



MOVE-IN AND MOVE OUT INSTRUCTIONS & ENTRANCE PASS REGIME

Any person wanting to enter the exhibition halls during the event build-up or breakdown period must follow the entrance pass regime outlined below. The pass regime aligns with Health & Safety requirements with an aim to maintaining a safe and secure working environment for all. Please ensure yourself and those around you comply at all times. Our safety and security teams will be roaming throughout the exhibit halls to assist with any questions or queries you might have and will enforce health & safety regulations, anybody unwilling to comply will be asked to leave the exhibition halls.

SCHEDULED UNLOADING

Unloading will be scheduled, you will be provided with your time slot by PICO TBA Indonesia upon approval of your stand design as well as an official vehicle pass for your truck. If you are unloading something extraordinary or building a complex design, please inform PICO TBA Indonesia at your earliest convenience.

PICO TBA Indonesia via Email:

Nelly Maraja (Mrs.) / Maya Fitriana (Ms.)

nelly.maraja@pico.com / maya.fitriana@pico.com

If you require lifting equipment or unloading assistance, please place your order for this service with:

DSV Fairs & Events:

Ms. Rini Astuti via Email: rini.astuti@dsv.com

ARRIVING TO UNLOAD

Please proceed to loading bay located at respective hall where security will check you in to unload. Be sure to display your vehicle pass. There is limited vehicle holding space, please plan to arrive as close to your time slot as possible. Parking within the loading bays will have a time limit.

SITE INDUCTION

Once parked in the unloading bay all persons wanting to gain entrance to the exhibit hall must attend the site induction area for a short tool box talk, signing in and wrist band collection.

REMEMBER YOUR PERSONAL SAFETY EQUIPMENT (PPE) CLOSED SHOES WITH HEAVY SOLES AND HI-VIS VESTS ARE REQUIRED AT ALL TIMES. SAFETY HELMET IS COMPULSORY FOR RIGGING OR WORK AT HEIGHT.