Dear Exhibitor,

This Exhibitor Services Manual contains important information and is designed to assist you in preparing for the CHEST 2019 Congress Exhibition.

The Exhibition will be held as part of the CHEST Congress, Bangkok, Thailand, 10-12 April 2019.

The floor plan has been designed to maximize the exhibitor's exposure to the delegates.

Please read all of the information in this manual. It will take you very little time now and could save you a great deal of time later.

Please forward this manual to everyone who is working on this project, including your stand builder, as it contains useful information about the congress.

We recommend Exhibitors using independent booth contractors to include a site visit in the planning process to assure a smooth and well-planned set up. Please contact N.C.C. Management & Development Co., Ltd. via kulvadee.pha@qsncc.com

Please do not hesitate to contact us for further information or assistance.

We look forward to welcoming you in Bangkok and wish you a successful Congress and Exhibition.

Best Regards,

Elianne Baran Ganot
Exhibition Manager

Tel: +41 22 9080488 Ext 921
Fax: +41 22 9069140
Email: eganach@kenes.com
Site: www.kenes.com

Exhibitors Technical Manual
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Section 1: General Information

Congress Secretariat / Organising Secretariat
Kenes International
Rue François-Versonnex 7
1207 Geneva, Switzerland
Tel: +41 22 908 0488
Fax: +41 22 906 9140
E-mail: chest@kenes.com

Congress Dates
10-12 April, 2019

Exhibition Manager
Mrs. Elianne Baran Ganot
Tel: +41 22 9080488 Ext 921
Fax: +41 22 9069140
Email: eganach@kenes.com
www.kenes.com

Registration Manager
Ms. Netta Dafne
Tel: +41 22 908 0488 Ext. 576
Fax: +41 22 906 9140
E-mail: ndafne@kenes.com

Sponsorship and Exhibition Sales Contact
Mrs. Dori Bisk
Tel: + 41 22 9080488 ext: 965
E-mail: dbisk@kenes.com

Venue
Queen Sirikit National Convention Center (QSNCC)
60 New Rachadapisek Road, Klongtoey,
Bangkok 10110, Thailand
http://www.qsncc.com

Website
For updated information regarding the Conference, please visit the website:
https://congress.chestnet.org/general-information/
<table>
<thead>
<tr>
<th>Submission of Exhibition Forms</th>
<th>Deadlines</th>
<th>Tick Box Upon Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hotel Reservation for Staff</td>
<td>As soon as possible</td>
<td></td>
</tr>
<tr>
<td>Designed Stand Approval</td>
<td>Monday, March 1, 2019</td>
<td></td>
</tr>
<tr>
<td>Text for Fascia (Shell Scheme booths only)</td>
<td>Monday, March 1, 2019</td>
<td></td>
</tr>
<tr>
<td>Furniture Rental &amp; Electricity</td>
<td>ASAP</td>
<td></td>
</tr>
<tr>
<td>Badge Order</td>
<td>Monday, March 1, 2019</td>
<td></td>
</tr>
<tr>
<td>Lead Retrieval Wireless Barcode Reader</td>
<td>Monday, March 11, 2019</td>
<td></td>
</tr>
<tr>
<td>Payment of Invoice Balance</td>
<td>Must be received in full before Exhibition opens</td>
<td></td>
</tr>
</tbody>
</table>

Please note these important dates:

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<td>Venue</td>
<td>April 9, 2019</td>
</tr>
<tr>
<td>Move out</td>
<td>April 12, 2019</td>
</tr>
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</table>

Hermes Contact details may be found in the following sections.
Exhibition Time Table At-A-Glance (subject to change)

<table>
<thead>
<tr>
<th>Time</th>
<th>Set up</th>
<th>Exhibition hours</th>
<th>Breakdown</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Tuesday, April 9</td>
<td>Wednesday, April 10</td>
<td>Friday, April 12</td>
</tr>
<tr>
<td></td>
<td>10:00-22:00</td>
<td>08:00-11:00</td>
<td>16:30-24:00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Decoration ONLY</td>
<td></td>
</tr>
</tbody>
</table>

*Timetable is subject to change

**Dismantling of the stands before the official hour is not permitted.

Please note that all exhibitors should be in their booth 30 minutes before the official opening hour.

PLEASE NOTE:
Empty crates and packaging material must be removed after set-up and no later than **Tuesday, April 9, 2019 at 19:00**. All aisles must be clear of exhibits and packaging materials to enable cleaning.
Any equipment, display aid or other material left behind on Friday, **April 12, 2019 after 22:00** will be considered discarded and abandoned.

Off Exhibition Information
Please note that participants will be walking through the Exhibition area to reach the Session Hall area which will be active before and after the Exhibition Opening Hours.
Therefore, you may either man your booth during those times or consider hiring extra security for your valuables.

Social Events
You are cordially invited to the **Networking Reception** on Wednesday, April 10 at 18:00 in the Exhibition Area.

Please note:
It is the exhibitor’s responsibility to dispose all materials after dismantling. Any charges incurred for waste removal will be sent to the exhibitor.
Section 2: Exhibition Floor Plan, List of Exhibitors

Exhibition Floor Plan (As of January 2019)
## List of Exhibitors (as of January 2019)

<table>
<thead>
<tr>
<th>Company</th>
<th>Booth #</th>
<th>Size</th>
<th>Layout</th>
</tr>
</thead>
<tbody>
<tr>
<td>American College of Chest Physicians</td>
<td>05</td>
<td>100</td>
<td>Space</td>
</tr>
<tr>
<td>Biomed</td>
<td>11</td>
<td>9</td>
<td>Shell</td>
</tr>
<tr>
<td>Boehringer Ingelheim</td>
<td>03</td>
<td>36</td>
<td>Space</td>
</tr>
<tr>
<td>BioMerieux</td>
<td>04</td>
<td>24</td>
<td>Space</td>
</tr>
<tr>
<td>Philips Medical Systems</td>
<td>03</td>
<td>36</td>
<td>Space</td>
</tr>
</tbody>
</table>
Section 3: Exhibition Services

Exhibitor Badges
All exhibitors are required to be registered and will receive a badge displaying the exhibiting company name. Two exhibitor badges will be given for the first 9 sqm booked and 1 additional badge for each 9 m² thereafter.
Any additional exhibitor badges for pre-advanced orders will be charged an exhibitor registration fee of USD 150.00
The Exhibitors’ badge gives free access to the exhibition area, refreshments and Welcome Reception.

You can submit your order through the Kenes Exhibitor’s Portal. https://exhibitorportal.kenes.com

The Exhibition Manager will contact you with the link to the Exhibitor’s Portal, including your personal login details.

Deadline: Monday, March 1, 2019

Individual participant name will not appear on badges, only the company’s name will be stated. All personnel are required to wear badges to access the venue. Company representatives not wearing their badges will not be allowed to access the Exhibition.
Company name badges are for the use of company personnel for stand manning purposes and should not be used by companies to bring visitors to the Exhibition.
Exhibitor badges will not be mailed in advance and may be collected from the Registration Desk.

Access to the Exhibition Hall during Set-up and Dismantling Times
Stand contractors and staff must wear service passes during the entire set-up and dismantling period. Service Passes are free of charge and may be collected from the Registration Desk.

On Site Exhibition Management Desk
The Exhibition Management Desk will be open throughout the Exhibition set-up, opening and dismantling period. The desk will be located within the Exhibition area.
Prior to this time, if you have any queries regarding your participation at WCHEST 2019 please feel free to contact:
Ms. Elianne Baran Ganot
Exhibition Manager
Tel: +41 22 9080488 Ext 921
Fax: +41 22 9069140

Email: eganach@kenes.com
Site: www.kenes.com
Lead Retrieval Application

Lead Retrieval Application is a helpful tool for receiving contact information about participants who visit your booth or attend your symposium.

Lead Retrieval App (no device is included).

The Application should be installed on your company/personal device.

The advantages of the new application:

- Effortless process using registration badge barcode.
- Ability to insert exhibitor’s comments for each lead.
- Immediate information retrieval online.
- Application is available for download from Apple store or Google play: "Kenes K-Lead App".
- Cost per unit - €400

Please Note:
Barcodes on participants’ badges contain contact information as supplied by the registrant or the agency responsible for the registration process of that participant. We regret that in some cases, as when group registration is completed by a company, we may not be in possession of the full contact details. In addition, please note that neither Kenes International nor the Organising Committee is responsible for the content of the information.

Furthermore, in some cases, the participant does not give his permission to transfer his contact details to any other party. Therefore, although he visited your booth and was scanned by your barcode reader, we are unable to forward you his contact details.

Data Protection Information included for our registrants
In light of the new data protection regulation recently enacted in Europe, Kenes Group has updated its privacy policy.
Kenes will not share your personal data with third parties without your consent. Please note that similarly to sharing a business card, presenting your delegate badge for scanning at exhibition booths or industry symposia constitutes an expression of consent to share your personal details with the company that is scanning your badge so that it may contact you in the future.

You can submit your order through the Kenes Exhibitor’s Portal.
https://exhibitorportal.kenes.com
The Exhibition Manager will contact you with the link to the Exhibitor’s Portal, including your personal login details.

Deadline: Monday, March 11, 2019
Section 4: Technical Information

Stands Design (Space Only)
Exhibitors who build their own stands are required to submit a scale drawing of their booth, including elevation view and dimensions.
Each exhibiting company should submit the name and details of their construction company.

You can submit your order through the Kenes Exhibitor’s Portal.
https://exhibitorportal.kenes.com

The Exhibition Manager will contact you with the link to the Exhibitor’s Portal, including your personal login details.

Deadline: Monday, March 1, 2019

All exhibits are to be displayed to avoid blocking aisles, obstructing adjoining booths, or damaging the premises. Exhibitors are kindly requested to allow sufficient see-through areas that ensure clear views of surrounding exhibits.

The Organisers will not approve stands that do not comply with the accepted standards until the necessary changes have been made.
Work cannot commence until the exhibitor layout is approved by the Organizers.

Multi-level structures are not permitted.
Shell Schemes that have been pre-booked with Kenes include:

- Panel dimension: 100 X 250cm
- Fascia including standard lettering
- 1 spotlight per 3 sqm
- Carpet

* *Branding Areas Panels: 96mm x 240mm high+ 2cm bleed

Please note:

- Corner stands are provided with two open sides
- Cleaning is not included
- Furniture is not included
- Electricity is not included

**Special Offer:** you may book furniture package & electricity (1.5kw) at a reduced price of USD200

Please order via the Order Form at the Order Forms Section #7 of this Manual. Please contact the Exhibition Manger Mrs. Elianne Baran Ganot at eganach@kenes.com for questions.

Table, 2 chairs and a trash bin+ Electricity

If you require additional furniture or services for your stand, please refer to the order forms at the end of the Manual.

**Fascia Sign**

*15 characters, including spaces, may be written on your fascia.

*If text for your fascia is not received by this date, we will provide you with a fascia title as per your application form.

You can submit your order through the Kenes Exhibitor’s Portal.

https://exhibitorportal.kenes.com

The Exhibition Manager will contact you with the link to the Exhibitor’s Portal, including your personal login details.

**Deadline:** Monday, March 1, 2019
**Build-Up Height**

The maximum building height is 4 meters at the Exhibition Room.

Any part facing neighboring stands with mutual walls that needs to be designed with neutral surfaces (white).

Exhibitors who will have stands higher than the maximum permitted height will not be allowed to set-up their stands. Please note that if your booth has a platform higher than 4.5 cm, you are required to provide a ramp for handicapped access.

**Ceiling and Ceiling Hangings** - Rigging is Permitted

The size of banners that are allowed is 3m (w) x 4 or 3m (h) from the top. Orders via N.C.C. Management & Development Co., Ltd. via kulvadee.pha@qsncc.com

**Floor Finish** – Exhibition Hall floor is made from Concrete. Max floor load: 1700 kg per sqm.

**Storage** – can be arranged with the venue. For questions please contact: eganach@kenes.com

**Smoking Policy** - The Congress Venue operates a NO SMOKING policy in ALL halls.

**Stand Cleaning** - Stand cleaning is NOT included for all stands. Exhibitors interested in daily stand cleaning should order it via N.C.C. Management & Development Co., Ltd. via kulvadee.pha@qsncc.com

**Storage of empties** - Empties should generally be stored directly with Merkur.

**Electricity and Electrical Installations**

According to the regulations, the electrical installations for the Exhibition will only be connected to the power supply after being checked and approved by the official contractor.

Only the official builder is authorized to provide the electrical switchboard for the power points. Thus, every exhibitor has to order an electrical switchboard from the official builder and to pay for the electrical consumption according to his power needs.

If you require electricity for your stand, please refer to the online web shop.

**To order 24 hours power supply please contact the official contractor.**

N.C.C. Management & Development Co., Ltd. via nongnapat.man@nccimage.com
Accommodation
Kenes International is offering exhibitors specially reduced rates for various hotels around the meeting venue. Information, pictures, location and rates are available on the hotel accommodation page: 
https://hotel.kenes.com/en/congress/WCHEST19 or email us to: booking@kenes.com

You may also book a room online through above link.
For group booking (10 rooms and more) please contact Mrs. Elda Hehle ehehle@kenes.com.

Internet: Free Wi-Fi is available in the Exhibit Hall. However, there is limited bandwidth supporting the network. We advise that if you do require constant and dependable internet for programmes, apps and websites, to order a dedicated Wi-Fi or wired network for your stand.

Creation of Wi-Fi network is forbidden, Wi-Fi should be ordered via the Exhibitors Portal

Parking
Loading and Unloading
Site visit
We recommend Exhibitors using Independent Booth Contractors (Space only) to include a site visit in the planning process to assure a smooth and well-planned set-up.

Please contact:
N.C.C. Management & Development Co., Ltd. via kulvadee.pha@qsncc.com

Security
The Organizers will provide security guard service in the exhibition hall during off-show hour. Neither The N.C.C. Management & Development Co., Ltd nor the Organizers can accept responsibility for the security of the stands and their contents and for damage to, or theft of any goods. Exhibitors are fully responsible for the security of their stand and equipment. Individual stand security may be ordered.

Stand Catering
Exhibitors who wish to order food and beverages for their exhibition booth are welcome to do so directly with the official Conference Caterer.

Please contact:
Nutnaphin Wongapiwattanakul
Assistant Director of Catering Sales
F&B International Co., Ltd.

T: 02-203-4011 | M: 081-546-4159
F: 02-203-4010
E: nutnaphin.won@qsncc.com

Stand Cleaning
The Organizers will arrange for general cleaning of the Exhibition premises (excluding exhibits and displays) prior to the opening of Exhibition and daily prior to opening thereafter.

For ordering daily stand cleaning, please contact N.C.C. Management & Development Co., Ltd. via kulvadee.pha@qsncc.com

Waste Removal
Exhibitors are responsible for the removal of all refuse/waste from the Exhibition area.
Any discarded waste, including promotional material, left behind will be removed by the organizers at the expense of the exhibitor concerned.
Rules and Regulations - Binding for all exhibitors and their subcontractors

Build-Up & Dismantling Period
During the period of build-up and dismantling, it is prohibited to consume alcoholic beverages in the working area as well as to perform work under the influence of alcohol and drugs. The Exhibitors and contractors are required to wear the necessary personal protective equipment such as safety footwear, protective helmets, eye protection, and hand protection required by the specific work activity.

Damage to the Building
Exhibitors are liable for all damage caused to floors, walls, and pillars during the installation, Exhibition, and dismantling periods. No adhesive stickers and fixtures of any kind are allowed on floors, walls, and pillars.

Disposal of Material
It is obligatory to collect and dispose of all material during the build-up or dismantling of the event. When the dismantling period is over, the exhibitor loses any right to claim losses or damage to property left behind. Any costs incurred by the venue in removing this property will be charged to the exhibitor.

Fire Regulations
Stand material and fittings must be non-flammable or impregnated with fire-retardant chemicals. As a general rule, easily inflammable synthetic substances, foam polyester, and no fireproof straw and reeds are prohibited.

Fire Insurance (compulsory)
Exhibitors must be insured against fire.

Hanging of Posters, Banners etc.
Hanging of posters, banners or decals, stickers or similar items, on the walls, floors, ceilings, or pillars within or outside the installations of the venue are not allowed without a prior written authorization.

Insurance (compulsory)
While every reasonable precaution will be taken to protect the exhibitors’ property while on display at the Exhibition, it must be clearly understood that the organizers, the management of the XXXX and the official contractors can accept NO liability for any loss or damage sustained. You are also responsible for insuring against any legal liability incurred with respect to injury or damage to property belonging to third parties. In addition to this, you should protect your expenditure against Abandonment and Cancellation or curtailment of the event due to reasons beyond our control.

No children under the age of 16 are allowed on the premises of the Exhibition area during the set up/dismantling.
Liability
Companies are responsible for all property damage as well as any loss or injury caused by their property, agents or employees. Companies will indemnify the organizers against all claims and expenses arising from any damages.

If for any reason whatsoever the Exhibition needs to be abandoned, postponed, or altered in any way, either in whole or part, or if the organizers find it necessary to change the dates of the Exhibition, the organizers shall not be liable for any expenditures, damages or loss incurred in connection with the Exhibition. The organizers shall further not be liable for any loss which the Exhibition or Exhibition contractors may incur due to the intervention of any authority which prevents or restricts the use of the venue or any part thereof in any manner whatsoever.

Promotional Activities
All demonstrations or instructional activities must be confined to the limits of the Exhibition stand. Advertising material and signs may not be distributed or displayed outside the exhibitor’s stands. Sound equipment must be regulated and directed into the stand so that it does not disturb neighboring exhibits.

Exhibition Management reserves the right to require the exhibitor to discontinue any activity, noise, or music that is deemed objectionable.

Special Effects
Special effects lighting, live music, smoke and laser projection may not be used in the stands. No permission will be given for projection in the aisles or on the walls of the hall.
Participation by exhibitors is dependent upon compliance with all rules, regulations and conditions stated herein.
Section 5: Official Contractors

Stand construction and fittings, furniture hire, electricity &
NCC IMAGE
Nongnapat Maneekam
Tel: +66 (0) 2203 4151
Email: nongnapat.man@nccimage.com
Order Forms may be found at the end of the manual

Flowers, security, signage
N.C.C. Management & Development Co., Ltd. via neeranuch.chu@qsncc.com

Catering Services
Exhibitors who wish to order food and beverages for their exhibition booth are welcome to do so
directly with the official Conference Caterer.
Please contact:
Nutnaphin Wongapiwattananakul
Assistant Director of Catering Sales
F&B International Co., Ltd.

T: 02-203-4011 | M: 081-546-4159
F: 02-203-4010
E: nutnaphin.won@qsncc.com

Freight Handling & Customs Clearance Agent
Merkur
Ms. Zehavit Akerman
Tel: +49 69 747 848
Tel: +972 8 914 6382
Mobile: +972 52 511 4982
E-mail: akerman@merkur-expo.com
Web site: hermes-exhibitions.com
Section 6: Delivery Regulations and Instructions

The shipping instructions include the following information:
• Shipping Instructions
• Tariff
• Material Handling Form
• Labels

**Delivery & Logistic Services**

Hermes/Merkur Ltd. has been appointed the official forwarding agent and clearance agent for this Congress and offers the following services: customs clearance, delivery to the stand, freight forwarding, manpower & trolleys for un-loading/loading during build-up and dismantling, storage of empty crates, transportation to and from the Exhibition hall.

For security, insurance, and efficiency reasons, **Hermes/Merkur is the sole official agent to handle cargo inside the venue.**
Stand builders are prohibited from using trolleys during set-up and dismantling periods. Kindly note that the official agent is the exclusive agent for move in and move out of the venue. Exhibitors and stand builders are free to deliver their goods or to pick their goods up from outside the venue. Those who use their own facilities up to the venue are requested to coordinate their time schedule and unloading of their cargo into the venue with the official logistics agent.

**Insurance of Goods**

All cargo should be insured from point of origin.

**Exhibition Goods, Insert and Display Materials**

Please note that all materials entering the venue incur a handling charge. This includes materials for inserts to the Congress bags and display.

In order to receive a price quote for handling and to assure arrival of your materials, please be sure to complete the “Pre-Advise” form included in the shipping instructions.

**Please Note:** All advanced shipments and deliveries to the Hermes/Merkur warehouse, including by courier, must be coordinated with Hermes.

In order to assure receipt of sent materials, Hermes must receive the Pre-Advise form found at the end of this manual. Please complete this form and return it to Ms. Zehavit Akerman: zehavitak@hermes-exhibitions.com.
You will then receive confirmation of your material arrival.
**Customs Clearance**
Hermes Exhibitions & Projects Ltd.
Ms. Zehavit Akerman
Tel: +49 69 747 848
Tel: +972 8 914 6382
Mobile: +972 52 511 4982
E-mail: zehavitak@hermes-exhibitions.com
Website: hermes-exhibitions.com
Dear Exhibitor/Stand Builder,

MERKUR is the official handling agent for KENES congresses in 2019. We are a full door to door service company, and sole on-site logistics contractor. As such, we are pleased to update you regarding the services and guidance as how we dispatch shipments to the event.

**Onsite Handling**
Due to security, insurance and organizer policy, Merkur is the exclusive handler inside the venue. No other company is permitted to handle cargo within the venue.

Please note that companies, stand builders & PR companies may make their own arrangements to deliver and retrieve goods directly to the warehouse/venue entrance.

**Contact Details**
**Merkur Expologistics**
Contact: Ms. Zehavit Akerman
Mobile: +972 52 511 4982
E-mail: akerman@merkur-expo.com

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Late arrival surcharge (based on 30% of the basic handling rate) will apply for the shipment arrives after the stipulated deadlines.

Please note that due to local holiday’s return of goods might take long time, for urgent shipment please let us know in advance, extra cost might be occurred.
Shipment Categories

All shipments must be packed, labeled and sent according to the appropriate category (see below). Please use only the attached labels. Please do not mix different types of shipments in one box.

Categories:

(1) Insert-for participant bags
(2) Marketing and display
(3) Exhibition goods-for exhibition stand only

Services, Delivery Address and Shipping Instructions

1. Door to Door Shipment
We offer companies consolidated trucking services from starting point to venue as part of consolidated international shipments for the congress. This will assist in reducing costs and ensuring timely delivery.

2. Air freight shipment
- Final Airway Bill
- Commercial Invoice/Packing List
- 1 set of original Health Certificate or Certificate of Free Sales issued by the related Government authority of the country of origin (for importation medical equipment's)

** Other certificate may be required for importation of some items, we will confirm after receiving & checking the invoice

- 1 original of confirmation letter issued by the exhibitor to confirm to the Thai FDA that their products will not be sold. (Form B as attached)
  ** We will confirm after receiving & checking the invoice

- Ingredient list (optional)
- 1 set of Product catalogues & price list (optional)
- 1 original ATA Carnet & 1 Original of Power of Attorney (if shipment under ATA Carnet)
- 1 copy of Insurance Policy (if insured)
- Color packaging label of each item in English (for alcohol item)

Note: All shipping documents must be sent to us for checking before the above deadline one month to prevent any mistakes/problems or delay.

All exhibition goods by AIRFREIGHT, must be sent “Freight Prepaid” to:

Consignee: AGILITY CO., LTD.
136 Romklao Road
Bangkok 10520, Thailand

For: Fairs & Events or: CHEST World Congress 2019

Notify: As Above
Attend: Mr. Jakrawut W.
All documents such as Bill of Lading and Airway Bill must show Agility as the consignee. (A 10% outlay commission will be imposed on all “Freight Collect” consignments).

3. Courier shipments
Please note that all shipment sent via Courier would be cleared on permanent basis. To ensure that there will be no delay & the shipment can be delivered on time, don’t consign any shipment to the exhibition hall, the venue, yourself and we will cannot be responsible for any courier shipment since it is not under our control. All courier shipments along with copy of documents should be sent to:

Consignee: AGILITY CO., LTD.
136 Romkiao Road
Bangkok 10520, Thailand

For: Fairs & Events  or: CHEST World Congress 2019
Notify: As Above
Attend: Mr. Jakrawut W.

By this method, we will arrange to receive your shipment and deliver to the venue. A charge will be levied for this service. Exhibits sent via courier are subject to the following charges:

Handling rate US$135.00 per consignment per exhibitor

**We only accept the consignment under DDP terms only.**

**In case of shipment exceeds 50kgs, we will charge US$15 per additional 20kg.

NOTE:

1) Copies of invoices & packing list must send to us for checking before sending your courier shipments from the original seaport / airport.
2) Please **DO NOT** send your shipment without our confirmation. Failing which, we will not be held liable if there are problems regarding customs clearance.
3) If a customs formality is require releasing your shipment, our charges will be the same as an airfreight shipment.
4) Duties and taxes for all consignments must be paid by sender in country of origin PRIOR TO EXPORT.
5) Please notify us in advance if you will like us to pay import duty/tax on your behalf, 10% fee on import duty/tax amount will be charged.) All charges & fee are subject to local 7 % VAT .
6) A fax pre-alert shall be sent to us indicating the Courier Airway Bill numbers, Courier Company, Name of Exhibition/Event, your contact details and confirmation of acceptance form for us to assist further.
7) All courier shipments are totally beyond our control so we cannot be responsible for any delay / problem if they cannot be released from the Thai customs and / or are delay in delivery.

4. Direct Deliveries to Congress Venue
Queen Sirikit National Convention Center (QSNCC)
60 New Rachadapisek Road, Klongtoey,
Bangkok 10110, Thailand
5. Customs clearance

**ATA CARNET**

Thailand is a subscriber of the ATA Carnet System. Exhibitors participating in International trade fairs / exhibitions in Thailand can use ATA Carnet for temporary admission of their exhibition goods into Thailand – refer to ATA Carnet & Power of Attorney for further details.

Please ask instructions

**PROCESSING OF TEMPORARY IMPORTATION**

Consignments that are imported into Bangkok on temporary import basis will be subject to a temporary import guarantee fee (non-refundable) based on the CIF value of the consignment.

**PERMANENT IMPORTATION**

**BROCHURES AND GIVEAWAY ITEMS**

Brochures and giveaway items are permitted entry into Thailand but they are subject to import duties of between 10% and 60% of the CIF value. These dutiable items amongst others are leather wallet, leather key holders, T-shirts, ties, scarves, badges and lapel pins. Such items must be packed and declared separately.

Please note that import duties will be calculated based on the declared value or customs assessed value, whichever is the greater.

* ***Duty & tax calculation for printed matter***

  Customs duty & tax will be calculated, based on the weight of the exhibits and mode of transport. The different ways to calculate duty & tax are as follows:

  - **Airfreight**: Thai Customs will assess the FOB value of printed matter at BHT 100/kg (C), plus all cost of airfreight charges which are declared in AWB (IATA rate) as the cost of freight charge (F), plus insurance premium (I), then the duty rate of printed matter is 10% of CIF Value plus Value Added Tax (VAT) 7% of CIF Value plus Duty.

  **Note**: Customs will use your declared value in your invoice & packing list or their assess value, whichever is greater.

**REMARKS**

The value of each item always cannot be lower than freight cost. If the freight rate on the AWB is higher than the declared value, The IATA rate will be applied as “Freight Cost” for calculation of import duty & tax. We suggest issuing HAWB for each airfreight shipment and declaring the selling airfreight rate on the AWB.

**SALE OF EXHIBITS**

Goods may be sold during the exhibition but under no circumstances, they will be removed from the show venue until duties/taxes have been paid and permanent customs import procedures have been completed.

Please ask for instructions

**FUMIGATION FEE**

According to the quarantine requirements regarding fumigated of exporting wooden packaging or/and returning wooden packaging to some European & Asian Countries after the exhibition ends, those wooden packing will be automatically fumigated. A fumigation fee will be charged to your account. (if required)
6. CASE MARKINGS
Labels for Insert shipments, Please print in Green
CHEST World Congress 2019

c/o Agility Co Ltd  For: Fairs & Events Department

Name of Exhibitor : _____________________
Hall Number/ Stand Number : __________/__________
Case Numbers : __________ of __________
Gross Weight/Net Weight : _____________________
Dimensions : _____________________

***Official customs announcement: for “No Mark” packaging ***

Customs fine & penalty not exceeding of THB 50,000.00 will be incurred for any shipments if exporters and/or importers do not attach “Shipping mark” on any packages as well as do not declare its details on any shipping documents.

Dangerous Cargo
Exhibitors need to complete a special form for dangerous goods. These forms will be provided upon request and the completed forms should reach us before shipment is dispatched. There will be surcharge of 100% for handling this kind of shipment.

Insurance
All goods must be fully insured with all risk coverage. Insurance can be provided upon request. We regret that we can take no responsibility for goods after delivery to the exhibitors stand regardless if the exhibitor is present or not.

Heavy & Oversized Shipments
A heavy and oversized shipment applies to any single exhibit in excess of 1000 kg and 5 CBM that requires the use of a forklift mobile crane for installation.

Exhibitors with heavy and oversized exhibits must inform us at least seven days prior to delivery. A detailed layout should also be provided to better assist our onsite operations.

Payment Terms
In order to ensure move in/out of your shipment/s, please complete and sign the attached Material Handling form/payment confirmation and return it to our attention.

Please note that your signature will be used as payment guarantee based on the general tariff.

Please notify “Merkur” immediately about any requirements relating to invoices. All invoices must be settled by exhibitors/contractors and agents in advance of the congress. In case of non-payment of invoices, shipments will be held in storage until the invoices are paid in full.

Any services not outlined in the attached tariff will be quoted on an individual basis.

Terms and conditions
All orders are accepted exclusively on the basis of the local forwarders terms and conditions (ADSp).

MERKUR wishes you a successful experience
Appendix 1

CUSTOMS REGULATIONS

The Thai Customs are strict and thorough in their examination of goods. All packages can be expected to be opened and contents checked against the Combined Commercial Invoice & Packing List.

**HEAVY FINES** will be imposed on the exhibitor in cases of ‘UNDERVALUATION’, ‘NON-DECLARATION’, and ‘ERRONEOUS DECLARATION’. In such cases, Agility shall not be responsible for any delay in clearance. Customs fines and extra expenses incurred shall have to be borne by the exhibitor. Exhibitors are therefore strongly reminded to declare the **true market value** of their goods and be extremely careful in their preparation of documents.

All shipments must be declared with exact/true market values otherwise Agility Co., Ltd **WILL NOT** be responsible if the shipment is stuck due to under declaration. Agility Co., Ltd. also may have to adjust the value of each item for customs purpose with/without prior notice if each item is declared with the value which is under Thai market value.

**CONTROLLED ITEMS**

Exhibitors are requested to note that all **Foodstuff, Beverage**, Communication equipment (such as radio, radar, etc.), Defense Equipment (such as weapons, protection suit etc.), Electric Appliance (such as TV, lighting, etc.), Cosmetics, Beauty Product, Medicines & Medical equipment, Glass, Light & sound equipment, toy, Motorbikes, Used Cars, Weighting & Measuring equipment, & all dangerous goods, are subject to Import License prior to their importation into Thailand for exhibition purpose.

*All communication equipment cannot be operated / tested / utilized. They can be imported for display purpose only

*For Food & Drinks items, we do not recommend that you ship foodstuff or beverages to the exhibition if you are not exhibiting the food products. We would suggest you buy them in Thailand. If it is essential that you bring your own, please ensure they are packed, documented and shipped on a separate HBL or HAWB from the main exhibits to avoid delays in the customs clearance. All foodstuff and beverages are subject to an Import License by Food & Drug Administration of Thailand.

Shipment must not be effected until such license is obtained/approved, otherwise, high customs penalty will be incurred by the exhibitor’s account.

We can confirm whether your shipment contain with any controlled items after receiving invoice/packing list, brochure and checking.

**FOOD STUFF / BEVERAGE / PERISHABLE ITEMS**

please be guided that imported foodstuff and beverages are subject to import duty & VAT. No exemption will be granted

DO NOT MIX OR SHIP ALCOHOLIC DRINKS OR CANNED FOODSTUFFS WITH YOUR EXHIBITS / STAND MATERIALS AS THESE ITEMS ARE SUBJECTED TO STRINGENT INSPECTIONS BY THE THAI CUSTOMS/ HEALTH AUTHORITIES.
**Application of import license for food stuffed items & beverage items require the following documents:-**

1. Commercial invoice & Packing list (CCIPL): exhibitor must declare the following details:
   - Country of origin
   - Brand name
   - Type of item
   - H.S. Code
   - Type of package (pouch, bag, bottle, etc.)
   - Volume of each item
   - CIF value of each item
   - Quantity of each item

2. Original Health Certificate and/or original certificate of free sales issued by the related government of the country of origin.
   
   *** The following sentence or the same phrase must be indicated on the original certificate ***

   "These products can be consumed without any danger to human life and the products have been freely distributed and sold in ___________(country of origin)"

3. Original of confirmation letter issued by the exhibitor to confirm to the Thai FDA that their products will not be sold. (Form B as attached)

4. Product brochures / catalogues

5. Ingredient lists (Optional)

6. Other documents / certificates e.g. certificate of origin, phytosanitary certificate, etc. may be required by the Thai Food & Drug Administration (FDA) or other concerned authorities.

We can confirm after receiving documents for checking.

** Please send all draft shipping documents for us to check before issue the final ones. **

**How to import foodstuff items & beverage items**

1. Import licenses must be applied before arrival of shipment at Bangkok Port & Bangkok Airport. As such, ALL shipments must not be sent before Agility Co. Ltd. advises so. If exhibitor choose to send their shipment via courier, such as, DHL, UPS, TNT or through their own shipping companies, exhibitors /the exhibitors appointed shipper must contact Agility Co., Ltd. before shipping the items. This must be adhered in order to avoid any unnecessary issues with customs clearance and incur penalty fees).
2. All items shipped must be according to the items reflected on CCIPL and the certificate.

Exhibitors are not allowed to send additional quantity and/or type of food.

3. Upon receipt of all required documents, Agility will submit the application of Import License to the relevant authorities. The Import License will be released at least 7-10 working days after receiving all original required document in hand. (Provided that all document must be correct and accurate).

**Any delay can be expected if any shipment contains several items, difference country of origin and/or Thai authorities queuing.**

4. If a specific temperature is required for the storage of any shipment, the required temperature

MUST be indicated on the AWB.

**Important note:**

1. Exhibitors are advised to send all draft documents for verification before sending them out.

2. Do not send any food shipments prior to obtaining Import License for the items, and shipped items must be according to the Packing List, any items that have not been declared earlier and is being shipped will be held by the customs thus delaying the release of the entire shipment. A high amount of penalty fee may be imposed by the Thai Customs.

3. After obtaining an Import License, Agility will give the greenlight to exhibitor to proceed shipment and we will take at least 5 – 10 working days after shipment arrival.

4. Some food / beverage items are categorized as drug or cosmetics ie. Ginseng product, etc. and they cannot be imported under our company name because we cannot apply and obtain for import license for the importation such items. Therefore, we totally suggest to check with us at the beginning to ensure whether your products can be imported or not.

5. **Final shipped items must be as per our confirmation after checking with the authority.**

6. Several import license issued by different authorities are required for importation of some items e.g. seafood product, meat product, vegetable, tea, coffee, etc, so it will take longer for applications of other import licenses.

**It is important to note that all draft shipping documents would have to be sent to us for checking and no shipment should be effected unless you have our confirmation.**

**How to import wine & alcoholic items**

1. Import licenses must be applied before arrival of shipment at Bangkok Port & Bangkok Airport. As such, ALL shipments should not be sent before Agility Co., Ltd. advises so. If exhibitor chooses to send their shipment via courier, such as, DHL, UPS, TNT or through their own shipping companies, exhibitors /the exhibitor appointed shipper must contact Agility Co. Ltd. Before shipping the items. This must be adhered in order to avoid any unnecessary issues with custom clearance and incur penalty fees).
2. Upon receipt of the commercial invoice & packing lists with all completed information, Agility Co., Ltd. will submit the application of Import License to the relevant authorities. The Import License will be released between 5-7 working days upon receipt of the application (this is on condition that all information is correct and accurate).

3. Final shipment of items must be according to the packing list submitted for application of Import License.

4. If a specific temperature is required for the storage of the wines, the required temperature MUST be indicated on the AWB.

5. All wine & alcohol shipments must be approved by 2 government offices, e.g. the Excise & the Customs. As such, the custom formalities may take slightly longer.

Important note:

1. Exhibitors are advised to send all draft documents to Agility Co., Ltd. for verification before sending them out.

2. Do not send any wine shipments prior to obtaining Import License for the wine items and all items shipped must be according to the Packing List. Any items that have not been declared earlier and are being shipped will be held by the customs thus delaying the release of the entire shipment. A high amount of penalty fee may be imposed by the Thai Customs. Import duties and taxes of any alcoholic products are very high.

3. After obtaining an Import License, Agility will give the greenlight to exhibitor to proceed shipment and we will take at least 5 – 10 working days after shipment arrival.

** It is important to note that all draft shipping documents would have to be sent to us for checking and no shipment should be effected unless you have our confirmation.**

DOCUMENTATION

To assist you in the preparation of documents, we have attached, at the end of this Shipping Manual, a specially designed Combined Commercial Invoice and Packing List form for your use. You may photocopy additional copies if the attached is insufficient.

Explanatory notes on the filling of this Combined Commercial Invoice and Packing List form are as follows:

a. All entries in these forms must be in the English Language.

b. A full description of the item must be given. Do not just indicate the model name or model number. Describe the item - such as "1:3 scale (cutaway) missile model" or "souvenirs – Lapelpins" or "wooden display plinth - floor standing", etc.

c. Brand name, Model (if any), Serial No.(if any) Country of Origin, Community, Product Name, Net Weight of each item must be declared.

d. Every individual item, including giveaway items and brochures, is to be given a value based on CIF value expressed in U.S. dollars. Do not indicate the phrase "No Commercial Value".

e. The following declaration must be indicated: "The invoiced goods are of .... (country) ..... origin and are intended for display purposes only at the exhibition site in Bangkok."
For temporary import shipment, Customs authorities require catalogues / brochure for all items which are declared as temporary import. Failure to comply with this instruction may lead to delay in clearance or additional expenses.

Important Notes:

a) All importation of Electronics Equipment e.g: TV, lights and etc are required to apply for the necessary license from relevant authorities. It is imperative for the exhibitors to ensure that proper documentation are presented.
b) All models have to be presented by serial numbers. Failure to do so will be required to pay for importation duties + 7% local VAT
c) The numbers of declared items in the packing list have to tally with the number of items shipped. Should this failed to comply, the shipment may be held by the custom and Agility cannot guarantee to be able to clear on time. Any charges incurred will be billed accordingly.
d) Effective from November 13, 2017, Importers & Exporters both FCL, LCL & air shipment, it is regulated that there shall be “Shipping Marks” on your package/case/crate. Otherwise, there will be a penalty fee not over 50,000 Thai Baht for “no shipping mark” shipment. **Shipping Marks on cargo must same on BL / AWB**

Important Noticed

Announcement of the Ministry of Public Health No.391 at 2018

Based on obvious scientific evidence, it is indicated that trans fatty acids derived from partially hydrogenated oils have an effect on increasing the risk of coronary heart disease. By virtue of the provisions of section 5 and 6(8) of the Food Act B.E.2522 (1979), the Minister of Public Health hereby issues the Notification as follows,

Clause 1 Partially hydrogenated oil and food products containing partially hydrogenated oil are prohibited to be produced, imported, or sold.

Clause 2 any food products containing Brominated vegetable oil, Salicylic acid, Boric acid, Borax, Potassium Chlorate, Coumarin or 1,2-Benzopyrone, 5-6 Benzo-a0pyrone, cis-o-coumaric acid anhydride, o-hydroxyccinnamic acid lactone, dihydrocoumarin, hydrocoumarin, diglycol, 2,2-oxybisethanol, culcin, 4-ethoxyphenylurea, paraphenetolcarbamide, AF-2, acrylamide, furylfuramide, potassium bromate, formaldehyde, formaldehyde solution, paraformaldehyde, cyanuric acid are prohibited to be produced, imported, or sold.
### Appendix 2 Tariff

#### Air freight
From arrival at Bangkok Airport to the exhibition stand and vice versa.
Ratio 1 cbm = 167 Kg , based on actual or volumetric weight, whichever is the greater.

<table>
<thead>
<tr>
<th><strong>Basic handling rate</strong></th>
<th>US$ 1.25 per Kg</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Minimum charge</strong></td>
<td>350kg per consignment (HAWB) per exhibitor.</td>
</tr>
<tr>
<td><strong>Terminal Handling Charge</strong></td>
<td>US$0.22 per kg (Approx. at cost + 10%).</td>
</tr>
<tr>
<td><strong>Minimum charge</strong></td>
<td>US$12.00 per consignment (HAWB) per exhibitor.</td>
</tr>
<tr>
<td><strong>Consignment Service charge</strong></td>
<td>US$60.00 per consignment (HBL) per exhibitor.</td>
</tr>
<tr>
<td><strong>Empty case storage during the show</strong></td>
<td>US$50.0 per cbm Minimum charge 2 cbm per consignment (HBL) per exhibitor.</td>
</tr>
<tr>
<td><strong>Cold/frozen transportation charge from Bangkok Airport to the venue for perishable shipments</strong></td>
<td>US$ 350.00 per consignment (HBL) per exhibitor per each 2 cbm.</td>
</tr>
</tbody>
</table>

*Current and actual cost levied by Airport, all third party’s charges not listed above will be charge at cost +10% outlay.*

#### Courier shipments

<table>
<thead>
<tr>
<th><strong>Basic handling rate</strong></th>
<th>US$ 135.00 per consignment / exhibitor</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Shipment exceed 50kgs</strong></td>
<td>Basic fee plus US$15 per additional 20kg</td>
</tr>
</tbody>
</table>

#### Customs clearance

<table>
<thead>
<tr>
<th><strong>Courier of documents</strong></th>
<th>Min. US$90.00 per consignment per exhibitor (at cost)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>AWB fees</strong></td>
<td>US$37.00 per AWB per consignment</td>
</tr>
<tr>
<td><strong>Handover fee of self-nominated freight Air freight shipment</strong></td>
<td>US$ 0.37 per kg. (Minimum US$150.00) per consignment (HAWB) per Exhibitor.</td>
</tr>
<tr>
<td><strong>Basic handling fee</strong></td>
<td>US$150.00 per AWB per consignment/ per way</td>
</tr>
<tr>
<td><strong>Bank Guarantee Fee</strong></td>
<td>US$225.00 per Bank Guarantee per consignment (HBL/HAWB)</td>
</tr>
<tr>
<td><strong>ATA Carnet</strong></td>
<td>US$135.00 per application</td>
</tr>
<tr>
<td><strong>Temporary importation</strong></td>
<td>3% on assess CIF Value (Minimum charges US$300.00) per consignment per exhibitor (HBL/HAWB)</td>
</tr>
<tr>
<td><strong>All consumable items being packed / shipped together with the exhibition goods in the same consignment will require an extra custom permit for import/export</strong></td>
<td>US$75.00 per consignment (HAWB) per exhibitor</td>
</tr>
<tr>
<td><strong>Sold items</strong></td>
<td>Please ask for rate offer</td>
</tr>
</tbody>
</table>
Import/ export license application fee (For Controlled Items)

<table>
<thead>
<tr>
<th>Application fees</th>
<th>US$350.00 per application per exhibitor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Additional application fee for beverage shipments</td>
<td>US$75.00 per application per exhibitor</td>
</tr>
<tr>
<td>food/ beverage items</td>
<td>Exceed 50 items per shipment, we will charge USD 35.00 per each additional 10 items.</td>
</tr>
</tbody>
</table>

Storage
The goods that need to be stored in our warehouse over 7 days before our consignment deadlines and after the exhibition is subject to storage charge.

<table>
<thead>
<tr>
<th>Storage charge</th>
<th>US$15.00 per week or part thereof</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum charge</td>
<td>US$30.00 per exhibitor per consignment</td>
</tr>
</tbody>
</table>

Remarks
- Due to the fact the charges are based on several currency, CURRENCY FACTOR/CRISIS: 8% if the conversion is required (HKG - $)
- Rate offer is in US$, the final invoice will be charged in € based on invoice date exchange
- Duties, taxes, port airline fees, currier companies or any additional 3 part charges are subject to surcharge of 10%
- The above costs are subject to local 7% vat
Appendix 3

(ATA CARNET HOLDER’S LETTERHEAD)

POWER OF ATTORNEY

Dear Sirs,

This Power of Attorney issued by ____________ (Company name) __ located at ____________ (Address) are participating in CHEST World Congress 2019 during 2810 - 12 April 2019 at QSNCC hereby designates and authorizes " Agility Co Ltd" located at 136 Romklao Road, Klongsampravej Ladkrabang, Bangkok 10520 Thailand to act as our customs broker for import/export customs clearance and redemption of ATA Carnet No. _________________ for the purpose of the above mentioned exhibition.

In witness whereof, we has caused these presents to be sealed and signed by ____________ (Name of Authorized Person) __.

(Company's seal and Authorized Signature)

(Name of authorized person in block letters)

Date: ________________________________
Subject: Application of temporary import license for importation of food / beverage

Attn: To whom it may concern

We ...........................................(company name) are an exhibitor who will be participating at CHEST World Congress 2019 during 2810 - 12 April 2019 at QSNCC

We would like to inform you that we have appointed Agility Co., Ltd. to act as the consignee for importation of our shipment and as our broker for application of temporary import license for importation of our products. Our products will be for tasting during the exhibition and we / Agility Co., Ltd. will destroy and will not sell any remains/leftovers to anyone.

We realize that it is illegality to perform anything against the Laws of the Kingdom of Thailand, and hereby confirm that our products are not danger to human consumption and we will be responsible for the quality & standard of our products and our shipped products will be according to the invoice & packing lists submitted for application of import license.

Your approval and issuing of temporary import license would be greatly appreciated.

Sincerely yours,

.................................(stamp & signature)

.................................(Name in block letter)

.................................(Position)
Dear Exhibitor / Stand Builder / PR Company,

Please return the below form fully filled in to HERMES
E-mail: zehavitak@hermes-exhibitions.com

**Pre advise - Material handling form**

<table>
<thead>
<tr>
<th>Congress name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Exhibitor name</td>
<td></td>
</tr>
<tr>
<td>Stand #</td>
<td></td>
</tr>
</tbody>
</table>

**Shipment information**

<table>
<thead>
<tr>
<th>Service requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>Door to Door</td>
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<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Shipper’s name</th>
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</thead>
</table>

<table>
<thead>
<tr>
<th>E mail address</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Tel #</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Purchase order #</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Truck size</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Courier tracking #</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Airway bill number (AWB #)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Number of pieces</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Weight in Kg</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>CBM</th>
</tr>
</thead>
</table>
Billing details

This is to confirm that the payment for handling the above cargo will be Covered by our company.

Company details _________________________ VAT No. ______________
Email _________________________________ Phone ____________________
Address ________________________________

For payment by credit card please approach MERKUR.
Section 7: Order Forms

The following orders below are to be filled and submitted through the Kenes Exhibitors' Portal: https://exhibitorportal.kenes.com

Deadline:
Monday, March 1, 2019

- Company Profile & Logo
- Fascia for Shell Scheme only exhibitors
- Stand design for space only exhibitors

Monday, March 11, 2019

- K-Lead- App and or Mini Scanner order

The Exhibition Manager will contact you with the link to the Exhibitor’s Portal, including your personal login details.

If you require any additional services which do not appear in this manual, please contact:

ELIANNE BARAN GANOT
Global Manager, Exhibitions

E: eganach@kenes.com | T: 41 22 9080488 Ext 921 | M: +972 54 6787921

WWW.KENES.COM
Shell Scheme Furniture Package ORDER FORM

Deadline for Return: Monday, March 1, 2019
Return to: Mrs. Elianne Baran Ganot
E mail: eganach@kenes.com

Please complete the following:

Name______________________________________________________________

Company Name + Booth# _____________________________________________

Street: _____________________________________City______________________

Zip Code___________________________________

Country___________________________________

VAT#_____________________________________

<table>
<thead>
<tr>
<th>Item</th>
<th>Unit Price</th>
<th>Total Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Furniture Package (2 chairs, table, bin) &amp; Electricity</td>
<td>200.00 USD</td>
<td>200.00 USD</td>
</tr>
</tbody>
</table>

Please note that you will receive an invoice by e mail.
You may either pay by bank transfer or credit card.
Credit card payment will incur 4% bank service charge.

Thank you for your order.
Authorization for Credit Card Charges

Dear Sirs,
In order to charge your credit card and in accordance with the security measures taken by credit card companies – please fill in the following form in your own handwriting and sign.

Name of Company:

We authorize Kenes International – Organizers of Congresses to make the charge of USD 200.00 for shell scheme package fees for Congress: WCHEST 2019

(Site & dates of the congress:....................................................................................................................................................)

Credit Card details to be charged:

Number:

Expiration date:

Name of Card holder:

Address: (as per Credit card records):

Telephone number:

Security digits (on the back of the credit card):

Date:

SIGNATURE of Card holder:
Furniture and Accessories Service

Deadline ..........................

N.C.C. Image Company Limited
60 New Rachadapisek Road, Klongtoey, Bangkok 10110 Thailand

Contact Person: TBA
E-mail Address: TBA

Tel: TBA
Fax: (66-2) 203-4117

Ref Description Color Size WxLxH (cm.) Within 1 Mar 19 rate (Baht) After 1 Mar 19 rate (Baht) Number required Total (Baht)
F01 Counter showcase White 50x100x100 2,750 3,250 ............... ............... 
F02 Tall showcase(without light) White 50x50x250 3,080 3,640 ............... ............... 
F03 Big showcase (without light) White 50x100x250 4,400 5,200 ............... ............... 
F04 Lockable cabinet White 50x100x75 1,210 1,430 ............... ............... 
F05 2-tier counter White 50x100x100/120 1,430 1,690 ............... ............... 
F06 Counter White 50x100x100 1,430 1,690 ............... ............... 
F07 TV & VDO stand White 60x60x120 880 1,040 ............... ............... 
F08 Display stand White 50x50x75 or 100 660 780 ............... ............... 
F09 Receptionist desk White 60x120x75 660 780 ............... ............... 
F10 Round table White 75x75 660 780 ............... ............... 
F11 Low table Wood 65x65x40 550 650 ............... ............... 
F12 Wall shelf White 25x100 330 390 ............... ............... 
F13 Steel upright chair Black 50x50x50/80 385 455 ............... ............... 
F14 Fiber chair Black 50x50x50/80 385 455 ............... ............... 
F15 Lounge chair (sofa) Black leather 60x80x40/70 770 910 ............... ............... 
F16 Stool Black 50x50x85/120 715 845 ............... ............... 
F17 Refrigerator (without outlet) White 4.4 cu. ft. 4,000 4,400 ............... ............... 
F18 Brochure stand Chromium 30x40x170 1,300 1,430 ............... ............... 
F19 Cloth rack Wood 40x10x180 1,000 1,170 ............... ............... 
F20 Stopper - 2 cm. (Long) 55 65 ............... ............... 

Sub total
7% VAT
Grand Total

1. Amendment or reproduction during set-up or show day will be charged. The rate is on a case-by-case basis.
2. Cancellation of orders will only be accepted when made in writing to N.C.C. Image Co., Ltd. There will be no refund for any cancellation during set-up and show days.
3. Orders are valid only when accompanied with full payment by cash, bank transfer or credit card to

A/C Name : N.C.C. Image Company Limited
A/C No. : 009-1-70976-8 (Savings Account)
Bank’s Name : Krung Thai Bank Public Company Limited
Address : 60 New Rachadapisek Road, Klongtoey, Bangkok 10110
SWIFT Code : KRTHTHBB

4. Please fax us a copy of evidence of your payment (copy of bank transfer etc.)

5. Order on-site may not be provided. If available, it is subject to 30% surcharge by full cash payment only (Thai Baht). 7% VAT is included in the above prices.

Exhibitors’ details should be included in full (below address will be used for the invoices):

Exhibiting Company : Hall Stand No.
Address :
Name of person in charge :
Position
Tel :
Fax :
E-mail :
Signature : Date :

5. Amendment or reproduction during set-up or show day will be charged. The rate is on a case-by-case basis.
6. Cancellation of orders will only be accepted when made in writing to N.C.C. Image Co., Ltd. There will be no refund for any cancellation during set-up and show days.
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5. Order on-site may not be provided. If available, it is subject to 30% surcharge by full cash payment only (Thai Baht). 7% VAT is included in the above prices.

Exhibitors’ details should be included in full (below address will be used for the invoices):

Exhibiting Company : Hall Stand No.
Address :
Name of person in charge :
Position
Tel :
Fax :
E-mail :
Signature : Date :
N.I.C.C. IMAGE CO., LTD.
QUEEN SRIRAT NATIONAL CONVENTION CENTER
80 NEW RACHADAPISIK ROAD, KLONGTOEY, BANGKOK 10110, TEL: 0-2203-4100  FAX: 0-2203-4117
CHEST 0419 BANGKOK (10-12 April 2019)

N.C.C. Image Company Limited
60 New Rachadapisek Road, Klongtoey, Bangkok 10110 Thailand
Contact Person: TBA  
Tel: TBA  
Fax: (66-2) 203-4117
E-mail address: TBA  
TAX ID:  3011530290

**DEADLINE**  
**1 MAR 19**

<table>
<thead>
<tr>
<th>Description</th>
<th>Color</th>
<th>Size WxLxH</th>
<th>Within 1 Mar 19 Rate (Baht)</th>
<th>After 1 Mar 19 Rate (Baht)</th>
<th>Number required</th>
<th>Total (Baht)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Panel (system-built)</td>
<td>White</td>
<td>1.0x2.5 m. high</td>
<td>800.-/unit</td>
<td>880.-/unit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fascia board with standard lettering 10 cm. high</td>
<td>-</td>
<td>30 cm. wide</td>
<td>400.-/running m.</td>
<td>440.-/running m.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Folding door (system-built)</td>
<td>Light grey</td>
<td>1.0x2.0 m.</td>
<td>1,500.-/unit</td>
<td>1,650.-/unit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wood platform without carpet</td>
<td>-</td>
<td>15 mm. thick</td>
<td>350.-/sqm.</td>
<td>385.-/sqm.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Needle punch carpet</td>
<td>Red/ Blue/ Grey/ Green</td>
<td>-</td>
<td>250.-/sqm.</td>
<td>275.-/sqm.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Sub total  
7% VAT  
Grand Total  

**Remark:**
1. Amendment or reproduction during set-up or showday will cause us to charge directly to requester.
2. There'll be no refund for any cancellation during set-up and showday.
3. Orders are valid **only** when accompanied with full payment by cash, company cheque or transfer in favor of “N.C.C. Image Co., Ltd.”
   A payment must be received by N.C.C. Image Co., Ltd. within the deadline to use the “within deadline” rate. Late order will be subject to use the after deadline rate **or 30% for surcharge on-site order with full cash payment only**.
4. Please note that 7% VAT is applicable in Thailand and must be included in your payment.
5. Our banking information is as follows: Please fax us a copy of evidence of your payment (copy of cheque, transfer document etc.)
   | A/C Name | N.C.C. Image Company Limited |
   | A/C No. | 009-1-70976-8 (Savings Account) |
   | Bank’s Name | Krung Thai Bank Public Company Limited |
   | Queen Sirikit National Convention Center Office |
   | Address | 60 New Rachadapisek Road, Klongtoey, Bangkok 10110 |
   | **Withholding tax of 3% of services may be deducted only when applying with an official withholding tax form upon placing order.**

AUTHORIZED BY:  (REMARK : The company’s address “**which we can use for the invoice**”)

| COMPANY | STAND NO. |
| ADDRESS | |
| TEL | FAX |
| CONTACT PERSON | E-MAIL |
| SIGNATURE | DATE |

THIS FORM MUST BE RETURNED TO N.C.C. IMAGE NOT LATER THAN ________________
MISCELLANEOUS

PANEL 100x250 CM (SYSTEM BUILT)

FOLDING DOOR 100x200 CM (SYSTEM BUILT)

COMPANY NAME

FASCIA BOARD WITH STANDARD LETTERING 10CM, HIGH

WOOD PLATFORM WITHOUT CARPET

NEEDLE PUNCH CARPET RED/BLUE/BEIGE/GREEN

N.I.C.C. IMAGE CO., LTD.
QUEEN SIRKIT NATIONAL CONVENTION CENTER,
60 NEW RACHADAPIEK ROAD, KLONGTDEY, BANGKOK 10110, TEL : 0-2202-4100  FAX : 0-2202-4117
**Electricity for Set–up & Tear down**

**CHEST 0419 BANGKOK (10-12 April 2019)**

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>Within 1 Mar 2019 Rate (Baht)</th>
<th>After 1 Mar 2019 Rate (Baht)</th>
<th>On site 8-12/ APR/19 (Baht)</th>
<th>QTY (UNIT)</th>
<th>NOS. OF DAY</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breaker 15 Amp / 220 V. Single Phase 50 Hz.</td>
<td>800</td>
<td>880</td>
<td>1,040</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Breaker 30 Amp / 220 V. Single Phase 50 Hz.</td>
<td>1,600</td>
<td>1,760</td>
<td>2,080</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Breaker 15 Amp / 380 V. Three Phase 50 Hz.</td>
<td>2,400</td>
<td>2,640</td>
<td>3,120</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Breaker 30 Amp / 380 V. Three Phase 50 Hz.</td>
<td>4,800</td>
<td>5,280</td>
<td>6,240</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Sub Total**

7% **VAT**

**Grand**

**Remarks :**

1. Late order may not be provided and, if available, will be subject to a surcharge of 10% for order after the deadline or 30% for order on-site with full cash payment.

2. Orders cancelled between set-up days, the exhibitor will be liable for full cost of rental.

3. A surcharge of 100% of electrical equipment if you require after midnight operating services.

4. Orders are valid only when accompanied with full payment by cash, company cheque or transfer in favor of “N.C.C. Image Co., Ltd.” Please fax us a copy of evidence of your payment (copy of cheque, transfer document etc.)

5. Please note that 7% VAT is applicable in Thailand and must be included in your payment.

Our banking information is as follows:

- **A/C Name:** N.C.C. Image Company Limited
- **A/C No.:** 009-1-70976-8 (Savings account)
- **Bank’s Name:** Krung Thai Bank Public Co., Ltd. / Queen Sirikit Convention Center Branch
- **Address:** 60 New Rachadapisek Road, Klongtoey, Bangkok 10110

**AUTHORIZED BY:** REMARK : The company’s address which we can use for the invoice.
# ELECTRICAL SERVICE (FOR EXHIBITOR)

## N.C.C. Image Company Limited

**Address:** 60 New Rachadapisek Road, Klongtoey, Bangkok 10110, Thailand.

**Contact Person:** TBA  
**Direct:** TBA  
**Fax:** (66-2) 203-4117

**E-mail:** TBA

**Accounts:** Ms. Onsiri, Direct: (66-2) 203-427-8, Fax: (66-2) 203-4119, E-mail: ar.nccimage@nccimage.com

## Section A  
Equipment rental/plus individual fitting, inclusive of power consumption

<table>
<thead>
<tr>
<th>Service / Item</th>
<th>Within 1 Mar 19 Rate (Baht)</th>
<th>After 1 Mar 19 Rate (Baht)</th>
<th>On_site 8-12/APR/19 Rate (Baht)</th>
<th>QTY</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spotlight 100 W. standard</td>
<td>600</td>
<td>660</td>
<td>780</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spotlight 100 W. with arm</td>
<td>650</td>
<td>715</td>
<td>845</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fluorescent Light 1.2 m. 36 W.</td>
<td>550</td>
<td>605</td>
<td>715</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Down Light 60 W.</td>
<td>650</td>
<td>715</td>
<td>845</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spotlight Halogen 50 W. with arm</td>
<td>750</td>
<td>825</td>
<td>975</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Halogen Lamp 300 W. 220 V.</td>
<td>1,500</td>
<td>1,650</td>
<td>1,950</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Halogen Lamp 500 W. 220 V.</td>
<td>2,500</td>
<td>2,750</td>
<td>3,250</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Metal Halide 70 W.</td>
<td>2,750</td>
<td>3,025</td>
<td>3,575</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Metal Halide 150 W.</td>
<td>3,500</td>
<td>3,850</td>
<td>4,550</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Section B  
Breaker for Exhibits (for machinery, engine, motor), inclusive of power consumption

<table>
<thead>
<tr>
<th>Service / Item</th>
<th>Rate (Baht)</th>
<th>QTY</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Socket 5 Amp (5 Amp fuse) 220 V. 50 Hz.</td>
<td>700</td>
<td>1</td>
<td>710</td>
</tr>
<tr>
<td>Socket 5 Amp (5 Amp fuse) 220 V. 50 Hz., 24 Hr.</td>
<td>1,400</td>
<td>1</td>
<td>1,480</td>
</tr>
<tr>
<td>Breaker 15 Amp / 220 V. Single Phase 50 Hz.</td>
<td>2,400</td>
<td>1</td>
<td>2,460</td>
</tr>
<tr>
<td>Breaker 15 Amp / 380 V. Three Phase 50 Hz.</td>
<td>4,950</td>
<td>1</td>
<td>5,445</td>
</tr>
<tr>
<td>Breaker 30 Amp / 220 V. Single Phase 50 Hz.</td>
<td>4,800</td>
<td>1</td>
<td>5,280</td>
</tr>
<tr>
<td>Breaker 30 Amp / 380 V. Three Phase 50 Hz.</td>
<td>9,900</td>
<td>1</td>
<td>10,890</td>
</tr>
<tr>
<td>Breaker 60 Amp / 380 V. Three Phase 50 Hz.</td>
<td>19,800</td>
<td>1</td>
<td>21,780</td>
</tr>
</tbody>
</table>

## Section C  
Breaker for lighting / Power point charge for exhibitors using their own equipment

<table>
<thead>
<tr>
<th>Service / Item</th>
<th>Rate (Baht)</th>
<th>QTY</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breaker 15 Amp / 220 V. Single Phase 50 Hz.</td>
<td>9,400</td>
<td>1</td>
<td>10,340</td>
</tr>
<tr>
<td>Breaker 30 Amp / 220 V. Single Phase 50 Hz.</td>
<td>18,800</td>
<td>1</td>
<td>20,680</td>
</tr>
<tr>
<td>Breaker 15 Amp / 380 V. Three Phase 50 Hz.</td>
<td>28,200</td>
<td>1</td>
<td>31,020</td>
</tr>
<tr>
<td>Breaker 30 Amp / 380 V. Three Phase 50 Hz.</td>
<td>56,400</td>
<td>1</td>
<td>62,040</td>
</tr>
<tr>
<td>Connecting (by exhibitor) per unit of 100W.</td>
<td>300</td>
<td>1</td>
<td>330</td>
</tr>
<tr>
<td>Connecting (by Image) per unit of 100 W.</td>
<td>350</td>
<td>1</td>
<td>385</td>
</tr>
</tbody>
</table>

Orders are valid only when accompanied with full payment by cash, company cheque or transfer in favor of “N.C.C. Image Co., Ltd.”

**Sub Total:**  
**7% VAT:**  
**Grand Total:**

**A/C Name:** N.C.C. Image Co., Ltd.  
**A/C No.:** 009-1-70976-8 (Savings Account)**  
**Bank’s Name:** Krung Thai Bank Public Co., Ltd. / Queen Sirikit Convention Center Branch  
**Address:** 60 Rachadapisek Road, Klongtoey, Bangkok 10110

**Withholding tax of 3% of services may be deducted only when applying with an official withholding tax form upon placing order. (No. 010535801125)**

**Remark:**

1. The above prices are the rental prices for 1 event only (not exceed than 5 show days). A socket must be used for one exhibit at a time. Multi-point connection is not allowed to prevent the risk of power overload.
2. After the deadline, late orders may not be accommodated. If accepted, a surcharge of 10% after deadline and 30% for on site order will be charged.
3. The customer will receive 50% refund for any cancellation during set up time. There will be no refund for cancellation during show days.
4. The standard supply is 110V, 220V or 380V with approximately 10% fluctuation. For the safety of your equipment, please use a stabilizer.
5. A surcharge of 100% of electrical equipment will be added if you require 24-hour operating services.
6. Please also note that 7% VAT is applicable in Thailand and must be included in your payment.
7. Please follow according to regulations manual strictly.

**AUTHORIZED BY:** (Remark: The company’s address which we can use for the invoice.)

<table>
<thead>
<tr>
<th>COMPANY:</th>
<th>STAND NO.:</th>
<th>ADDRESS:</th>
</tr>
</thead>
<tbody>
<tr>
<td>TEL:</td>
<td>FAX:</td>
<td>CONTACT PERSON:</td>
</tr>
<tr>
<td>E-MAIL:</td>
<td>SIGNATURE:</td>
<td>DATE:</td>
</tr>
</tbody>
</table>
ELECTRICAL EQUIPMENT

E-01 SPORTLIGHT 100W. STANDARD (LED)

E-02 SPORTLIGHT 100W. WITH ARM (LED)

E-03 SPORTLIGHT HALOGEN 50W. (LED)

E-04 DOWNLIGHT 60W. (LED)

E-05 FLUORESCENT LIGHT 40W.

E-06 SPORTLIGHT HALOGEN 300W./500W.

E-07 FLOODLIGHT METAL HALIDE 70W./50W. (LED)

E-08 SOCKET 5 Amp. (5 Amp Fuse) 220V. 50Hz. (Not For Lighting)

E-09 CIRCUIT BREAKER SINGLE PHASE 220V. 50Hz.

E-10 CIRCUIT BREAKER THREE PHASE 380V. 50Hz.

E-11 SOCKET FOR CONNECTING BY EXHIBITOR PER UNIT OF 100W.
FASCIA NAME
All exhibitors who book standard shell scheme should indicate in the space below the company name (maximum 24 letters) which will appear on the fascia, provided at no extra charge. The name will be cut on vinyl sticker in English capital letters (10 cm high) or Thai, with booth number.

PLEASE USE BLOCK CAPITALS:

** use ( / ) to split words

BOOTH NUMBER:

If your fascia name details are not received by the deadline date, the company name details in your contract will be used. In all cases, abbreviations will be used i.e. Company = Co., Limited = Ltd.

For those who book for “Space only”, please put “not applicable” on this form.

AUTHORIZED BY:  (REMARK: The company’s address “which we can use for the invoice”)

COMPANY:  STAND NO.
ADDRESS:  
TEL:  FAX:  
CONTACT PERSON:  E-MAIL:  
SIGNATURE:  DATE:  

THIS FORM MUST BE RETURNED TO N.C.C. IMAGE NOT LATER THAN  

DEADLINE
1 Mar 2019
RULES AND REGULATIONS
RELATED TO ELECTRICAL SERVICES

1 The standard shell scheme includes:
   • 3 units of Spotlight 100 W
   • 1 unit of 5-Amp socket point. (not for lighting)
The above items are readily provided by Organizers. Additional requirements have to be ordered through Electrical Services Order Form.
   (The details of electrical package for standard booth showing in the rules & regulation are still tentative, it would be varied on our further contract.)

2 Locations of lights and socket points in the standard booth are fixed locations and may not be moved.

3 The Electrical Services Order Form is divided into 3 sections:
   Section A : For Exhibitors requiring individual fittings.
   Section B : For Exhibitors requiring electrical services for their exhibit only.  
                (not for lighting)
   Section C : For Exhibitor using their own special light fittings, either to be installed by themselves or by contractor.

4 The organizer has appointed the Official Electrical Contractor to be responsible for :

   4.1 Standard supply of electricity
       4.1.1 - The standard supply is three phase AC 380V/50Hz with ± 10% fluctuation. For the safety of your equipment, please use a stabilizer.
       - The standard supply is single phase AC 220V/50Hz with ± 10% fluctuation. For the safety of your equipment, please use a stabilizer.
       4.1.2 Other requirements such as single phase 110V/50Hz or three phase 220V/50Hz can be specially arranged for if requested in the electrical order form.
       4.1.3 There are two main power supply circuits : “Lighting Power Circuit” and “For Exhibit Power Circuit”.

   4.2 All electrical motors have independent automatic protection against excessive current surge. The following starter systems should therefore be used :
       4.2.1 Direct on line : up to 5 HP
       4.2.2 Star delta : 5 to 25 HP
       4.2.3 Auto transformer : above 25 HP

   4.3 Power supplies to the exhibits will be switched off at source 30 minutes after the exhibition closes every evening and 60 minutes after close on the final day of the exhibition.

   4.4 Exhibitors who require 24 hours electricity supply for their specific requirements should indicate accordingly on the electrical order form before the deadline.

   4.5 The two units of fluorescent lights and a 5-Amp fused socket point which are included in the shell scheme package includes electricity supply.
4.6 Cost of electricity consumption is inclusive in all items offered in Section A, B and C (I+II)

4.7 All electrical installations must conform strictly to the required standard safety regulations without exception.

5 Electrical Installation

5.1 General Hall lighting will be provided by Organizer. All electrical power supplies in the booths and for demonstrations, must be installed by the official contractor. Exhibitors should complete the order form provided by the Official Electrical Contractor within the stated deadline. For safety sake, exhibitors are not allowed to connect their exhibits or lighting to the building’s main distribution. The Organizer reserves the right to stop power supply in case of improper connections.

5.2 All electrical installation works must be carried out solely by the Organizer’s official contractor, or authorized electricians.

5.3 Exhibitors who will use their own contractors to install lighting in their booth must submit the names of their electricians prior to the set-up days for authorization.

5.4 The contractors appointed by an exhibitor must submit details of electrical installations, layout and specifications to the Organizer within the deadline indicated on the Order Form. The following requirements must be stated, otherwise, the application may not be considered.

5.4.1 Specifications and rating in watts/unit of the light fitting
5.4.2 Total units to be installed
5.4.3 Layout drawings of the electrical installation
5.4.4 Company name of the contractor
5.4.5 Names and identity card/passport number of the attending electrical personnel
5.4.6 Electrical order form duly completed.

5.5 Approved electricians can collect their personal entry/working passes from the Organizer’s show management office in the exhibition hall, by providing their own identity card in exchange.

5.6 A proper power input terminal must be installed by the contractor for inspection by the Official electrical contractor prior to connection to the supply line.

5.7 All socket points must be ordered through the electrical order form, otherwise, no other socket point is allowed in the booth.

5.8 Priority will be given to those exhibitors who order their electrical items from the Organizer’s official electrical contractor.

5.9 Any illegal connection/adaptation found will be disconnected without prior notice. This will also include multi-outlet adapters and any extension from the socket point.
5.10 No flashing lights will be permitted unless they form an integral part.

5.11 Exhibitors who apply for “Space Only” or special designed stands must submit their electrical order together with their layout plan before the deadline. An inspection on site will be carried out before turning on the power supply.

5.12 All additional electrical orders in the electrical order form must show location behind the form. Please read the terms and conditions stipulated on this form.

5.13 All electrical orders after the deadline will be subjected to:
5.13.1 Availability of electrical fittings and power suppliers
5.13.2 A surcharge of 10% after deadline and 30% for on site order
5.13.3 50% charge for cancellation of the order

5.14 Those exhibitors who have been approved to use their own special lighting must order electrical sources from the electrical order form either through Section C (1) based upon total power supply or using Section C (2) based upon the number of units of lighting fittings at maximum up to 100W or part thereof per unit of lighting fitting.

5.15 The organizer reserves the right to disconnect the electrical supply to any installation, which in the opinion of the electrical consultants, is deemed dangerous or likely to cause annoyance to visitors or other exhibitors.

5.15.1 Exhibitor are not permitted to perform any electrical connection, to modify, amend or reinstall any out electrical devices with out consulting the official electrical contractor.

6 The official electrical contractor reserves the right for installation of electrical supply system including all socket points which must be ordered from the official electrical contractor only.

6.1 Socket point: it is strictly prohibited for exhibitors to connect their light fitting to the socket point.

6.2 Exhibitors are not allowed to connect their power exhibit and breaker for lighting to the socket point by themselves.

7. According to the company is an official contractor for electrical services and power supply and standard shell scheme. The Company reserves the right to stand ready to cut off power in case of overload noise makes other people feel uncomfortable, or the company has been notified by the organizers to cut it. If participants do not follow the guide for attendees / regulations on the use of the premises to be strict. Participants will not claim damages from any and all participants display their work. Damages directly or indirectly.

The violation of these rules may result in the immediate disconnection by authorized agents.
Rules & Regulations

Rules & Regulations of the Queen Sirikit National Convention Center are for security purpose and for the smooth construction of the exhibitions. We would like to request the cooperation from the exhibitors and their contractors to strictly follow all the rules and regulations below:

- **NOT TO**…drive in concrete nails or dry bit rivals into floor, wall, and post surfaces of QSNCC.
- **NOT TO**…paint or spray directly onto floor, wall, and poet surfaces of QSNCC.
- **NOT TO**…leave materials, packing cases, rubbish, and equipment to block gangways, entrances and exits, fire hoses and emergency exits.
- **NOT TO**…spray any constructing materials in the Hall. This can be done at the loading entrance.
- **NOT TO**…hang anything from electrical tube and fire extinguisher of QSNCC.
- **NOT TO**…switch on/off or connect electrical unit from QSNCC Electrical Main Distribution.
- **NOT TO**…operate electrical sawing machine or any dangerous working machinery in QSNCC. This can be done at the loading entrance.
- Exhibitors who reserve space-only booth, **NOT TO**…use walls of other connected booth.
- **NOT TO**…operate trolley inside the QSNCC without covering the floor.
- **NOT TO**…bring in gas, explosives, radioactive, highly inflammable or other dangerous substance into the building. This can be done at the loading entrance.
- **NOT TO**... operate any constructing tools that may cause toxic and inflammable consequences. This can be done at the loading entrance.
- **NOT TO**...bring in animal into the building unless authorized by Event Services Department.
- **NOT TO**...smoke or drink alcohols when working in the Hall. Smoking areas are provided outside the building.
- **NOT TO**...construct, remove, or replace exhibits during the opening hours.
- Please clean the place, clear all the construction materials, rubbish and debris immediately after the event.
- Please wear badge at all times when in the exhibition hall.
- All exhibitors and contractors are request to abide by the venue’s rules and regulations. N.C.C Development & Development Co., Ltd. have all the rights to stop, suspend and/or charges for any damages caused by the construction when exhibitors or contractors overrules.

N.C.C Management & Development Co., Ltd. would like to thank you for your cooperation and hope your event will be very successful.
**Please submit the decoration designs and dimensions to Event Services Department for approval.**