



RAW SPACE STAND BUILD REGULATIONS, COMPULSORY SUBMISSION PROCESS, HEALTH & SAFETY PROCEDURES

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Raw Space Procedures (Overview)

1. RAW SPACE STAND BUILD REGULATIONS

- Raw space stands are only available for booth sizes 18sqm and above. Any booths below 18sqm are not allowed to build their own stand.
- Any stand side open to an aisle may be walled for a maximum of 50% of the length of the stand side.
- Any wall built taller than a neighbouring exhibitors wall must be finished neatly, in a neutral colour, text/logos are not permitted.
- A company logo facing a neighbouring stand may not be displayed closer than 2 meters.
- The maximum build height for raw space stands is **6 meters**, inclusive of any rigging requirements.
- Rigging services are exclusive to PICO TBA INDONESIA and can be ordered via the exhibitor portal. Rigging point load varies on location, do contact [PICO TBA INDONESIA](#) for details.
- Booth Building: Spray paint, welding, angle grinding, machine cutting etc. is not permitted inside the exhibition hall. Specific external areas are available at loading dock area for this type of work.
- All raw space exhibitors are required to submit a clear and composite stand design for approval by both PICO TBA INDONESIA as well as Clarion. ***Complex designs** will require a structural engineer's certificate (PE Endorsement) as well as approval of the design's structural integrity by Clarion's designated engineers before construction can begin onsite. Your design should be accompanied by the Non-PICO TBA Indonesia Form outlining your chosen contractor, should it be a company other than our official stand contractor - PICO TBA INDONESIA. ALL contractors will need to follow the entrance pass regime outlined in the exhibitor portal (EZONE) in order to gain entry to the exhibit halls.

2. WHAT IS A COMPLEX STAND?

Complex Stands include stands with one or more of the following features:

- Any structure, regardless of its height, which requires structural calculations (where the Organiser deem that a PE Endorsement is required)
- Any part of a stand or exhibit which exceeds 4 metres in height (**booth maximum height is 6 meters, inclusive of any rigging requirements**)
- Suspended structures (does not include banners) eg: lighting rigs
- Sound/Lighting Towers
- Features stairs or staircases
- Temporary Tiered Seating
- Platforms and Stages over 0.6m in height and all platforms and stages for public use (does not include stand floor plats and platforms)
- Double deck is not allowed

Raw Space Procedures (Overview)

3. PRE-EVENT SUMMARISED STEPS FOR RAW SPACE BOOTH

- 1) Submit the following documents to PICO TBA Indonesia (Official Contractor) and Organiser for design check:
 - 3D booth design with dimensions stated
 - Technical drawing with dimensions stated
 - Electrical order form
 - Non-Official Contractor appointment form (non-refundable admin fee and refundable performance bond) – not applicable if using PICO TBA Indonesia
 - Risk assessment
 - Method of statement
 - Rigging order form (optional, submit after booth design approval)
 - PE Endorsement & calculations from Official PE Endorsement Vendor, [PICO TBA INDONESIA](#) (for complex booths only, submit after booth design approval)
- 2) PICO TBA Indonesia and Organiser will check if design adhere to event regulations (do note that approval is only for design, structural integrity needs to be guaranteed by all Contractors).
- 3) PICO TBA Indonesia will submit approved design and documents to ICE for final approval.
- 4) PICO TBA Indonesia will get back to Raw Space Contractor on final approval status together with rules and regulations, permit to build, and vehicle entry pass. Building of the booth onsite will not be allowed without permit to build.
- 5) Raw Space Contractor to make payment to PICO TBA Indonesia for non-refundable admin fee, refundable performance bond, electrical order, and any other orders.

PICO TBA INDONESIA CONTACT (OFFICIAL CONTRACTOR):

Project Manager:

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

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

Raw Space Procedures (Overview)

4. RAW SPACE SUBMISSION STEPS IN DETAILS

- **Step 1:** PICO TBA Indonesia to chase and collect detailed booth design, Risk Assessment, Method of Statement, Non-Official Contractor Form, any other required documents from all Raw Space Booths.
- **Step 2:** PICO TBA Indonesia to review if submitted booth design and documents are sufficient and provide guidance, if design is safe and adhere to rules and regulations – PICO will take lead in questioning outside contractors if design breach rules and regulations. **When Professional Engineer Endorsement (PE Endorsement in short) is applicable:** PICO TBA Indonesia to assess if design abides to safety/build rules and regulations, proceed to advise submitter that PE Endorsement must be done through Official PE vendor ([PICO TBA INDONESIA](#)), to ask for PE Endorsement and detailed calculations if design pass assessment.

Additional process where Professional Engineer Endorsement is involved for COMPLEX BOOTH:

All complex booth will need to contact Official PE vendor ([PICO TBA INDONESIA](#)) appointed by the Organiser for PE calculation & endorsement. PE Endorsement should be submitted to PICO TBA Indonesia after your in-principle stand design approval as part of compulsory documents. Official PE vendor will be onsite to check all builds that went through their endorsement to issue confirmation that structure is safe. Official PE vendor will also approve any rigging work onsite before it is allowed to rig up.

Do note: Opt-Safe (3rd Party Floor Manager) will be on-site and working closely with Official PE vendor as well as Floor Managers from PICO TBA Indonesia.

- **Step 3:** PICO TBA Indonesia to submit approved design and documents to ICE for final approval, with Organiser in copy.
- **Step 4:** Upon ICE's final approval, PICO TBA Indonesia to get back to Raw Space Contractors on final approval status together with Raw Space rules and regulations, permit to build, vehicle entry pass, with Organiser in copy.
- **Step 5:** PICO TBA Indonesia to collect refundable performance bond, non-refundable admin fee, and other orders. Return of performance bond to be within 2 weeks post event.

Booths without complete submission, approval, and permit to build WILL NOT BE ALLOWED TO BUILD.

5. RIGGINGS

- **Step 1:** Client/contractor submit rigging request form to PICO TBA Indonesia Indonesia (cut off time to be 4 weeks prior to event). PICO TBA Indonesia will take care of mother rigging and secondary rigging solely.
- **Step 2:** PICO TBA Indonesia will cross check the location of requested booth from the floorplan and draw the mother rigging and secondary rigging point.

Raw Space Procedures (Overview)

*Every mother rigging and secondary rigging in every booth will not be the same depend on their location and hanging point and rigging that attached directly to their tower construction have to be provided by the appointed contractor of exhibitor.

- **Step 3:** The hanging structure design and rigging points will be sent to ICE for approval. PICO TBA Indonesia will send any feedback if there's an issue with the hanging tower.
- **Step 4:** PICO TBA Indonesia will send client/contractor the technical drawing for mother rigging, secondary rigging, and quotation after ICE's approval.
- **Step 5:** Official PE vendor will be onsite to double check on all connections/rigged tower on secondary rigging before allowing the structure to be pulled up.
- **Step 6:** No changing of points location onsite allowed by default.
- **Do note:** Professional Engineer Endorsement check procedures applies for all riggings.

6. ON-SITE LOADING/UNLOADING

- PICO TBA Indonesia to be in charge of all raw space move-in/out scheduling plan, inclusive of DSV (Official Freight Forwarder) move-in/out plan, PICO TBA Indonesia to work closely with DSV and ICE. Traffic marshalling will be led by ICE's security team.
- PICO TBA Indonesia to take charge of distributing vehicle entry passes on-site for anyone who did not manage to receive in advance.

7. ON-SITE MOVE-IN/MOVE-OUT

- ICE security will provide tool box briefing at designated areas in Loading/Unloading bay for all workers/members expected to work on-site upon arrival.
- All workers/members to sign an acknowledgement form after tool box briefing, PICO TBA Indonesia will distribute a wristband to each person.
- All workers/members must have wristband on at all times to be allowed entry to hall. People caught without wristband will need to go through tool box briefing again.
- Workers/members are allowed to approach PICO TBA Indonesia onsite office to request for a new wristband if their wristband is torn/damaged, request will only be granted when workers/members present their wristband still intact on their wrist and put on new wristband on the spot (to prevent them from passing on to other people who did not go through tool box briefing).
- PICO TBA Indonesia's on-site Health & Safety toolbox form inclusive of individual worker's name to be submitted to organiser prior to on-site work commencement. A bunch of wristbands will be passed to PICO TBA Indonesia by Organiser, PICO TBA Indonesia to take full responsibility that all workers under PICO TBA Indonesia's employment are trained on Health & Safety on-site.
- **Safety vest, safety boots, covered clothing are compulsory PPE required, no entry will be granted without. Safety helmet is compulsory for rigging or work at height.**

8. HEALTH & SAFETY MANAGEMENT TEAM ON-SITE

- PICO TBA Indonesia will provide at least 1 Floor Manager per hall to make rounds for health & safety check (build method, work at height, emergency aisle clearance, PPE, wristbands, hazards etc.) throughout all build-up/tear down. Pushing down and smashing of structures are not allowed during tear-down, structure have to be dismantled in pieces, reverse of how it was built.

Raw Space Procedures (Overview)

- There will be multiple parties in-charge of Health & Safety on-site:
 1. Project Managers/Ops Managers (from PICO TBA Indonesia)
 2. Project Managers/Ops Managers (from MKI EO)
 3. Floor Managers (from PICO TBA Indonesia TBA)
 4. Floor Managers (from MKI EO)
 5. Floor Managers per hall (Opt-Safe)
 6. Official PE Endorsement Vendor ([PICO TBA INDONESIA](#)) to check on complex stands & rigging activities
 7. 3rd Party on-site Health & Safety Auditor (from Organiser)
 8. Ops Managers (from Organiser)
 9. Venue Health & Safety/Security (from ICE)

Do note: The Health & Safety Management Team have full authority to halt work or remove access of any personnel/contractor caught non-compliance to any rules & regulations. Work or access may resume with permission when problem is rectified.

**Above procedures is a draft and subject to changes as the event progress.*