



EXHIBITOR REGULATIONS (ALL EXHIBITORS)

In addition to the Venue Regulations, Clarion's Exhibiting Terms & Conditions and the Health & Safety policy outlined in the Ezone (Exhibitor zone), the following regulations must also be adhered to by all exhibitors.

Exhibit Space: All exhibits must remain within your stand footprint. Distributing literature or promotional items, display banners, projection lighting, storage of any type or roaming promotions outside of your contracted stand space is prohibited. If you require additional space or if you are interested in increasing your promotional scope, please contact your sales rep for further assistance.

Balloons: Balloons filled with helium or hydrogen are not permitted at all. Subject to Venue & organiser approval, balloons filled with air may be suspended and tethered in stands from 36 square metres and larger.

Waste & Cleaning: Build-up/Breakdown waste remain the responsibility of the exhibitor and their appointed contractor all times. Appropriate waste receptacles must be ordered from the Venue for this purpose. Alternatively, the exhibitor or contractor may remove their own waste. Exhibitors are expected to present well-maintained exhibition stands; cleaning services will be available to order via the Venue (BITEC) forms in Ezone.

Heavy Exhibits: Floor load is limited to 1.5 tons per sqm. If you are planning a heavy exhibit, please notify your Exhibition Services Manager sonia.low@clarionevents.com as soon as possible. Please include full exhibit dimensions, weight and images in your email.

Catering: Catering is exclusive to the Venue. Specialty beverages and/or edible items brought into the Venue will require pre-approval as well as for a corkage/plate fee to be paid in advance. Orders can be placed via the Venue (BITEC) forms in Ezone.

Unmanned Aircraft Systems (UAS)/Remotely Piloted Aircraft (RPAs): There are strict governmental regulations, licencing and insurance requirements alongside Venue and organiser guidelines regarding UAS and RPAs. Any and all proposed UAS/RPAs must be pre-approved by Clarion and the Venue no later than thirty (30) days before the first day of the event.

Stand Staff: All stand staff must be registered for the event and wearing an event identification badge. Your stand must be staffed during all opening times. Exhibitors may not begin packing up or dismantling their stand before the event officially closes.

Wi-Fi Hot Spotting: It is prohibited to generate any kind of wireless signal without approval of the Organiser and Venue. This includes the use of Wi-Fi, Bluetooth, MiFi modems using 4G or Wi-Fi, beacons, radar and all other kinds of wireless signals. If internet is required for the stand, it must be ordered via the Venue (BITEC) forms in Ezone.

Sound Levels: Exhibitors are expected to treat neighbouring exhibitors with respect. The maximum sound level permitted from any stand is 80DB.

Copyrights: Exhibitors are expected make the necessary arrangements regarding the licencing requirements when playing copyrighted materials on their stand.

Personal Protection Equipment – PPE: It is compulsory for any person entering the exhibit halls during the event build-up and tear-down periods to be wearing closed shoes (no sandals or soft soles) Task Specific PPE is also compulsory. Please review the Health & Safety Policy outlined in the Ezone for more information.

ADDITIONAL 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 and the design shall provide 50% visibility for all neighbouring booths.
- 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 Malaysia and can be ordered via the Ezone. Rigging point load varies on location, do contact [PICO Malaysia](#) 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.
- As part of the venue's infrastructure, power cables will be routed from the ground to/through your booth. Please be aware that some power cables may surface within your booth space. We understand that this could impact your booth's design and visual presentation. We encourage you to make provision for this in your planning and design considerations with your appointed booth contractor.
- All raw space exhibitors are required to submit a clear and composite stand design for approval by both PICO Malaysia as well as Clarion.
- ***Complex designs** will require a PE Endorsement via PICO Malaysia 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 Raw Space - Appointed Contractor Form outlining your chosen contractor, should it be a company other than our official stand contractor - PICO Malaysia. ALL contractors will need to follow the entrance pass regime outlined in the Ezone (Exhibitor zone) to gain entry to the exhibition halls.

***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.