



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 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 exhibitor portal. 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 OFFICIAL CONTRACTOR as well as Clarion. ***Complex designs** will require a PE Endorsement by OFFICIAL CONTRACTOR (chargeable) 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. ALL contractors will need to follow the entrance pass regime outlined in the Ezone (Exhibitor zone) in order to gain entry to the exhibition halls.

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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

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3. PRE-EVENT SUMMARISED STEPS FOR RAW SPACE BOOTH

- 1) Submit the following documents to PICO Malaysia (Official Contractor) and Organiser for design check:
 - 3D booth design with dimensions stated
 - Technical drawing with dimensions stated
 - Electrical order form
 - Raw Space – Appointed Contractor Form (non-refundable admin fee and refundable performance bond) – not applicable if using PICO Malaysia
 - Risk assessment
 - Method of statement
 - Rigging order form (optional, submit after booth design approval)
 - PE Endorsement & calculations from Official PE Endorsement Vendor, [PICO MALAYSIA](#) (for complex booths only, submit after booth design approval)
- 2) PICO Malaysia 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 Malaysia will submit approved design and documents to BITEC for final approval.
- 4) PICO Malaysia 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 Malaysia for non-refundable admin fee, refundable performance bond, electrical order, and any other orders.

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4. RAW SPACE SUBMISSION STEPS IN DETAILS

- **Step 1:** PICO Malaysia to chase and collect detailed booth design, Risk Assessment, Method of Statement, Raw Space – Appointed Contractor Form, any other required documents from all Raw Space Booths.
- **Step 2:** PICO Malaysia to review if submitted booth design and documents are sufficient and provide guidance, if design is safe and adhere to rules and regulations – PICO Malaysia will take lead in questioning outside contractors if design breach rules and regulations. **When Professional Engineer Endorsement (PE Endorsement in short) is applicable:** PICO Malaysia 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, 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 appointed (PICO Malaysia) by the Organiser for PE calculation & endorsement. PE Endorsement should be submitted to PICO Malaysia 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 Malaysia.

- **Step 3:** PICO Malaysia to submit approved design and documents to BITEC for final approval, with Organiser in copy.
- **Step 4:** Upon BITEC's final approval, PICO Malaysia 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 Malaysia 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 Malaysia (cut off time to be 4 weeks prior to event). PICO Malaysia will take care of mother rigging and secondary rigging solely.
- **Step 2:** PICO Malaysia will cross check the location of requested booth from the floorplan and draw the mother rigging and secondary rigging point.
*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.

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- **Step 3:** The hanging structure design and rigging points will be sent to BITEC for approval. PICO Malaysia will send any feedback if there's an issue with the hanging tower.
- **Step 4:** PICO Malaysia will send client/contractor the technical drawing for mother rigging, secondary rigging, and quotation after BITEC'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 Malaysia to be in charge of all raw space move-in/out scheduling plan, inclusive of KUEHNE + NAGEL (Official Freight Forwarder) move-in/out plan, PICO Malaysia to work closely with KUEHNE + NAGEL and BITEC. Traffic marshalling will be led by BITEC's security team.
- PICO Malaysia 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

- BITEC 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 Malaysia 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 Malaysia 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 Malaysia 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 Malaysia by Organiser, PICO Malaysia to take full responsibility that all workers under OFFICIAL CONTRACTOR'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.**

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8. HEALTH & SAFETY MANAGEMENT TEAM ON-SITE

- PICO Malaysia 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/teardown. 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.
- There will be multiple parties in-charge of Health & Safety on-site:
 1. Project Managers/Ops Managers (from PICO Malaysia)
 2. Floor Managers (from PICO Malaysia)
 3. Floor Managers per hall (Opt-Safe)
 4. Official PE Endorsement Vendor to check on complex stands & rigging activities
 5. Ops Managers (from Organiser)
 6. Venue Health & Safety/Security (from BITEC)

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.*