor's contractor.
3. The Exhibitor who builds up their own booth (s) shall submit perspective of his booth(s) including the detail of all materials and electrical installations to the Exhibition Operation Department for approval at least 30 days before exhibition day. The Operation Department will reply for approval within 15 days after received the plans. Organizer reserves the right for any changing of plans if necessary and the Exhibitors who do not submit plan for approval are not allow building up booth(s) in exhibition area.
4. The exhibition booth(s) must be fully carpeted.
5. For security and safety, please do not set up all electric by yourself. All electrical installations on stands must comply through the official constructor with the relevant regulation and are subject to inspection and test.
6. Any spray, welding and anything which make dusts or disturb to other exhibitors/visitors are strictly prohibited in the exhibition hall.
7. In case of exhibit space is next to another exhibition booth. Please do not use any benefits from that exhibition booth. The Exhibitors have to build their own booth and booth's wall by themselves.
8. The Exhibitor has to cover the booth's wall if it higher than adjacent exhibitor's booth.
9. Nothing shall be posted on, or tacked, nailed, screwed, or otherwise attached to the columns, walls, floors or other parts of the convention hall exhibit area without permission from the proper building authority.
10. The Exhibitor shall build up you own booth's back wall (for island stand). Organizer reserves the right to change the Exhibitor booth(s) plans due to obstruct the view or prejudice adjacent Exhibitors.
11. Any display or content may exceed the high of 2.5 meters should build up at least 1 meter away from the back wall except the booth which next to the wall of exhibition hall.
12. The Exhibitor is responsible to clean the exhibition booth(s) before return to Organizer.
13. The Contractors and Exhibitors cannot build up the booth(s) unless permission is granted directly by Organizer. A construction guarantee or cheque as guarantee amount including common service fee are

## **Criteria for The Cost of Damage due to Construction of Special booth**

It is critical for the Company to set the rate of damage cost so that this exhibition can process efficiently and smoothly. The Company, therefore, requests for cooperation from both the contractor for special constructed booth and the exhibitor to give special care and prevention from damage that is likely to happen and affects the cost of damage as follows.

1. In case of damage of equipment, location or decoration the cost of damage will be assessed from where the damage takes place.
2. In case of misconstruction of the booth regarding the form submitted to the organizer, 50 per cent of the space guarantee payment shall be deducted or the construction will be halted.
3. No permission of covering the wall with smooth white opaque material or white painted plywood (for the wall higher than 2.5 meters), 50 per cent of the space guarantee payment shall be deducted or the construction will be halted.
4. In case of trash or excessive materials left (on the days of booth setup and disposal) the cost of 500 Baht per kilogram shall be paid.
5. The exceeding time of construction and removal costs 1,000 baht per hour.

## Exhibitor Badge Registration Form

# FORM 4

19<sup>th</sup> January 2024

Exhibitors are given Exhibitor badge according to the exhibiting size as indicated below:

9 sq.m.Booth	4 Badges	36 sq.m.Booth	16 Badges
18 sq.m.Booth	8 Badges	54 sq.m.Booth	24 Badges
27 sq.m.Booth	12 Badges	72 sq.m.Booth or above	32 Badges



- Scan the qr code or click the link <https://forms.gle/XWNW8pk45R9p9Vu36> to fill out the list of exhibitors.
- Exhibitor badge will not be issued if the following information has not been completed. Please attached separate sheet if below space is insufficient.
- Exhibitors will be able to collect the badges at the registration counter in front of Hall 103 on 29<sup>th</sup> – 30<sup>th</sup> January 2024 on 29<sup>th</sup> January 2024 at 01.00 PM – 06.00 PM. And 30<sup>th</sup> January 2024 at 09.30 AM – 06.00 PM.
- **Deadline : 19<sup>th</sup> January 2024**
- **Contact : Miss Oraphan Masuwan Tel. 02 838 9999 Ext. 8607**

**E-Mail: [orapan.masuwan@gmail.com](mailto:orapan.masuwan@gmail.com)**

# Furniture and equipment rental form

WORKDEE SERVICE CO., LTD.

Booking is made by 13<sup>th</sup> January 2023

Please fill out form and send Email : workdeeloVESERVICE@gmail.com

# FORM

# 5

13<sup>th</sup> January 2024

## ORDER FORM

EXHIBITION..... BOOTH NO.....

Fascia Board as it should appear (4"H white Sticker letters on colour fascia. A maximum of 24 letter can be accommodated)

## FURNITURE FOR HIRE

NO.	Description	SIZE	1st rate Bath/pc Pay ment before 13-Jan-24	2nd rate Bath/pc Pay ment before 24-Jan-24	3rd rate Bath/pc Payment (31 Jan - 3 Feb 2024)	Qty (psc)	Bath
ST 002	Lockable Cabinet	50x1.00x80 M	1,000.00	1,100.00	1,300.00		
ST 003	Low Showcase	50x1.00x1.00 M	2,500.00	2,750.00	3,250.00		
ST 004	Low Showcase	50x1.00x80 M	2,000.00	2,200.00	2,600.00		
ST 005	Low Showcase	50x50x80 M	1,500.00	1,650.00	1,950.00		
ST 006	TV. & VIDEO Stand	50x75x80 M	1,000.00	1,100.00	1,300.00		
ST 007	Showcase	50x50x40,60,80,1.00M	500/700/800/1000	550/770/880/1100	650/910/1040/1300		
ST 0010	Round Table	Q 75x80 M	800.00	880.00	1,040.00		
ST 0013	High Stool	Q 50x90 M	700.00	770.00	910.00		
ST 0014	High Stool	Q 45x75 M	500.00	550.00	650.00		
ST 0015	Chair	0.50 M	200.00	220.00	260.00		
ST 0016	Chair	55x58x77 M	800.00	880.00	1,040.00		
ST 0017	Folding Door	@ 100x2.40 M	1,700.00	1,870.00	2,210.00		
ST 00118	High Showcase	100x50x2.40 M	3,900.00	4,290.00	5,070.00		
ST 0019	High Showcase	50x50x2.40 M	2,500.00	2,750.00	3,250.00		
ST 0020	Shelf (Flat / Slope)	@ 0.25x1.00 M	400.00	440.00	520.00		

รวม

ภาษีมูลค่าเพิ่ม 7%

รวมทั้งหมด

- Orders are valid only when accompanied with full payment.
- The organizer reserves the right to refund in the event The reservation order has been canceled.
- The price stated in this quotation is the rental price for use only during the event. You must be responsible for damages or losses that occur during this rental period.

## Please complete this form

Khun Apinya

Workdee Service Co., Ltd.

51/25 Moo. 6

Bang-muang, Bang-yai,

Nonthaburi 11140

## Payment Information:

ACC Name: Workdee Service

Bank: Siam Commercial Bank

ACC No: 387-2-13142-5

Branch: Temple

Please fax the payment evident to

Workdee Service Co., Ltd.

To confirm your order.

## Contact Person:

Khun Apinya

Tel. 081 988 3831

Fax: 02 408 1918

Email:

workdeeloVESERVICE@gmail.com

Exhibiting Company:	Booth number:
Tex ID :	Head Office/Branch:
Address:	
Telephone:	Fax/E-mail:
Contact Person:	Position:
Signature:	Date:

Orders are valid only when accompanied with full payment on later than the above deadline by company cheque or T/T reimburse in a favor Workdee Service Co., Ltd.

<b>ST001</b>  Type : Information Desk Dimension : 47X94X75 CM	<b>ST002</b>  Type : Lockable Cabinet Dimension : 50X100X75 CM	<b>ST003</b>  Type : Low Showcase Dimension : 50X100X100 CM	<b>ST004</b>  Type : Low Showcase Dimension : 50X100X100 CM	<b>ST005</b>  Type : Low Showcase Dimension : 50X50X100 CM
<b>ST006</b>  Type : TV. & VIDEO Stand Dimension : 50X75X100 CM	<b>ST007</b>  Type : Showcase Dimension : 50X50X40,50,75,100 CM	<b>ST008</b>  Type : Square Table Dimension : 75X75X75 CM	<b>ST009</b>  Type : Coffee Table Dimension : 50X50X40 CM	<b>ST010</b>  Type : Round Table Dimension : Ø75X75 CM
<b>ST011</b>  Type : Sofa Dimension : 60X70X75 CM	<b>ST012</b>  Type : Office Chair Dimension : 55X50X90 CM	<b>ST013</b>  Type : High Stool Dimension : Ø50X90 CM	<b>ST014</b>  Type : High Stool Dimension : Ø45X75 CM	<b>ST015</b>  Type : Chair Dimension : 50X50X45 CM
<b>ST016</b>  Type : Chair Dimension : 55X58X77 CM	<b>ST017</b>  Type : Folding Door Dimension : @100X240 CM	<b>ST018</b>  Type : High Showcase Dimension : 50X100X240 CM	<b>ST019</b>  Type : High Showcase Dimension : 50X50X240 CM	<b>ST020</b>  Type : Shelf (Flat/Slope) Dimension : 25X@100 CM

# Power Supply and Lighting

## Reservation Form

# FORM

## 6A

### Deadline

**18<sup>th</sup> January 2023**

### Please complete this form

Khun Sakornpat

Expo Lite Co., Ltd.

88 M. 6, Suanprikthai,

Muang Prathumthani,

Prathumthani 12000

Tax ID: 0105533134157

### Payment Information:

ACC Name: Expo Lite

Bank: KASIKORN BANK

ACC No: 536-2-17365-7

Branch: Tesco Lotus Pathum

Thani

Please fax the payment evident to

Expo Lite Co., Ltd.

To confirm your order.

### Contact Person:

Khun Sakornpat

Tel. 0-2592-7992-4

Fax: 0-2592-7995-6

E-Mail: info@expo.co.th

expolite@hotmail.com

### ITEM A: ELECTRICAL EQUIPMENT

Description	1st rate Baht/pc Payment before 8 <sup>th</sup> Jan. 2024	2nd rate Baht/pc Payment 9 <sup>th</sup> Jan. - 3 <sup>th</sup> Feb. 2024	Qty (pcs)
LED Spotlight 18W Short Leg	699	826	
LED Spotlight 18W Long Leg	770	910	
Fluorescent 18 W	699	826	
Downlight: 50W. (embedded ceiling lamp)	770	910	
LED Spotlight 100W White colour	2,311	2,731	
LED Spotlight 200W White colour	2,611	3,031	
Metal Halide 400W. White colour	3,466	4,096	

### ITEM B: CIRCUIT BREAKERS AND PLUG FOR EXHIBITION ONLY (not allowed to use for exhibitor's electric)

Plug 5 Amp with Fuse 220.50 Hz.	928	1,095	
Plug 5 Amp with Fuse 220.50 Hz. (24 Hours)	1,855	2,192	
Breaker 15 Amp 220 V. Single Phase 50 Hz.	3,674	4,341	
Breaker 15 Amp 220 V. Single Phase 50 Hz. (24 Hours)	7,348	8,681	
Breaker 30 Amp 220 V. Single Phase 50 Hz.	7,310	8,639	
Breaker 15 Amp 380 V. Three Phase 50 Hz.	11,018	13,021	
Breaker 30 Amp 380 V. Three Phase 50 Hz.	15,117	17,866	
Breaker 60 Amp 380 V. Three Phase 50 Hz.	30,235	35,733	
Breaker 100 Amp 380 V. Three Phase 50 Hz.	45,247	53,473	

### ITEM C: BREAKERS FOR LIGHTING ELECTRICAL EQUIPMENT ONLY (for exhibitor's electric appliances use)

Breaker 15 Amp 220 V. Single Phase 50 Hz.	12,550	14,833	
Breaker 30 Amp 220 V. Single Phase 50 Hz.	25,101	29,665	
Breaker 15 Amp 380 V. Three Phase 50Hz.	37,651	44,499	
Breaker 30 Amp 380 V. Three Phase 50Hz.	75,302	88,994	
Point of lighting Setup Lighting not higher than 17 watts. 5 lights are allowed per point. Lighting not higher than 18-25 watts. 3 lights are allowed per point. Lighting not higher than 26-100 watts. 1 light is allowed per point. LED lighting ribbon, No more than 5 meters of lighting allowed per point.	706	1,111	

### ITEM D: BREAKER FOR EQUIPMENT USED DURING CONSTRUCTION OR DEMOLITION

	Cost per Day	Start Day	Finish Day	Qty
Breaker 15 Amp 220 V. Single Phase 50 Hz.	1,390			
Breaker 30 Amp 220 V. Single Phase 50 Hz.	2,780			
Breaker 15 Amp 380 V. Three Phase 50 Hz.	4,167			
Breaker 30 Amp 380 V. Three Phase 50 Hz.	8,335			

- Exhibitors will receive a 50% refund for cancelation before **15<sup>th</sup> January 2024**. There will be no refund after **15<sup>th</sup> January 2024**.
- Exhibitors have to specify the position the lighting equipment on the plan (**Form 6D**). If not specified otherwise, all your requested utilities point will be placed upon our contractor's discretion.
- Additional charge, For all relocation.
- For special equipment is not mention in this document. There will be extra charge for separate quotation.
- Electric socket is limited for one merchandise. No connection id not allowed to prevent the risk of electric overload
- The organizer reserve the right to disconnect the electrical supply to and dangerous opinion or likely to cause annoyance to others

Exhibiting Company:	Booth number:
Tex ID :	Head Office/Branch:
Address:	
Telephone:	Fax/E-mail:
Contact Person:	Position:
Signature:	Date:
Orders are valid only when accompanied with full payment on later than the above deadline by company cheque or T/T reimburse in a favor Expo Lite Co., Ltd.	

# Water System Reservation Form

# FORM 6B

For Exhibitor

Description	Payment before 8 <sup>th</sup> Jan. 2024	Payment during 9 <sup>th</sup> Jan. – 3 <sup>rd</sup> Feb. 2024	Amount	Total (THB)
Water Pipe Size Ø 13 mm. and Drain Water pipe Size Ø 40 mm.	12,272	14,504		
Water Pipe Size Ø 13 mm. and Drain Water pipe Size Ø 40 mm. and Sink	15,896	16,683		
			Total	
			Vat 7%	
			Subtotal	

## หมายเหตุ

- Exhibitor will receive a 50% refund cancellation before **15<sup>th</sup> January 2024**.
- There will be no refund after **15<sup>th</sup> January 2024**.
- Exhibitors have to specify the position of water pipe. If not specified otherwise, all your requested utilities point will be placed upon our contractor's discretion.
- Additional charge for exterminate the oil and chemical contaminated water.
- Additional charge 1,000 THB. For all relocation.
- Distance of the pipe line is 5 meters. Addition pipe will be charge 300 THB per meter.
- The organizer reserve the right to stop supply the water to any dangerous opinion or likely to cause annoyance to others.

## Deadline

**8<sup>th</sup> January 2024**

### Please complete this form

Khun Sakornpat  
Expo Lite Co., Ltd.  
88 M. 6, Suanprikthai,  
Muang Prathumthani,  
Prathumthani 12000  
Tax ID: 0105533134157

### Payment Information:

ACC Name: Expo Lite  
Bank: KASIKORN BANK  
ACC No: 536-2-17365-7  
Branch: Tesco Lotus Pathum  
Thani  
Please fax the payment evident to  
Expo Lite Co., Ltd.  
To confirm your order.

### Contact Person:

Khun Sakornpat  
Tel. 0-2592-7992-4  
Fax: 0-2592-7995-6  
E-Mail: info@expo.co.th  
expolite@hotmail.com

Exhibiting Company:	Booth number:
Tex ID :	Head Office/Branch:
Address:	
Telephone:	Fax/E-mail:
Contact Person:	Position:
Signature:	Date:
<p><b>Orders are valid only when accompanied with full payment on later than the above deadline by company cheque or T/T reimburse in a favor Expo Lite Co., Ltd.</b></p>	



# Pump Reservation Form

# FORM

## 6C

**Deadline**

**8<sup>th</sup> January 2024**

**Please complete this form**

Expo Lite Co., Ltd.  
88 M. 6, Suanprikthai,  
Muang Prathumthani,  
Prathumthani 12000  
Tax ID: 0105533134157

**Payment Information:**

ACC Name: Expo Lite  
Bank: KASIKORN BANK  
ACC No: 536-2-17365-7  
Branch: Tesco Lotus Pathum  
Thani  
Please fax the payment evident to  
Expo Lite Co., Ltd.  
To confirm your order.

**Contact Person:**

Khun Sakornpat  
Tel. 0-2592-7992-4  
Fax: 0-2592-7995  
E-Mail: info@expo.co.th  
expolite@hotmail.com

Motor Capacity	Air Pressure		Flow rate		Air hose size		Payment Before 8th Jan. 2024	Payment before 9th Jan. - 3rd Feb. 2023	Amount	Total (Bath)
	PSI	BAR	Liter/ Min	CFM	mm.	L(M)				
1 hp.	100	7	88	3.11	6.5	10	11,860	14,016		
3 hp.	100	7	300	10.6	6.5	10	20,590	24,334		
5 hp.	100	7	700	24.5	6.5	10	29,650	35,041		
10 hp.	100	7	1400	49	6.5	10	62,431	73,782		
15 hp.	100	7	2300	80.5	6.5	10	70,832	83,711		

Total  
Vat% 7%  
Grand Total

**Remark:**

1. To prevent noise, the company allows event attendees to bring air compressors with a size not exceeding 0.5 horsepower only.
2. The event organizer must be responsible for all expenses. In case you want to change the installation point or do a new installation.
2. Exhibitor will receive a 50% refund for cancellation before **15<sup>th</sup> January 2024**.
3. There will be no refund after **15<sup>th</sup> January 2024**.
4. Additional charge 800 THB per relocation.
5. Distance of the compressor pipe is 5 meters. Additional pipe will be charge 250 THB per meter.
6. There is free air compress providing for system testing 3 hours before the show. There will be additional charge per day in case of more time requirement.
7. The company reserves the right to stop supplying air. If it is installed against the regulations or disturb other exhibitors.

Exhibiting Company:	Booth number:
Tex ID :	Head Office/Branch:
Address:	
Telephone:	Fax/E-mail:
Contact Person:	Position:
Signature:	Date:
<p><b>Orders are valid only when accompanied with full payment on later than the above deadline by company cheque or T/T reimburse in a favor Expo Lite Co., Ltd.</b></p>	

# Electricity Setup and Wiring Form

## FORM

## 6D

**Deadline**

**9<sup>th</sup> January 2024**

**Please complete this form**

Expo Lite Co., Ltd.

88 M. 6, Suanprikthai,

Muang Prathumthani,

Prathumthani 12000

Tax ID: 0105533134157

**Contact Person:**

Khun Sakornpat

Tel. 0-2592-7992-4

Fax: 0-2592-7995-6

E-Mail: info@expo.co.th

expolite@hotmail.com

**For standard booth**

Generally, the organize will provide the standard equipment for 5Amp Socket at the middle of the Booth and 40 Watts fluorescence for two set at the back of Fascia. For the special position of your compressed air, water and electrical requirement. Please indicate the location on below block and return this from to Expo Lite Co., Ltd.

Top

LeftRight

Under

---

Back

LeftRight

Front

**สัญลักษณ์ต่างๆ**

SYMBOL	
	SOCKET / OUTLET
	SHORT ARM SPOTLIGHT
	ARM SPOTLIGHT
	FLUORESCENT TUBE
	FLOOD LIGHT / METAL HALIDE (HQI)
	DOWNLIGHT
	BREAKER
	WATER
	AIR
	CONNECTING POINT

**Please indicate the location of your compressed air/water/drainage point and electrical requirements in the block.**

**Remark:**

1. If the location plan of any service is not submitted, it will be placed at the description of the official contractor.
2. Additional charge 1,000 THB per relocation.
3. The organizer reserves the right to stop supply the power to any dangerous opinion or likely to cause annoyance to others.

Exhibiting Company:	Booth number:
Telephone:	Position:
Signature:	Date:
Orders are valid only when accompanied with full payment on later than the above deadline by company cheque or T/T reimburse in a favor Expo Lite Co., Ltd.	

# Rule and Regulation Related to Electrical Services

## 1. General Service

- 1.1 Exhibition Electrical Service
  - 1.1.1 There are 2 main power supply circuit” Lighting Power Circuit” and “Exhibit Power Circuit”
  - 1.1.2 Single phase AC 220 V/50Hz or three phases with neutral AC 380V/ Hz with a fluctuation of approximately 10%/. Exhibitor whose equipment is particularly sensitive should arrange for stabilizers.
  - 1.1.3 Electrical power such as single phase 110 V 50 Hz three phases 220 v / 50 Hz will be specially arranged if requested on Official Contractor.
- 1.2 All electrical motors must have independent protection against excessive current surges. The following starter system should therefore be used
  - 1.2.1 Direct online - not over than 5Hp
  - 1.2.2 Star-Deltas - 5 to 25 Hp
  - 1.2.3 Auto transformers - above 25 Hp
- 1.3 Power supplies to stands will be switched off at the source 30 minutes after the exhibition closes and 60 minutes after end of the exhibition on the last show day.
- 1.4 For exhibitors that require 24-hour electricity, the equipment displayed must be ordered from the list on the electrical equipment reservation form. Before the scheduled time.
- 1.5 Electric System in the standard booth is 3x3 m. There are 2 set of fluorescent 40 w. and 1 set of sockets 5amp.
- 1.6 The reservation list at A, B, C and D in the electrical equipment reservation list has already included the cost of electricity.
- 1.7 All electrical power supplies must be installed by the following safety and regulations, without exceptions.
- 1.8 Power supply for equipment testing will be providing 1 day before show day. Please will in the requesting form at the counter service.

## 2. Standard Booth

- 2.1 All specified prices are special prices, payable, the organizer recommends that the exhibitors use the services of the official contractor so that you can get the most out of the service including the service throughout the opening period show.
- 2.2 Electrical installations, including all expo plug switches This can be done by only one official electrical contractor. Or those who are allowed to enter work only.
- 2.3 Exhibitor must submit the names of the electrical engineers, technician, and electricians who carry out their layout their electrical installations or set up their exhibited in order for them authorized by Official Contractor.
- 2.4 Exhibitor or their contractors who wish to bring in special lights to be used in their stands should receive prior approval from the organizer before the deadline. Applicants should submit the following requirements when applying:
  - 2.4.1 Technical details and the amount or wattage used.
  - 2.4.2 The total number of points that the electrical installation will perform.
  - 2.4.3 Installation plan.

- 2.4.4 Name of the company that will be installed.
- 2.4.5 Name and identity card/ passport number of the attending electrical personnel.
- 2.4.6 Complete the booking order form.
- 2.5 Approved electricians can collect their personal entry working passes during the official moving in period from the organizers show management office the exhibition hall.
- 2.6 A proper power input terminal should be installed by exhibitor or their contractors before the official electrical can connect the supply line. Once installation is inspected by official electrical contractor.
- 2.7 All power outlets must be ordered from the reservation form only. Otherwise, installation is not allowed.
- 2.8 The official contractor will first supply electricity to the exhibitors who order the show with the contractor.
- 2.9 All illegal connections adapters will be disconnected without notice. This includes multi outlet adapters. Extension from socket are strictly prohibits.
- 2.10 No Flashing light will be permitted, unless they form as integral part of exhibit. Sequence-lit display maybe used.
- 2.11 Exhibitors who apply for "Space Only" specially design stands should submit their electrical order together with their layout plan before deadline. At each site, an inspection will be carried out before turning on the power supply.
- 2.12 When ordering additional electrical equipment, please read the details clearly and fill in the details. Electrical equipment reservation form Including the location to install electricity attached as well if you do not know or have questions. Please inquire from the official contractor.
- 2.13 Orders sent after the deadline are not available. Movement service depends on the amount of electrical equipment and electricity you will incur an additional 10% charge for post-scheduled reservations with service fees paid and 30% In case of ordering in the exhibition area with payment.
- 2.14 Exhibitor who has a permit for using their own equipment has to request from C.
- 2.15 The size of which is not more than 100 accounts and contractors or exhibitors are not allowed to place orders in the Item B Order List for use with speakers in your stand.
- 2.16 The official electrical contractor reserves the rights to disconnect the electrical supply to any installations are dangerous or likely to cause annoyance to others.
- 2.17 All electrical power supplies must be installed by the following safety and regulation, without exception.

# Freight Forwarding

# FORM

# 7

**Deadline**

**3<sup>rd</sup> January 2024**

**Please complete this form and return this form to:**

Schenker (Thai) Co., Ltd.  
3388/57-61, Sirinrat Buld.  
16th-19th Floor Rama IV Road  
Klongton Klongtoey  
Bangkok 10110

**Contact Person:**

Khun Somboon :  
Tel. 02 338 0600 # 0759  
Fax: 02 367 5351  
Mobile: 061 420 1357  
E-Mail :  
somboon.Mahittikorn@dbschenker.com

Package No.	Size (Width x Light x Height)	Total Weight	Product Name

Exhibiting Company:	
Address:	
Tel:	Fax:
Contact Person:	Position:
Signature:	Date:

**note:** The Schenker (Thai) Co., Ltd. are authorized by the organizer to be the only Freight Forwarding servicer in the exhibition area

Signature: ..... Date: .....

## Transportation service charge for move in and move out

### 1. Transportation Charge (1 time)

Capacity	Price (THB/Cubic)	
0 - 5 Cubic Meter	1,250.00. -	1,100.00. -
5.1 - 10.0 Cubic Meter	1,150.00. -	1,000.00. -
10.1 - 15.0 Cubic Meter	1,100.00. -	900.00.-
Over 15.0 Cubic Meter	1,000.00. -	800.00. -
	<b>Boxes</b>	<b>Without Boxes</b>

- The above price is for the capacity not heavy than 2,000 Kg.
- The minimum charge is 1 cubic.

### 2. Additional Charge in case of the capacity is more than 2,000 Kg.

Weight per 1 item	Price/1,000 Kg. / 1 time
2,001 – 4,000 Kg.	950.00 -
4,001 – 6,000 Kg.	1,200.00 -
Over than 6,000 kg.	2,300.00 -

#### The above price is excluded

1. VAT 7%
2. Iron plate for carrying the machine. In the event that your product exceeds 2,000 force per square micrometer.



Bangkok International  
Trade & Exhibition  
Centre  
[www.bitec.co.th](http://www.bitec.co.th)

## How to order products and online services via BITEC's website

Bangkok International Trade & Exhibition Centre! BITEC

88 Bangna-Trad (km.1) Bangna, Bangkok

One-Stop Service: 02-726-1999 Fax. 02-726-1947

E-mail: [info@bitec-onlineorder.com](mailto:info@bitec-onlineorder.com)

### BITEC Online Order

For support the customers to be able to order products and services such as food, beverage, internet and cleaning service more convenience just register at BITEC Online Order

Besides the promotion price when pre-order, you will get many benefits and offers by Online purchase. BITEC Online Order will serves the needs of exhibitors and contractors and makes it even easier to order a wide range of products and services (reference: [www.bitec-onlineorder.com](http://www.bitec-onlineorder.com))

To purchase products or services, which is not specific on the website, please contact at One Stop Service Tel: (+66) 2762 1999 or E-mail: [info@bitec-onlineorder.com](mailto:info@bitec-onlineorder.com) for more information.



## Online Service under improvement



Internet



Signage &  
Digitalprinting



Beverage



Food



Meal Boxes



Plants



Guest Supplies



Transportation



Cleaning

Order before  
**15 Jan 2024**

**Move-in Date : 29 – 30 January 2024**

**Show Date : 31 January – 3 February 2024**

Noted : Request Pre-order 14 days



## How to Register?

1



### Sign Up

Go to [www.bitec-onlineorder.com](http://www.bitec-onlineorder.com) and click the Sign Up button

2



### Create Your BITEC Online Order Account

Follow our simple instructions on the screen to enter your email address, password, contact and billing information.

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

3



### Verify your email

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

You now have access to all the benefits of BITEC Online Order!



[www.bitec-onlineorder.com](http://www.bitec-onlineorder.com)

## How to Order in 5 Simple Steps

1



### Log in

Click the Sign In button and enter your username and password

2



### Choose your event

Select the event that you wish to supply. You may type in the name of your event in the search box or simply use the drop down list to select the month and year of your event.

3



### Choose your products and services

Browse through our online catalogue and select your desired items by adding them to your shopping cart.

4



### Choose your payment method

We offer a variety of payment options for your convenience including credit card and bill payment.

5



### Receive your products

Once your order and payment is complete, we will deliver your products and services directly to your booth or as specified during the order process.

## Frequently Asked Questions (FAQ)

Need answers? Search or browse our support topics below.



How can I make an order?



How can I pay for my order?



How can I use my coupon?



Download Brochure



How can I use my point?

### BITEC Online Order

Tel : +(66 2) 726 1999 ext. 7515 Or 7102

Email : [info@bitec-onlineorder.com](mailto:info@bitec-onlineorder.com)

Time : 08:00 – 17:00 hrs.

[https://bitec-onlineorder.com/content/faq\\_page](https://bitec-onlineorder.com/content/faq_page)