

## **7. EXHIBIT RULES & REGULATIONS**

IPTC has prepared these exhibit regulations to provide a well-balanced, well-regulated and successful event. No exceptions to these regulations will be permitted. IPTC reserves the right to enforce strict compliance with these Exhibit Regulations.

### **7.1 Definitions and Interpretation**

In these Exhibit Regulations:

'IPTC' refers to the International Petroleum Technology Conference.

'Authority' means any government department, local government council, government or statutory authority, or any other body, which imposes a requirement or whose consent is required in connection with the Permitted Use.

'Booth' means a temporary partitioned area or room erected within the Premises.

'Centre' is the entity responsible for the management of the Bangkok Convention Centre at CentralWorld.

'Premises' means all exhibition halls and exhibit space.

'Structure' means any structure, fixing or fitting erected and/or intended to be erected by the Licensee on the Premises.

'Venue' means the property of Bangkok Convention Centre at CentralWorld.

'Innogen' refers to IPTC 2023's Official Contractor - Innogen Sdn Bhd

'Rogers Bangkok' refers to IPTC 2023's Official Freight Forwarder - Rogers Bangkok Co., Ltd

### **7.2 Air-Conditioning**

Only natural ventilation is provided in all exhibition halls during build-up and tear-down days.

Air-conditioning will be provided two (2) hours prior to the operational opening time and for one (1) hour after the operational closing time during official show days.

### **7.3 Aisles**

Exhibitors are not permitted at any time to obstruct or allow the obstruction of any aisle space, or obstruct access to emergency exits, fire hose and fire extinguisher cabinets and building control access doors or panels, etc. These no-freight and no-build areas are clearly marked on the floor.

Any encroachment into public aisles from an assigned booth area is strictly prohibited. The Centre and IPTC reserve the right to have anything obstructing or restricting access to the above items removed at the exhibitor's cost, without any liability for loss or damage.

### **7.4 Animals**

Live animals and pets (except assistance animals) are not permitted in the Venue.

### **7.5 Audio Systems and Noise Levels**

Exhibitors are advised that any audio system or electrical device producing irritating, intermittent and/or sequential sounds/noise is not permitted without prior approval from IPTC and the Centre. The distribution of noisemakers such as whistles, crickets, horns, etc., is prohibited.

Audio presentations must be muffled so that the noise does not interfere with other exhibitors, IPTC announcements or visitors passing through the Centre. Any noise emitted must comply with relevant public health, environmental and occupational health and safety legislation.

The operation of machines and appliances generating noise should be kept to a minimum in the interest of all exhibitors and visitors. Noise at the booth boundary shall not exceed 70 dB (A).

Any request made by IPTC to turn off or to reduce noise levels must be complied immediately without dispute.

## **7. EXHIBIT RULES & REGULATIONS**

### **7.6 Badge and Lanyard**

All exhibitors and contractors must wear the official working badges and lanyards as issued by IPTC at all times whilst in the Venue. Individual company/corporate lanyards must not be exchanged for the official IPTC lanyard while in the Venue.

### **7.7 Booth Activity**

IPTC can help exhibitors to promote relevant booth activities on selected promotional channels and help drive traffic to exhibition booth during event days. Booth activities can include product launches, seminars, games, happy hour and giveaways.

Please complete **Booth Activity Form** with the activities planned at exhibition booth during the event.

### **7.8 Booth Cleaning**

Exhibitors to provide necessary and sufficient sanitisation supplies and disinfecting products that meet Thai Government and World Health Organisation (WHO) guidelines for booth staff, workers, contractors, etc, throughout the duration of the event including move in and out.

Exhibitors to routinely disinfect the exhibition booths, equipment, and materials during the show days, while avoiding distributing printed materials.

The Centre will provide cleaning services to external common areas, foyers, catering areas and toilets. IPTC is responsible for maintaining clean aisles in the exhibition halls.

For booth cleaning services, please contact the Centre's Event Services Department for more information.

### **7.9 Broadcasting/Telecasting Rights**

The Exhibitor/Contractor/Media must obtain prior written approval of IPTC and the Centre for the broadcast and/or telecast of the Event or any portion of the Event for commercial or non-commercial gain. Such written approval may be subject to payment to IPTC and the Centre of a percentage of the revenue to be derived from such broadcast or telecast.

All expenses associated with any such broadcast or telecast will be the responsibility of the Exhibitor/Contractor/Media.

### **7.10 Canvassing, Solicitation and Distribution**

Exhibitors are not permitted to canvas, solicit, or distribute materials without prior written consent from IPTC or the Centre anywhere in the Centre other than within their respective booth confines. The distribution of pamphlets or other promotional material on vehicles parked within the Centre's car park is also not permitted.

### **7.11 Care of the Building**

No attachment, fitting or detachment is to be made to the interior or exterior walls, floors, ceiling, or pillars of the building, without prior knowledge or consent from the Centre. This includes any equipment or device whatsoever which would be affixed to, or suspended from, any structure of the building, and includes attachments that would damage any surface or structure in any part of the building.

## **7. EXHIBIT RULES & REGULATIONS**

### **7.12 Common Areas**

All areas outside the exhibit space are considered common areas. All activities utilising the common areas require the prior written consent of IPTC and may be subject to payment of License Fees.

No major painting and construction work is permitted at the foyers. Dragging or moving of any equipment on or across the floor is prohibited. Any damages will be billed to the Exhibitor/Contractor. Booths or structures are not allowed to be constructed in the foyers. The foyers form part of the egress for evacuation of the Centre.

### **7.13 Compressed Air**

There is no permanent compressed air supply to the exhibition halls. Any requirements for compressed air are to be arranged in advance with Innogen. Only 1hp electrical air compressors are allowed to be used or displayed in the hall. Compressor powered by internal combustion engines are not permitted.

### **7.14 Contractors, Sub-contractors and Suppliers**

All exhibitor contractors must registered with Innogen in order to perform all works at the Centre. All contractors and their sub-contractors working at the Centre are required to comply with the Centre's safety, health and environmental procedures and guidelines, conducting work in a safe manner and not placing themselves or others at risk.

Work health and safety is important to the Centre, the following procedures and requirements are to be adhered to by contractors, sub-contractors and suppliers at all times during the move-in and move-out:

- Make sure all shirts, jackets, vests and jumpers worn onsite have a clearly identifiable company name and/or logo
- Must wear the official working badges and lanyards as issued by IPTC at all times whilst in the Venue.
- Pants and/or shorts are allowed but must be no higher than mid-thigh.
- Short sleeve shirts and t-shirts are allowed.
- Please ensure that footwear is fully enclosed, clean, worn with socks if suitable and in good condition. No sandals and/or open-toed shoes are allowed.
- Hair must be neat and tidy hair, tied back if required.
- Behave in a courteous and respectful manner
- Avoid offensive language
- Do not exhibit harassment and intimidating behaviour
- Smoking is not allowed at any time in the Hall and associated work areas
- Ensure to rest at 'Back of House' only, sleeping at the hallways or rooms is strictly not allowed
- Consumption of alcohol or entry while inebriated into the venue will result in immediate dismissal and barred from re-entering.
- Possession of illegal substances will be reported to the police as per the laws of Thailand
- Contractors must report any incidents that take place during the build-up and tear-down activities to Innogen
- For Exhibitions, all contractors appointed by exhibitors are required to register with the Official Contractor - Innogen
- All workers must possess an Identity Card (IC) in order to obtain a contractor badge
- No persons under age 18 years old are permitted to enter or work on the premises
- Clear access to fire exit doors and corridors shall be maintained throughout move-in and move-out periods.
- Utility panels, electrical switchgear, AHU rooms, fire hose cabinets, fire alarm pull stations and extinguishers must remain visible and accessible at all times.
- Contractors are not allowed to use the guest toilet and must not loiter in the lobby or guest area
- Remove all debris, rubbish and packing materials from the premises after build-up activities

The Centre and IPTC reserves the right to add and change any of the procedures and requirements at any time. Any person caught committing unsafe work practices and or non-compliance activities will be fined or prohibited from working in the Centre.

## **7. EXHIBIT RULES & REGULATIONS**

### **7.15 Copyright Fees, Licenses and Permits**

The Exhibitor shall be responsible for obtaining at its own cost and expense all appropriate permits for the playing of all music and use of performance materials protected by copyright, whether played live or pre-recorded.

### **7.16 Damages**

The Exhibitor is responsible for any damage to the venue caused by its employees, contractors, sub-contractors, service providers, agents and exhibitors.

The cost of repair and replacement will be evaluated by the Centre and charged to the Exhibitor.

### **7.17 Deliveries and Freight**

IPTC and the Centre or IPTC will not accept any freight deliveries/shipment or 'Cash on Delivery' deliveries on behalf of Exhibitors. Consignment of all shipments to be delivered to the Premises will be the responsibility of the Exhibitor.

Exhibitors must arrange move-in and/or move-out of freight items in exhibition halls with the R.E. Rogers. Exhibitors who chose to manage their own freight carrier must register with R.E. Rogers and to follow strict scheduling on move-in and move-out.

Use of own forklift, tow motors, cranes, dollies, pallet jacks are not allowed under any circumstances. In the event that the exhibits (e.g. machinery, tool and equipment) required to be move-in/out and cannot be hand-carried, the R.E. Rogers must be engaged to handle the exhibits by using the correct tool and method. The services of which will be chargeable by the R.E. Rogers

Exhibitors and contractors are not permitted to load in goods via the main entrance of the Centre. Trolleys are strictly prohibited in the main lobby, concourse, foyer and passenger lifts.

### **7.18 Distribution of Printed Materials and Gifts**

It is advisable to avoid distributing printed materials, however distribution is permitted only within the exhibitor's booth space itself.

Exhibitors are not permitted to distribute or give away any item of food, drink or tobacco that were not supplied by the Centre.

Exhibitors to routinely disinfect the printed materials and gifts.

## **7. EXHIBIT RULES & REGULATIONS**

### **7.19 Dynamic Exhibits**

All moving machines must be fitted with the appropriate safety devices which operate when the machines are in operation. These safety devices may be removed only when the machines are disconnected from the source of power.

The general guidelines are:

- The working machines must be placed at a safe distance (minimum of one metre) from visitors.
- Any machinery or apparatus displayed at the venue shall only be demonstrated within the confines of the booth space.
- Only authorised personnel are allowed to operate the machines.
- Any plant and equipment that requires a licensed operator can only be operated by the prescribed licence holders.
- No machine or display shall be left unattended while in operation.
- Motors, engines, or power driven machinery must have adequate fire and other appropriate protection against oil and other leakage.
- The operation of compressors, sprayers, auto trucks and similar machinery powered by internal combustion engines is prohibited.

### **7.20 Electrical Installation Regulations**

Exhibitors are required to comply with the Centre's electrical connection regulations as follows:

- All electrical installation at the booth must be carried out by Innogen.
- Each electrical point provided is intended for one item of equipment or machine on display. The use of multiple socket outlets is strictly prohibited to avoid any overloading as this may lead to a trip in the incoming power supply and cause inconvenience to other exhibitors.
- Without any exception, Exhibitors who provide their own lighting fixtures will be charged the lighting connection fees according to the rates stipulated in the Electrical and Lighting Order Form.
- Lighting connections are charged according to the number of tubes and bulbs lighted on the booth.
- Light boxes are charged according to the number of tubes in each light box, using the lighting hook-up or connection rate, whichever applicable.
- All booth electrical circuits, other than those with a 24-hour supply, shall be switched off as soon as possible after the close of each event day. The booth electrical supply will be switched off by the Centre after the close of each event day at an agreed time.
- The Centre's Electrical Chargeman will inspect and test all installations. For any installation that is found to be unsatisfactory, the Centre reserves the right to disconnect the electrical supply.

### **7.21 Emergency and Evacuation Plan**

The Centre has an Emergency and Evacuation Plan to enable the successful evacuation of staff, exhibitors and visitors in the case of a fire or other emergencies. All Centre's staff will assist in the evacuation of attendees if the need arises.

Please refer to the Emergency and Evacuation Procedures on page 30-31.

### **7.22 Escalators and Passenger Lifts**

Escalators and passenger lifts are not to be used for transporting freight or equipment, furniture including tables, chairs, boxes, etc. The use of trolleys is prohibited in the passenger lifts.

## **7. EXHIBIT RULES & REGULATIONS**

### **7.23 Exhibitor Appointed Contractors**

All exhibitor appointed contractors are required to register with Innogen. Contractors are required to comply with IPTC and the Centre's rules and regulations and the S.H.E. guidelines. Non-compliance will result in the offender being prohibited from working in the Centre.

Contractors may pick up their working badges at IPTC's Exhibitor Help Desk at Foyer of Convention Centre, Level 22 from 0900 hours on Sunday, 26 February 2023.

Before permission is granted for contractor to work at the Exhibition and the necessary badges issued, the contractor is required to place a refundable Performance Bond and non-refundable Administration Fee:

#### **Refundable Performance Bond**

- USD 2,000 for booth below 50sqm
- USD 4,000 for booth 50sqm and above

#### **Non-refundable Administration Fee**

- USD 15 per sqm

Only when this Performance Bond has been received and the undertaking acknowledged, will the contractor be allowed to bring their materials onto the site to commence work. The contractor will also have to bear any charges levied by the venue owner for damages caused to their property, flooring, or for debris not cleared away.

Provided the exhibition booth is completed on time, and no damages are caused, the Bond will be returned to the contractor in full after the exhibition. If a contractor does not complete their booth construction in the given time frame, hourly charges will be deducted from the Performance Bond. Please refer to the **Exhibitor Appointed Contractor Form** in [Innogen Online Services Centre](#).

### **7.24 Exhibitor Help Desk**

IPTC's Exhibitor Help Desk is located at Foyer of Convention Centre, Level 22. Exhibitors may contact staff of IPTC, Innogen and Rogers Bangkok at this counter for matter pertaining to their orders.

Order services such as booth catering, internet, cleaning/housekeeping services must be arranged with Centre prior to the build-up/setup days. Please contact the Centre's Event Services Department for more information.

### **7.25 Exhibitor Registration**

Each 9 sqm booth is entitled to two (2) complimentary Exhibitor Registrations, which entitled badge holders access to:

- Exhibition during exhibitor access hours
- Exhibitor Coffee Breaks
- Welcome Reception
- Knowledge Sharing ePoster Sessions

A unique login details to Exhibitor Registration Page will be provided to Exhibitor for registration. Please contact IPTC for more information on login to Exhibitor Registration Page.

Additional exhibitor passes can be purchased at USD 200 per person. Please login to Exhibitor Registration Page to complete the registration.

Exhibitor badges can be collected at the Exhibitor Help Desk at Foyer of Convention Centre, Level 22 from Monday, 27 February 2023 at 0900 hours onwards. Please refer to Operational Schedule for more information on exhibitor registration and badge collections. To assist in security procedures, all exhibitors MUST wear valid badges at all times whilst in the venue.

## **7. EXHIBIT RULES & REGULATIONS**

### **7.26 Exhibition Visitor Registration**

Each 9 sqm booth is entitled to fifty (50) complimentary Exhibition Visitor registrations, which entitled badge holders access to Exhibition. Exhibitors will be given a unique promotion code to invite guests or clients to register as visitor in IPTC.

### **7.27 Fire Exits**

All emergency exits must be accessible and operable from within the building at all times. Access to the emergency exits must be unobstructed at all times to a distance of at least five (5) metres from the door and the path to the exit must be at least equal to the width of the door.

Designated fire exits and clearways have been identified with marked green and white exit signs over the doors in the Exhibition Halls. These areas cannot be encroached upon / under any circumstances.

Storage of materials or equipment in fire stairs or any door leading to fire stairs is not permitted.

### **7.28 Fire Extinguishers and Hose Reels Regulations**

General regulations relating to hose reel cabinets and fire extinguishers are as follows:

- All exhibits must not restrict access to fire-fighting equipment and must be designed in accordance with the Building Code of Thailand and conform to the Centre's Safety and Fire Regulations.
- Where the location of a fire extinguisher is obstructed by an exhibit, at and/booth or structure, an additional fire extinguisher will be required.
- The replacement fire extinguisher should be clearly visible.
- Additional fire extinguishers may be required according to the number of aisle ways, widths and type of booths and their placement will be determined by the Centre's S.H.E Manager.
- Additional fire extinguishers are required at LPG gas and cooking installations or anywhere where there are increased fire risks.
- The built-in hose reel cabinets cannot be obstructed in any way.

### **7.29 Floor Loading Limit**

Flooring: **Permanent carpeted floor**

Hall Floor Loading Limit: **500 kg/sqm**

Freight Elevators:	Unit(s):	<b>2 sets</b>
	Door:	<b>2.35mH x 2.3mW</b>
	Interior Dimensions:	<b>2.35mH x 6.0mD x 2.4mW</b>
	Maximum Capacity:	<b>2,500 kg</b>

Any equipment or items to be used or displayed whose weight exceeds the floor capacity limit must be assessed prior to the positioning of the item or equipment. The use of a spreader plate may be required to spread the weight evenly. Where this is necessary, the cost is to be borne by the Exhibitor.

### **7.30 Floor Surface and Sharp Edge**

All floor surfaces should be constructed using firm, slip resistant materials and should be traversable for all users to ensure safety. Any sharp edges or corners should be rounded or be capped with protective rounded corners

All floor coverings including carpets must be securely attached with exposed edges fastened to the floor surface and have a trim along the entire length of the exposed edge. Carpets should have a level, low pile and firm pad, or no pad at all, underneath it. Any loose carpeting must be taped or secured to the floor surface.

## **7. EXHIBIT RULES & REGULATIONS**

### **7.31 Food and Beverage Policy**

The Centre is the exclusive supplier of food and beverage. Any outside food and beverage brought into the venue, exhibition hall and booth for sales and consumption is strictly prohibited.

Booth catering items in the venue must be purchase through the Centre's Event Services Department. To arrange booth catering, please contact the Centre's Event Services Department for more information.

### **7.32 Gas Cylinders / Liquefied Petroleum Gas (LPG)**

To ensure compliance with safety regulations, exhibitors are required to submit full details regarding the use of LPG cylinders prior to the exhibition. Please contact IPTC for more information.

### **7.33 Hand-Carry Items**

Hand-carried items is defined as items that can be easily carried by an individual exhibitor, without the need for mechanised equipment. Examples of acceptable hand-carried materials include boxes, suitcases or fibreboard shipping cartons, portable displays on wheels and small luggage bags.

Exhibitors may use the passenger lifts access to transport materials that can be hand carried to their booths. The following items are not considered hand-carried items: two-wheel dolly loads, carts, boxes or crates.

### **7.34 Hanging Objects and Rigging**

All rigging must receive prior written approval from the Centre and be installed under supervision of the Events Service Manager or Chief Engineer. The Centre provides hanging points for various load capacities. However, the exhibition hall's roof structure is suspended and has a lightweight roof truss design. Under these circumstances the Centre reserves the right to call outside consultants for verification of load safety. There are chargeable costs.

It is required to submit detailed rigging plans, including weight to be hung and number of hanging points, method of attachments, equipment to be used for attachment, safety measure employed and the time required to complete the rigging. All plans must be submitted to the Centre in advance of the event. Failure to submit in advance or obtain written approval from the Centre shall preclude such rigging from being installed. This is a public safety issue.

Please contact the Official Contractor - Innogen for more information on hanging objects and/or rigging.

### **7.35 Height Limit**

Booth Structure Height Limit:	<b>5.0 metres</b>
Hanging Banner Height Limit:	<b>6.0 metres</b>
Hanging Object Height Limit:	<b>5.0 metres</b>

### **7.36 Insurance**

Exhibitors are advised to arrange, at their own cost, all risk insurance coverage from the country of origin to the exhibition booth including the duration of the exhibition and return to domicile. Exhibitors shall ensure they are fully covered by insurance and take-out public liability and comprehensive protection.



## **7. EXHIBIT RULES & REGULATIONS**

### **7.37 Loading Area**

At loading area, vehicles must not be left unattended during delivery. Vehicles without an attendant are not allowed to park at the loading area. Any unlawfully parked vehicles or trailers, or unlawfully placed containers, boxes or empty receptacles of any kind, will be removed at the owner's own risk and expense.

Any incidental damage caused by non-compliance of the regulations will be liable for compensation to the Centre for damage.

Please refer to Loading Area (3. Location Map and Layout Plan - Page 8). Loading limit at loading area is 500 kg/sqm.

### **7.38 Loading/Unloading Procedures**

All exhibitors/non-official contactors must register with the Official Contractor - Innogen Sdn Bhd for move-in/out and usage of freight lift. Strict scheduling will be announced/notified closer to the event and all exhibitors/non-official contractors must adhere to the rules and procedures.

### **7.39 Loss of Property**

Any inquiries regarding lost and found items should be directed to the IPTC Headquarters located at Lotus 15, Level 23.

### **7.40 Medical Assistance**

A medical assistance provider will be stationed at the first aid room located at the VIP Room, Level 22 during the event should any medical issues arise.

### **7.41 Motorised Vehicles**

Exhibitor must give IPTC and/or Centre at least fourteen (14) days notice in writing of their intention to exhibit or demonstrate vehicles within the booth.

- The starting or running of the engine is prohibited.
- Vehicles shall not enter the building in which the event is taking place during the time that it is open to visitors.
- Motor vehicles used for delivery of materials or exhibits are not permitted to remain in the halls overnight.
- Other electric self-balancing personal transport such as scooters and hover boards are not permitted in venue public areas, unless they are part of the exhibitions' products and the demo activities are within the allocated booth space.
- No vehicles, hand propelled or motorised, are permitted to travel within the public circulation areas during the open period of the exhibition.
- The static display of vehicles in the public circulation areas is subject to written approval by the venue. Vehicles must be clean including tyres, supplied with a drip tray and pushed into position.

### **7.42 Painting**

Major painting of displays and exhibition materials is not permitted in the Venue.

The following guidelines must be adhered to:

- Only non-toxic, primarily water-based, paints permitted.
- Floors to be covered with plastic over-lay or drop sheets (not newspapers).
- Do not paint near the vertical structures (i.e. walls) of the Venue.
- Do not wash paint brushes and/or dispose of paint material in the Venue's toilets. Cleaning charges will apply for any removal of paint from the public toilets.

## **7. EXHIBIT RULES & REGULATIONS**

### **7.43 Parking**

Centre will provide complimentary parking to all IPTC attendees, parking tickets for Non-hotel/event guests can be stamped in front of BCC elevator on Level 22 and Level 23. Hotel guests can stamp their parking tickets at the hotel reception at Sky Lobby, Level 23.

Normal parking rate: Free parking for the first 2 hours. 3 to 6 hours at THB 20 per hour. The following hours will be charged THB 50 per hour.

### **7.44 Privacy Policy**

IPTC cares about the protection of participants' personal information. IPTC complies with applicable privacy laws, including GDPR, in collecting and processing your data. IPTC's Privacy Policy describes the information practices regarding how IPTC collects, uses, discloses, or transfers the Personal Information that participants share with IPTC or that IPTC collect about participants when participants attend one of IPTC events, visit IPTC websites, or use IPTC mobile applications. All participants maintain the right of erasure and can withdraw their consent at any time. Please visit our website at <https://www.iptcnet.org/privacy-policy/> for further details on IPTC's Privacy policy.

### **7.45 Removal of Exhibits**

IPTC and the Centre recommend that valuables are not left overnight in the exhibition halls and shall not be held responsible or liable for any items lost or damaged at any time.

All exhibit booth fittings and other materials brought into the exhibition halls including materials scrapped at the end of the exhibition must be removed from the exhibition halls by the owners in sufficient time by the end of the event.

### **7.46 Security**

The Centre maintains twenty-four (24) hour general security for the building perimeter areas together with the provision of internal patrols. The Centre's control room is manned twenty-four (24) hours a day, seven days a week. The primary function of the Centre's control room is to monitor security and offer surveillance of the Centre's assets.

## 7. EXHIBIT RULES & REGULATIONS

### 7.47 Shell Scheme Booth (Stand Package Booth)

All temporary structures built for exhibitions must comply with the relevant legislation and are to be constructed in a manner that poses no danger to public, employee or contractor safety at any time.



Each 9 sqm standard shell scheme booth includes:

- 2.5 metres high wall and dividing wall partition with white laminated in-fill panels
- One (1) 5-Amp single-phase power point
- Two (2) LED spotlights
- Overhead fascia board with organisation's logo, name and booth number
- Plywood underlay with needle punch carpet
- Two (2) easy arm chairs
- One (1) information counter (1000mmL x 500mmD x 750mmH)
- One (1) waste paper basket

The following regulations must be observed:

- No additional fitting or display may be attached to the booth structure i.e. no nailing or drilling is allowed.
- No painting on the booth panels is allowed.
- No freestanding structure may exceed the height of 2.5 meters or extend beyond the boundaries of the site allocated.
- No change to the type or colour of the floor covering provided.
- An Exhibitor occupying a corner booth is not permitted to close any part of the corner.

### 7.48 Smoking Policy

The entire Centre, including all indoor and outdoor areas are a no-smoking zone. This applies to the use of electronic cigarettes and vaporisers.

## **7. EXHIBIT RULES & REGULATIONS**

### **7.49 Special Design (Space Only Booth)**

The Exhibitor/Contractor are both responsible for the safety and stability of the booth structure. Each booth must have adequate clearance height below the existing ceiling and the booth itself must have the correct dimensions to fit the allocated booth space. Any maintenance work required after event open hours must be pre-arranged with IPTC before 1400 hours on the day that you wish to work. Maintenance can only be undertaken after the official opening hours.

Booth design drawings must include details of the construction material and the methods to be used for assembly. These drawings will be reviewed by the Centre's Events Service Manager or Chief Engineer together with the risk management plan to ascertain if the design is acceptable.

Booth structures or designs which are not accepted, or do not conform to the technical regulations or the laws governing such items, must be altered or removed. Exhibitors or their appointed contractor will be responsible for all costs incurred with regards to the necessary alterations.

IPTC can, at any time, require the Exhibitor to provide a written Structural Engineer's Report to confirm the safety of any design or construction or issue a cease work order. The cost for this inspection will be borne by the Exhibitor.

#### **7.49.1 Booth Structure Approval Guidelines**

Dimensional booth design drawings, including cross-sectional and elevation views with specify submission format, must be supplied to Innogen for all Space Only booths. Please complete **Exhibitor Appointed Contractor Form** submit together with the booth design drawings.

#### **7.49.2 Booth Design Drawings Submission Guidelines**

<b>Section A</b>	<b>General information</b>
Event Name	IPTC 2023
Event Date	1 – 3 March 2023
Contractor Company	Innogen Sdn Bhd
Contractor Name	Brandon Lok
Handphone	012 324 9368
Email	<a href="mailto:brandonlok@innogen.com.my">brandonlok@innogen.com.my</a>
Exhibiting Company Name	ADA
Booth Number	P12
Booth Size	9m x 3m = 27sqm
Booth Height	4m
Note	<b>Due to some variance in the heights in some areas within the different halls , all exhibitors/stand builders must refer to the technical floor plans provided by Organizer.</b>

**\*Note:**

1. This document will not be processed unless all the information is completed. Organizer and Official Stand Contractor will not be liable for any delays due to late submission.
2. Acceptance of stand or booth designs drawings will be notified through electronic mail.

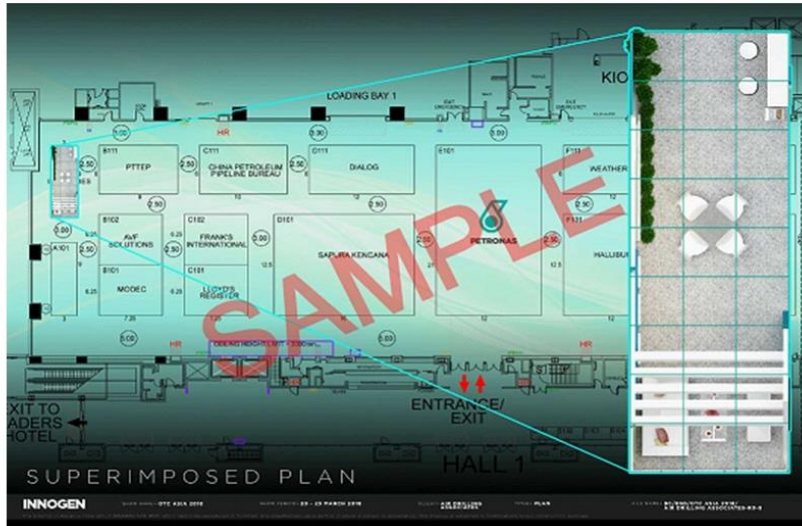
## 7. EXHIBIT RULES & REGULATIONS

### 7.49 Special Design (Space Only Booth) (Cont'd)

#### 7.49.2 Booth Design Drawings Submission Guidelines

##### Section B

Attach the technical floor plan showing the exact location of the booth location plan.



##### Section C : 3D Booth Design Plans

- 1 Only 3D booth design plans or photos are accepted
  - 2 The structural details of the booth should include 3D specifications indicating views from all angles of the model
  - 3 The construction and structural details of the booth should include the respective building **METHODOLOGY**, materials used and other relevant details inclusive of specific suspension requirements if required.
- \* **Certificate of Structural Engineer for Double Storey or any complex structure should be included, if any.**  
(It may be submitted in separate document)





## 7. EXHIBIT RULES & REGULATIONS

### 7.49 Special Design (Space Only Booth) (Cont'd)

#### 7.49.2 Booth Design Drawings Submission Guidelines

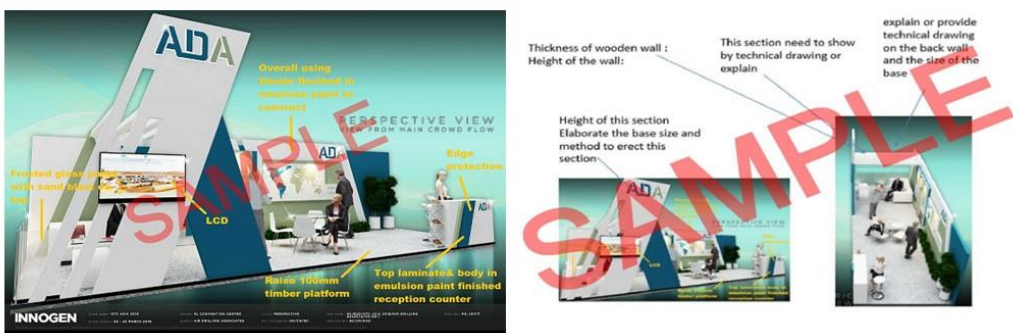
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- \* **Certificate of Structural Engineer for Double Storey or any complex structure should be included, if any. (It may be submitted in separate document)**



##### SECTION D

##### Contractor Declaration

I the undersigned agree to proceed and comply with the information provided in this documents.

Date	15/09/22
Contractor Company Name	Innogen Sdn Bhd
Contractor Name	Brandon Lok

##### SECTION E

##### Verification the booth's technical aspect by Organizer or the appointed competent contractor

Accepted by :

Date	
Name	

*\*This acceptance letter is subject to the adherence of Terms and Conditions outlined in IPTC 2023's Exhibitor Services Manual (ESM) including the Event Guidelines of the Venue.*

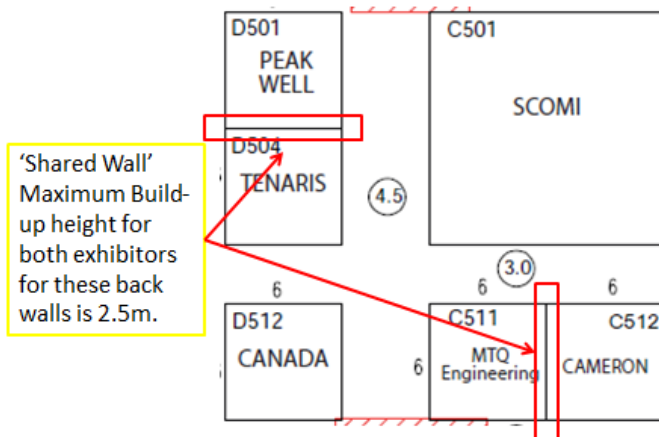
## 7. EXHIBIT RULES & REGULATIONS

### 7.49 Special Design (Space Only Booth) (Cont'd)

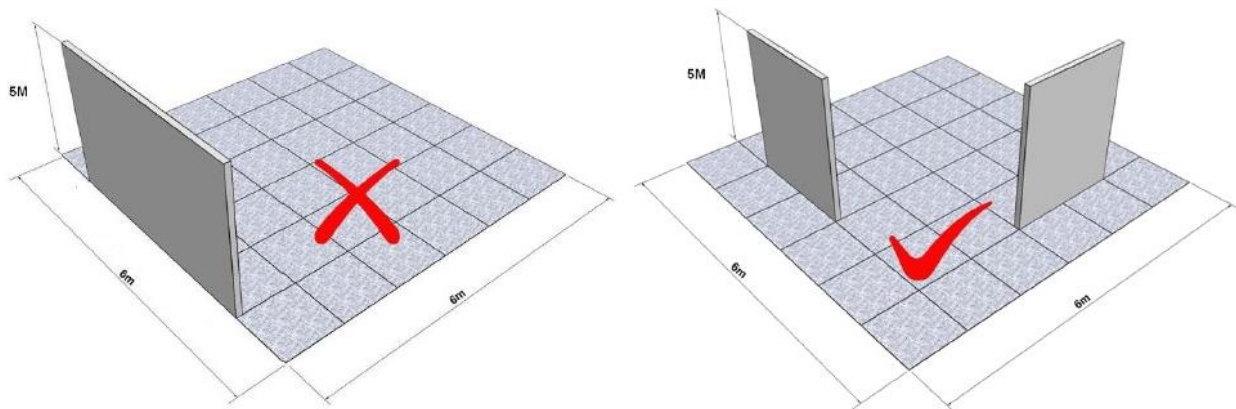
#### 7.49.3 Booth Construction Regulations

The Centre's general regulations for booth construction are as follows:

- A booth that has a roof or ceiling fitted is required to contain additional fire protection, such as the fitting of a smoke and/or fire detector and the placement of a portable CO<sub>2</sub> or dry chemical extinguisher within the booth.
- For booths that share a common wall with another exhibitor, the maximum build-up height for the shared wall must be 2.5 metres. Example of 'shared wall' below:



- Any wall higher than 2.5 metres should be built with a clearance of 1.0 metre distance away from the edge of the booth and must obtain prior permission from IPTC.
- All booths, irrespective of width and height must have at least 50% visibility. This area must be left visibly free of obstruction. Please refer to the image below illustrating 1m set-in and 50% visibility:



- Any special design booth with a floor area greater than 50 sqm is to be provided with at least one alternative means of egress to the walkways. Any door assembly in such a special design booth must comply with the Building Code.
- Doors must not open outwards onto aisle ways and any door incorporated into the booth which does not provide an alternative means of egress, must have a "NO ENTRY" sign affixed to it.
- Any barriers incorporated into the special design booth are to be designed so that they yield to pressure without toppling.
- No excessive or major carpentry works shall be carried out within the Exhibition Hall.
- The Exhibitors shall not erect any sign, device, furnishing or ornament outside the booth.
- All construction works for booths, etc. must be fully completed during the build-up period. No touch up or corrective works whatsoever will be permitted after the move-in period.

## **7. EXHIBIT RULES & REGULATIONS**

### **7.49 Special Design (Space Only Booth) (Cont'd)**

#### **7.49.3 Booth Construction Regulations**

- k) Any raised platforms or corners of structures exposed to visitors must be made round to protect against injury.
- l) No exhibit or decorative items, including TV screens, light fittings, banners, etc., are allowed to be placed beyond the contracted booth area, from the ground upwards.
- m) All stand construction will be monitored during build-up by IPTC, Innogen and Centre's floor management team. The Centre reserves the right to stop work on booth which appear to be complex and have not been submitted for approval until satisfactory information has been provided.

#### **7.49.4 Construction Materials**

Any materials used for booth construction or display must conform to the relevant legislation and be:

- Non-combustible.
- Inherently non-flammable.
- Flame-proof.
- Self-extinguishing (plastic materials).
- Of plywood, hardwood, pulpwood or fibreboard.

#### **7.49.5 Single-Storey Structures**

- Any portion of a display that extends above or beyond that of the booth adjoining to the rear or side must be finished on its rear side with white paint or plain white drape at the exhibitor's expense.
- Any portion of your booth facing an aisle must be finished. Any booth draping (masking) required for either or both sides (or back) of a booth will be ordered from the Official Contractor at the expense of the exhibitor.
- On any one length of your booth where your perimeter shares with another exhibitor or with a venue wall, a solid structure must be built to 100% of the length of that side.

#### **7.49.6 Double-Storey Structures**

For double-storey structures, IPTC requires the Exhibitor or the contractor to provide drawings showing all features, including access, egress points and stairways. Full dimensional drawings are required, plus a structural engineer's certificate registered under Council of Engineers Thailand (COET) is accepted for perusal. The structural engineer's endorsement must be submitted to IPTC. IPTC reserves the right to refuse the build-up on site if the endorsement is not received within the stipulated timeline.

IPTC's general regulations for the construction of double-storey structures are as follows:

- The minimum contracted floor space required for a double-storey structure is 60 sqm.
- The contracted floor area at the upper level shall not exceed 50% of the contracted floor area at the lower level of the booth, i.e. For a 60 sqm floor space, the upper deck MUST NOT EXCEED 30 sqm.
- A certified structural engineer is to determine the number of people able to access the upper floor.
- The upper floor must in all cases be open-topped in addition to the fire extinguishers already available on the ground floor; at least one extinguisher per stairway shall be placed so that it is visible and ready for use.
- Any interior room in double-storey structures must have a clear height of 2.5 metres from the ground floor.
- A handrail or other barrier must be provided on all raised structures to which staff or the public have access. Such barrier must be on the perimeter and not less than 1 metre in height and preclude the opportunity to exit under the barrier/handrail. This applies to any floor, which is raised beyond 1 metre from the surrounding horizontal surfaces.
- There should be a minimum of two separate staircases leading from any floor above ground level for all upper floors of 50 sqm and above. However, a single staircase is acceptable for not more than 50 people will occupy the level served by the staircase at any one time.
- Consideration should also be taken into account that the surface area of such a construction will ensure that any such feature is not deemed to overpower neighbouring booths and the total concept of the exhibition.



## **7. EXHIBIT RULES & REGULATIONS**

### **7.49 Special Design (Space Only Booth) (Cont'd)**

#### **7.49.7 Draping Materials**

- Drapes, curtains, hangings, etc. must be inherently or durably flame proofed. Otherwise they may be treated with a proprietary flame retardant. Certificate of Flame Resistance must be submitted to the Centre's Management and any materials intended to be used be available for inspection upon request.
- Fabrics used for interior stand decoration must be fixed taut and/or in tight pleats (not loosely draped) to a solid backing, secured above floor level and not touching light fittings.
- Curtains on exit routes should hang 75mm clear of the floor, be parted in the centre and not conceal any exit signs.
- Decorative fabrics and drapes are not allowed to be rigged below air vents and air filters, as this restricts the air circulation and air flow.

#### **7.49.8 Booth Lighting Installation Regulations**

The Centre's general regulations for lighting installation in the booth are as follows:-

- Lighting must be industry-approved.
- High-powered lights must be 1.0 metre away from flammable materials.
- All lighting must be at least 2.2 metres above floor level or protected in an approved way to prevent accidental burning.
- Where halogen tube lights are to be used, the globe unit must be protected with safety glass or a cage to minimise the risk of explosion and fire, and the lamp must not exceed the design capacity of the lamp holder.
- All temporary spotlights or the like are to be a minimum of 300mm from the partitions or combustible goods. Every spotlight shall be equipped with a guard attached to the lamp holder or the handle.
- Lighting and/or lighting equipment intended to be connected to the mains supply must be tested and tagged.
- All lighting and/or lighting equipment must be switched off and disconnected from the mains supply prior to leaving.

#### **7.49.9 Tunnels**

Tunnels are strictly prohibited at all times.

### **7.50 Storage**

IPTC and the Centre does not provide storage facilities for exhibitors, contractors and sub-contractors. Please contact Rogers Bangkok for any storage requirement for early deliveries, late dispatches and for the holding of packaging materials onsite.

Storage is not permitted on the loading and freight lift areas. All contractors' equipment must be removed from the loading and freight lift areas on the last day of the build-up.

### **7.51 Welding and Hot Work**

Any activities such as welding and grinding which involve the generation of hot sparks are strictly prohibited.

### **7.52 Work Authorisation**

Exhibitors using the IPTC's Official Contractor, Innogen or a non-official contractor to install or dismantle the exhibits must complete the **Work Authorisation Form** in [Innogen Online Services Centre](#).

### **7.53 Working in Public Areas (Foyers)**

Booths or structures are not allowed to be constructed in the foyers without the approval from the Centre and details provided to IPTC. The foyers form part of the egress for evacuation of the Centre.