



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

7.1 Definitions and Interpretation

In these Exhibit Regulations:

'OTC Asia' refers to the Offshore Technology Conference Asia Organisers.

'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 Kuala Lumpur Convention Centre.

'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 land of Kuala Lumpur City Centre known as the Kuala Lumpur Convention Centre.

'Innogen' refers to OTC Asia's Official Contractor – Innogen Sdn Bhd

'R.E. Rogers' refers to OTC Asia's Official Freight Forwarder – R.E. Rogers (M) Sdn Bhd

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 OTC Asia 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 OTC Asia 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, OTC Asia 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 OTC Asia to turn off or to reduce noise levels must be complied immediately without dispute.

7.6 Badge and Lanyard

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

7.7 Booth Activity

Exhibitors are required to submit [Booth Activity Form](#) for booth activities such as game, giveaway, product unveiling / launching, happy hour / reception, seminar, etc.

7.8 Broadcasting/Telecasting Rights

The Exhibitor/Contractor/Media must obtain prior written approval of OTC Asia 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 OTC Asia 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.

7.9 Canvassing, Solicitation and Distribution

Exhibitors are not permitted to canvas, solicit, or distribute materials without prior written consent from OTC Asia 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.

7.10 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.

7.11 Common Areas

All areas outside the exhibit space are considered common areas. All activities utilising the common areas require the prior written consent of OTC Asia 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.

7.12 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 the Centre. Where compressed air is required, the compressor is to be placed at the loading dock and hose-piped through the service trench to the booth.

Please refer to the [Air Compressor Permit](#) for more information.

7.13 Contractors, Sub-contractors and Suppliers

Only Accredited Suppliers shall be permitted to perform all works at the Centre. All Accredited Suppliers 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. View Centre's Accredited Supplier [here](#).

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:

Clothing, Dress Code, Footwear and Hair

- Make sure all shirts, jackets, vests and jumpers worn on-site have a clearly identifiable company name and/or logo
- The minimum Personal Protective Equipment (PPE) requirement are a high visibility bib and safety footwear, with additional PPE required for specific tasks, for example, wearing of hardhat for overhead working/lifting or working at height.
- Pants and/or shorts are allowed but must be no higher than mid-thigh.
- Short sleeve shirts and t-shirts are allowed
- All safety garments including day and night high visibility features must comply with Factories and Machinery (Safety, Health and Welfare) Regulations 1970 (Revised – 1983), Regulation 32-Working, clothes, personal protective clothing and appliance.
- 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, and tied back if required.

Conduct

- Comply with all applicable legal requirements
- Comply with Safe Work Method Statements (SWMS)
- Adhere to all directives and instruction from the Centre's Management
- 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 Halls and associated work areas
- No consumption of food items at the back-of-house, Loading Bays, along Persiaran KLCC or in the public areas
- Contractors must report any incidents that take place during the build-up and tear-down activities to the Centre's Security Services, which is located at the Concourse Level
- For Exhibitions, all contractors appointed by exhibitors are required to register with the Official Contractor – Innogen
- Contractors must possess a valid Business Registration License, Workmen Compensation Insurance and Public Liability and Third-Party Liability Insurance
- All Malaysian workers must possess an Identity Card (IC) and all foreign workers must possess a valid work permit in order to obtain a contractor badge
- No persons under age 18 years old are permitted to enter or work on the premises
- Construction materials are not allowed to be piled onto the EMERGENCY AISLE, obstruct fire exits and firefighting equipment. All materials must be kept within the contracted booth space at all times
- Contractors are not allowed to use the guest toilet facilities and must not loiter in the lobby or guest area
- Urinating in paint washroom is strictly prohibited
- Preparation and cleaning of paints must be conducted in the paint washroom located at the loading bay on the ground floor
- Cleaning and disposing of paints, chemicals and substances in toilet bowls and washing basins are strictly prohibited
- Remove all debris, rubbish and packing materials from the premises after build-up activities

7.13 Contractors, Sub-contractors and Suppliers (Cont'd)

- Activities which generate dust, sparks such as welding, sanding and sawing are strictly prohibited
- Screwing, drilling, nailing or painting on the floor, walls, pillars or any part of the venue premises are strictly not allowed
- Custom booths should be pre-fabricated off-site and assembled and touched up onsite.
- No large scale cutting of wood and/or metal and painting work are allowed onsite

The Centre and OTC Asia 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.

7.14 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.

For contact details of the Regulatory Authorities in Malaysia that can assist you, please refer to the Centre's Exhibitor Services Centre (ESC).

7.15 Damages

The Exhibitor is responsible for any damage to the Premises 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.

7.16 Deliveries and Freight

OTC Asia and the Centre or OTC Asia 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.

7.17 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.

7.18 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.

7.19 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 Chameleon 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.

7.20 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.

7.21 Exhibitor Contractors

All exhibitor contractors are required to register with OTC Asia and Innogen. Contractors are required to comply with OTC Asia 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 OTC Asia's Exhibitor Helpdesk at Foyer of Hall 2, Ground Level from 0900 hours on Saturday 24 February 2024.

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

- MYR 6,000.00 for booth equal or below 50sqm
- MYR 12,000.00 for booth 50sqm and above

Non-refundable Administration Fee

- MYR 55.00 per sqm
- Minimum levy of RM 500.00 shall apply to all outside contractors.

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 Contractor Form** in Innogen Online Services Centre.

7.22 Exhibitor Helpdesk

OTC Asia's Exhibitor Helpdesk is located at Foyer of Hall 2, Ground Level. Exhibitors may contact staff of OTC Asia, Innogen and R.E. Rogers at this counter for matter pertaining to their orders.

The Centre's Exhibitor Services Centre (ESC) is located next to OTC Asia's Exhibitor Helpdesk. Exhibitors are able to order services such as food and beverage, communication lines, audio visual services, cleaning services, water and waste facilities. Please contact the Centre's ESC for more information.

7.23 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
- Conference Opening Ceremony
- Conference Leadership Dialogue
- Conference Strategic Panel Sessions
- Conference Technical Panel Sessions
- Conference Country Sessions
- Conference Focus Sessions
- Knowledge Sharing ePoster Sessions
- Daily Coffee Breaks (at Exhibitor Lounge)
- Welcome Reception

Exhibitor Registration login page will be provided to Exhibitor for registration. Please contact OTC Asia for more information on login to Exhibitor Registration Page.

Exhibitor badges can be collected at the **Exhibitor Helpdesk** at Foyer of Hall 2, Ground Level from **Sunday, 25 February 2024 at 1200 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.

7.24 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 32 - 33.

7.25 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.

7.26 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 Malaysia 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.

7.27 Floor Loading Limit

Hall	Halls 1, 2, 4 and 5	Halls 6 and 7
Loading Limit	20.0 KN/m ² / 2040 kg/m ²	10.0 KN/m ² / 1020 kg/m ²
Loading / Unloading Dock	20.0 KN/m ² / 1020 kg/m ²	Via Freight Lift

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.

7.28 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.

7.29 Food and Beverage Policy

The Centre is the exclusive supplier of food and beverage. Any outside food and beverage brought into the Centre's premises, exhibition halls and booth for sales and consumption is strictly prohibited.

All food and beverage items in the exhibition halls must be purchase through the Centre's Exhibitor Services Centre (ESC). This includes bottled water.

To arrange food and beverage hospitality services, please visit KLCC [Centre's ESC](#) for more information.

All food served in the Centre is Halal.

7.30 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 refer to [Liquefied Petroleum Gas Permit](#) for more information.

7.31 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.

7.32 Hanging Objects and Rigging

The Centre is the exclusive provider of rigging services. Trusses and motor chain hoists must be supplied by the Centre. Exhibitors or contractors must appoint qualified or experienced riggers to install the hanging objects.

When designing or installing objects overhead, the Exhibitor or Contractor must consider:

- a) Size, shape and weight of the object.
- b) The risk of the object coming loose or falling.
- c) Primary and secondary attachments and restraint methods.

All overhead hanging objects must be installed so that the height **from the floor TO THE TOP of the rigged object does not exceed five (5) metres for Halls 1 – 5, and four (4) metres for Hall 6**. OTC Asia must be informed, and permission given to any promotional material which would like to be hung in the exhibition halls. Exhibitor or Contractor must also ensure:

- Hanging objects must be hung over an Exhibitor's contracted booth space only and not over the aisles and passageways.
- All hanging objects must be supported with a metal frame.
- If rigging points do not exist where points are required, a high beam or truss must be installed to provide the desired rigging points.

7.32 Hanging Objects and Rigging (Cont'd)

- Rigging equipment used must be free from defects; fit for purpose, marked to indicate its Working Load Limit (WLL), adequately maintained and subject to legal requirements for inspection with valid certification.
- All hanging objects exceeding 500kg require written confirmation from a Structural Engineer, with adequate professional indemnity cover, that the design is safe for its purpose and must be supplied together with the Structural Engineer's Certificate to Centre no later than fourteen (14) days prior to the event build-up.

All rigging details including production schedule, scale drawings and rigging plots are to be formally submitted together with the booth design drawings on **5 January 2024** to Innogen and are subject to OTC Asia and the Centre's acceptance.

Exhibitors who require rigging points should submit the following information:

- Scale technical drawing with proposed 3D design, detailed dimensions and height including plan views and elevation of each of the hanging object.
- Superimposed ceiling truss plan provided by the Innogen showing the cables or motor hoist drop points for the hanging object.
- Submission of the **Hanging Object Request Form** and/or **Exhibitor Banner Hanging Request Form** in [KLCC's ESC Online Portal](#) (completed with full details as required and signed by authorised representative of the Exhibitor, failing which OTC Asia and the Centre reserves the right to refuse the build-up on-site).

Any rigging or exhibition banner hanging requests must be submitted at the same time and any requests received after **10 January 2024** will not be accepted.

7.33 Height Limit

Hall	Halls 1 – 5	Hall 6
Booth Structure Height Limit	5.0 metres	4.0 metres
Hanging Banner Height Limit	6.0 metres	4.0 metres
Hanging Object Height Limit	5.0 metres	4.0 metres

*Except for Link Hall 3 with low ceiling areas

7.34 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.

7.35 Loading Dock and Service Road

The Centre has a manned vehicle checkpoint that will monitor access and ensure an orderly flow of traffic in accordance with Operational Schedule. Marked thoroughfares must be kept clear at all times. Vehicles must not be left unattended during delivery. Vehicles without an attendant are not allowed to enter the service road. 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.

The speed limit in the loading dock should not exceed (ten) 10 km per hour.

Vehicles in the loading dock shall not exceed 3.5 metres in height. Any incidental damage caused by non-compliance of the regulations will be liable for compensation to the Centre for damage. Please refer to loading docks location map and loading limits (section 7.27 - Floor Loading Limit).

7.36 Loading Dock Access Regulations

The following regulations must be complied with while at the loading dock:

- The Centre's loading dock is located at the ground floor.
- Control point for Halls 1 -5 and Hall 6 is at the Centre's checkpoint.
- There are two (2) freight lifts serving each of the levels 6-8. Material handling can be accessed to the dedicated Hall 6 loading docks via the existing service road check-point off Persiaran KLCC (adjacent to Traders Hotel).
- When using the freight lifts, pay close attention to maximum loading capacities. Safeguarding of lifts and loads is required to prevent damage to lift doors, walls and the control panel.
- Traffic flows in a one-way direction in from Jalan Persiaran KLCC and out to Jalan Pinang.
- The loading dock service road is 8mH x 6mD at Loading Dock 1 and Loading Dock 2 with narrower sections behind service Link Hall 3, Loading Dock 4 and Loading Dock 5.
- The narrow section behind Link Hall 3 has a low ceiling, which is 4mH only. Safety goal posts of 4.0 metres in height are installed before and after the service road Link Hall 3.
- **Only vehicles below 3.5 metres in height will be allowed access to Loading Dock.**
- A 30-minute parking limit applies for drop-off/pick-up of goods during the move in and move out process. Vehicles are not permitted to park at the loading dock at any other time.
- Vehicles and contents are the responsibility of the owner while at the loading dock.
- The loading dock includes two washrooms, one wash bay is located at Loading Dock 2, and another wash bay is located at loading dock 4 for the preparation of paints, trade materials and cleaning purposes.
- Children under the age of 18 are not permitted to be present during move in and move out.

7.37 Loading and Unloading Procedures and Schedule

- Exhibit materials must enter and exit through the approved loading dock.
- Exhibitors will be allowed to hand carry items in or out of the exhibition halls during move-in and move-out days.
- Innogen will issue Vehicle Entry Permit to contractors for entering the loading docks.
- During build-up and/or tear-down, all vehicles will be required to check-in at the Vehicle Holding Area (VHA) to queue for unloading in the dock area. No vehicles will be allowed to unload at the loading dock area without going to the VHA first.
- Access to exhibition halls will be via a loading dock and will be under the supervision of the Centre's Traffic Marshal.
- Hand carry loading procedures are limited to cars, mini-vans, station wagons or pick-up trucks not exceeding 20 feet (6.1 metres) in length and 12.5 feet (3.5 metres) in height.
- Hand-carried freight 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 lift 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.
- Should exhibitors need assistance with load in/out, they will be referred to the official R.E. Rogers at which time fees may apply.
- Vehicles are allowed to load/unload only and may not park in the loading dock area, once vehicles are unloaded; they must be moved to alternate parking locations.
- Upon the close of the exhibition, there will be a one (1) hour allowance (subject to OTC Asia discretion) for removal of hand carry exhibits. Exhibitors can load the hand carry exhibits to their vehicles in the loading dock area during tear-down.
- During move-out, exhibitors will be brought to the dock from the VHA on a first-come, first-served basis in combination with the trucks and vans coming to pick up exhibitor freight.
- The Contractors must keep Innogen informed of any long and heavy vehicles (i.e. 40-footer containers, low loaders) requiring to access the service road.

A complete loading schedule will be advised nearer to the exhibition date.

7.38 Loss of Property

Any inquiries regarding lost and found items should be directed to the OTC Asia Headquarters located at Boardroom & Press Centre, Level 3.

7.39 Machinery and Heavy Equipment

Any piece of equipment, display, vehicle, or machinery to be displayed inside the Centre which weighs over two (2) tons, including transport vehicles must be approved by Centre's Management no less than fourteen (14) days prior to move-in.

Please refer to [Machine Equipment Above 2 Tons Permit](#) for more information.

7.40 Medical Assistance

A medical assistance provider will be stationed at the first aid room located at the Centre Core, Level 3 during the conference should any medical issues arise.

7.41 Motorised Vehicles

Exhibitor must give OTC Asia 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. An industrial paint washroom is located near the loading dock where paint brushes can be cleaned and paint material disposed of. Cleaning charges will apply for any removal of paint from the public toilets.

7.43 Parking

The Venue's car park is located directly below the venue. Entry to the car park can be accessed from west and east entrance:

- **West car park entrance:** Take the first left after the traffic light near Mandarin Oriental Hotel from Jalan Pinang. Proceed up the road to the underground access to the car park below the Centre.
- **East car park entrance:** Take the first left after the Main Entrance to Persiaran KLCC from Jalan Pinang. Turn left at the next junction into the underground car park access. Proceed to Level P1 as access to the Concourse Level is for deliveries only.

Parking rates:

Hour	Rate
First Hour	MYR 5.00 per hour
Second Hour	MYR 4.00 per hour
Third Hour	MYR 4.00 per hour
Fourth and subsequent hour	MYR 4.00 per hour
Lost Ticket	MYR 100.00 per vehicle

*Parking rate is subject to change prior notice by KLCC Parking Management Sdn. Bhd.

7.44 Removal of Exhibits

OTC Asia 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.

7.45 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.

7.46 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.



*sample of 9sqm stand package booth

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) 13-Amp, single-phase power point (max. 500w)
- Two (2) 10w LED spotlights
- Overhead fascia panel with company logo, organisation's name and booth number
- Carpet floor covering
- Two (2) easy arm chairs
- One (1) information counter (975mmL x 505mmD x 735mmH)
- One (1) waste paper basket

7.46 Shell Scheme Booth (Stand Package Booth) (Cont'd)

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.
- A non-refundable admin fees of RM 500.00 shall apply to the outside contractors if exhibitor appoint contractor for any additional setup such as graphic installation and etc. The outside contractor must remove all the graphics installed from the wall panel immediately after the show ends.

7.47 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.

7.48 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 OTC Asia 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 S.H.E. Manager 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.

OTC Asia 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.

Booth Structure Approval Guidelines

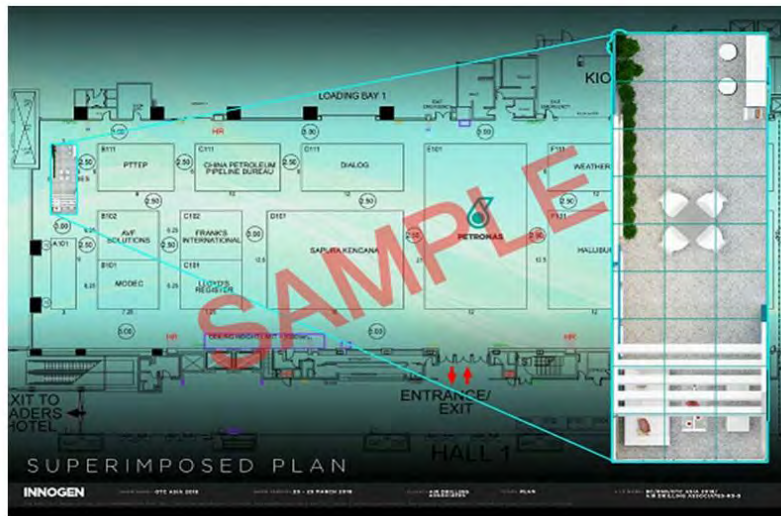
Dimensional booth design drawings, including cross-sectional and elevation views with specify submission format, must be supplied to Innogen for all Space Only booths. Please complete, **Exhibitor Contractor Form** and if applicable, **Exhibitor Banner Hanging Request Form** and **Hanging Object Request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

Booth Design Drawings Submission Guidelines

Section A	General information
Event Name	OTC ASIA 2024
Event Date	27 February – 1 March 2024
Contractor Company	Innogen Sdn Bhd
Contractor Name	Brandon Lok
Handphone	012 324 9368
Email	brandonlok@innogen.com.my
Exhibiting Company Name	ADA
Booth Number	B107
Booth Size	9m x 3m = 27sqm
Hall Number / Name	Hall 1
Overall Booth Height	4m
Note	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 OTC Asia.

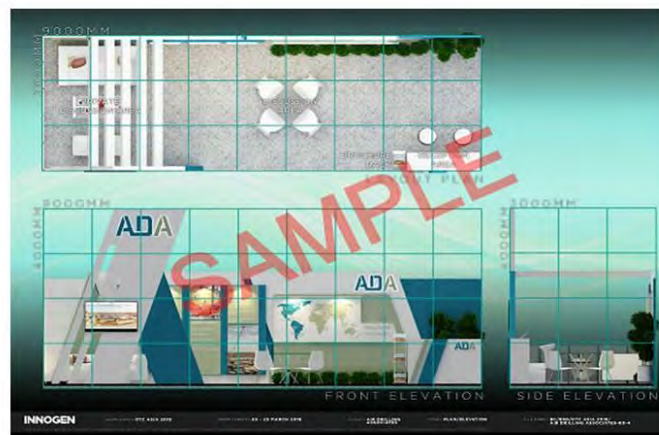
7.48 Special Design (Space Only Booth) (Cont'd)
Booth Design Drawings Submission Guidelines (Cont'd)

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 of Orthographics View (Elevations, Isometric and Front, Rear, Side & Top with grid) which cater all angles of the model
**Please include ONE drawing in ONE page*



7.48 Special Design (Space Only Booth) (Cont'd)
Booth Design Drawings Submission Guidelines (Cont'd)

Section C : 3D Booth Design Plans

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.
***Drawing submitted will not be reviewed if there are NO DETAILS of building METHODOLOGY & materials used**



Kindly ensure the building methodology and details of the structure materials are specified especially on the support method of each structure

Section C : 3D Booth Design Plans (PE Endorsement)

4 **A copy of Structural Engineer Certification for Double Storey or any complex structure should be included, if any. (It may be submitted in separate document)**

* PE Endorsement is not required when:

- Platform less than 100mm
- Below 1 ton (Vehicle/object/machine) weight on a platform
- Ramp usage design for less than 200kg load

NOT APPLICABLE

SECTION D Contractor Declaration

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

Date	6/12/2023
Contractor Company Name	Innogen Sdn Bhd
Contractor Name	Brandon Lok

SECTION E Verification the booth's technical aspect by Organiser or the appointed competent contractor

Accepted by :	
Date	
Name	

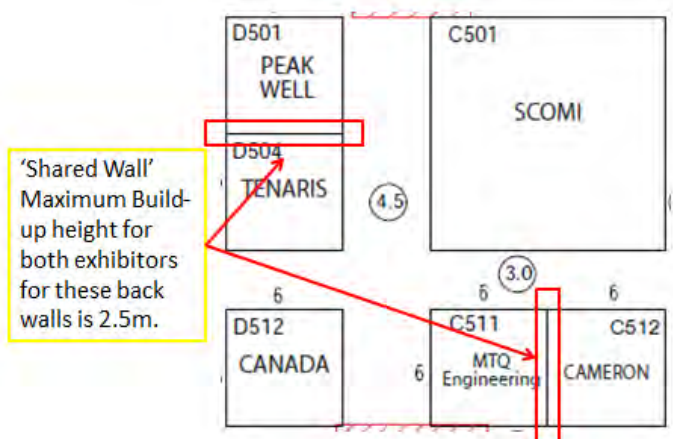
**This acceptance letter is subject to the adherence of Terms and Conditions outlined in show's Exhibitor Services Manual (ESM) including the Event Guidelines of the Kuala Lumpur Convention Centre.*

7.48 Special Design (Space Only Booth) (Cont'd)

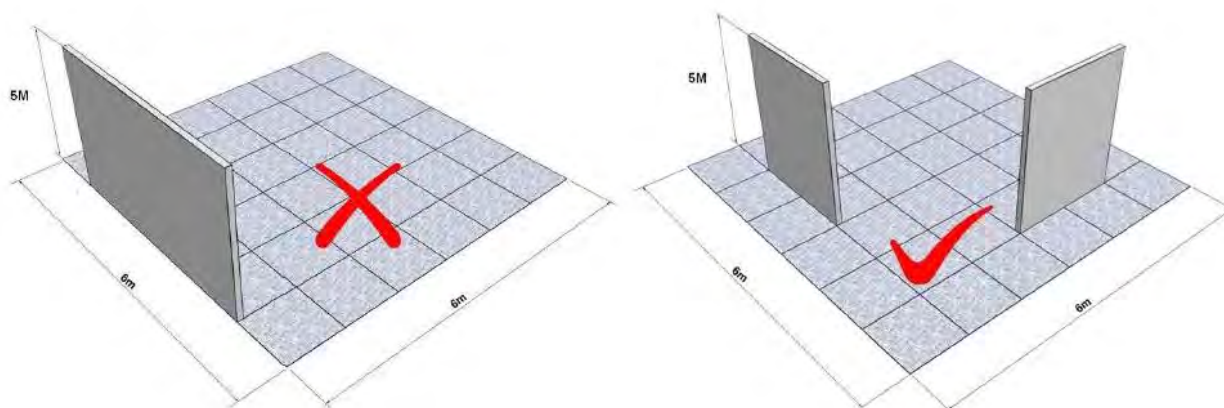
Booth Construction Regulations

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 CO² or dry chemical extinguisher within the booth.
- Internal aisle-ways within exhibits must have a minimum aisle width of 3.0 metres and be clearly defined or have a floor covering of a contrasting colour to the remainder of the booth flooring. At no time during the event can these aisles be obstructed.
- 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 OTC Asia.
- All booths, irrespective of width and height must have at least 50% visibility. This area must be left visibly free of obstruction either from front to rear or left to right. 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 Halls.
- 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.

7.48 Special Design (Space Only Booth) (Cont'd)

Booth Construction Regulations (Cont'd)

- Any raised platforms or corners of structures exposed to visitors must be made round or with protective cover finishing to protect against injury.
- 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.
- **Flooring** - It is compulsory to arrange for PVC sheet and plywood underlay to be laid against the existing carpet tile at Hall 6. Kindly provide the PVC sheet larger than booth size to avoid any damage to carpet surrounding your booth area during set up.
- All stand construction will be monitored during build-up by OTC Asia, 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.

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.

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.

Double-Storey Structures

For double-storey structures, OTC Asia 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 Board of Engineer Malaysia (BEM) is accepted for perusal. The structural engineer's endorsement must be submitted to OTC Asia. OTC Asia reserves the right to refuse the build-up on site if the endorsement is not received within the stipulated timeline.

OTC Asia'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, ie. 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.

7.48 Special Design (Space Only Booth) (Cont'd)

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.

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.

Tunnels

Tunnels are strictly prohibited at all times.

7.49 Stand Cleaning

OTC Asia in-conjunction with the Centre will provide cleaning services to external common areas, foyers, catering areas and toilets. OTC Asia is responsible for maintaining clean aisles in the exhibition halls.

For individual booth cleaning, please contact the Centre's ESC for more information.

7.50 Storage

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

Storage is not permitted on the loading dock or service driveway. All contractors' equipment must be removed from the loading dock on the last day of the build-up.

7.51 Visitor Passes

Each 9 sqm booth is entitled to fifty (50) complimentary Exhibition Visitor Passes, 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 OTC Asia.



7.52 Welding and Hot Work

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

7.53 Work Authorisation

Exhibitors using the OTC Asia's Official Contractor, Innogen Sdn Bhd or an Exhibitor Contractor to install or dismantle the exhibits must complete the **Work Authorisation Form** in Innogen Online Services Centre.

7.54 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 OTC Asia. The foyers form part of the egress for evacuation of the Centre.