

EXCELLENCE **IN** ASIA
ADVANCING ENERGY RESPONSIBLY

Offshore Technology Conference Asia

31 March – 2 April 2026 · Kuala Lumpur, Malaysia · www.otcasia.org



EXHIBITOR SERVICES MANUAL

Introduction

The Offshore Technology Conference Asia (OTC Asia) 2026, taking place from 31 March – 2 April 2026 at Kuala Lumpur Convention Centre in Kuala Lumpur, Malaysia.

This copy of the Exhibitor Services Manual (ESM), which contains comprehensive information to assist in your preparation to participate at this exhibition. Please read all information carefully and observe the rules and regulations, operational schedule, and most importantly, the deadlines for the respective service/order forms stipulated in this manual.

Since deadlines are important to all parties who are involved in the event, we would appreciate your close observation of the form submission deadlines and co-operation in returning all the completed forms to respective suppliers.

We hope this ESM will help you enjoy a smooth and trouble free run-up to the event. Should you require any assistance along the way, please do not hesitate to contact us.



We are pleased to advise that the [Offshore Technology Conference Asia \(OTC Asia\)](#) scheduled 31 March – 2 April at the Kuala Lumpur Convention Centre is HRD Corp Claimable.

We encourage companies registered under the [Human Resources Development Fund \(HRDF\)/Kumpulan Wang Pembangunan Sumber Manusia \(KWPSM\)](#) in Malaysia to take advantage of this support to register its employees for OTC Asia 2026.

As one of the region's largest offshore energy events, OTC Asia 2026 will bring together industry leaders, innovators, and experts to share cutting-edge knowledge, showcase the latest technologies, and highlight sustainable practices shaping the future of offshore energy. Participation will not only enhance technical capability but also provide access to unique networking opportunities, foster collaborations across the energy value chain, and strengthen companies' competitive edge in an evolving global energy landscape.

- Registered employers under HRDF/KWPSM may claim for their eligible OTC Asia 2026 registration fees through the training grant via the e-TRiS system.
- Applications should be submitted under the category "Non-Registered Training Provider Details – Overseas" within the Skim Bantuan Latihan (SBL) scheme.
- Grant approval is subject to the terms and conditions set by HRD Corp (Pembangunan Sumber Manusia Berhad – PSMB).

Registration for OTC Asia 2026 can be completed here: www.otcasia.org/register-now. To obtain supporting documents for training grant please email: otcasiaereg@otcnet.org.

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ORGANISER

Offshore Technology Conference Inc

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Assistant Specialist, Event Operations

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VENUE

Kuala Lumpur Convention Centre

Kuala Lumpur City Centre, 50088 Kuala Lumpur Malaysia

Office Tel: +60 3 2333 2888

Website: www.klccconventioncentre.com



Exhibitor Services Centre (ESC)

Direct Line: +60 3 2333 2603

Email: exhservices@klccconventioncentre.com

OFFICIAL CONTRACTOR

Innogen Sdn Bhd

No. 1, Jalan Perusahaan 1, Taman Industri Selesa Jaya

43300 Balakong Selangor Malaysia

Office Tel: +60 3 8961 1108

Office Fax: +60 3 8961 0103

Website: www.innogen.com.my



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Brandon Lok

Project Manager

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SPACE ONLY PANEL CONTRACTORS

Brandme Associate Sdn Bhd

Founded in 2005, **Brandme Associate Sdn Bhd** is a trusted exhibition service provider with nearly 20 years of experience. The company has delivered booth solutions worldwide, covering Asia, the United States, the United Arab Emirates, and Europe, and has been a continuous participant in the OTC show series. As a KLCC-accredited contractor and ISO-certified in ISO 9001, ISO 14001, and ISO 45001, Brandme maintains the highest standards of quality, safety, and sustainability. With proven expertise and global reach, Brandme supports clients in showcasing their brands with confidence.



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Shermine Ch'ng

Senior Key Account Executive

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Innogen Sdn Bhd

Innogen is a Malaysian-based company supporting the business events industry, specialising in exhibition setup, event management, registration services, and virtual exhibitions or events services. Since 1999, it has grown from humble beginnings into a regional player with an integrated in-house facility and global network. In exhibition setup, Innogen offers end-to-end services in design, production, and project execution, supported by a performance-driven, people-centric team. Collaborate with us to leverage on our years of experience and capabilities for a comprehensive and quality turnkey exhibition stand solutions meticulously tailored to showcase your brand's presence.



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SPACE ONLY PANEL CONTRACTORS

Pico International (M) Sdn Bhd

PICO International (M) Sdn Bhd has been a cornerstone of the Malaysian events landscape since its incorporation in 1982. Beginning as an artist and signage installer, the company strategically evolved throughout the 1990s to become a premier exhibition stand builder.

The Pico Group is a world wide network of agencies which operate in 36 cities worldwide. At PICO, we incorporate our Content, Community, Creative and Data Strategy into cross platform campaigns to create extraordinary experiences and powerful activations, engaging target audiences in every way. We call it Total Brand Activation. As part of PICO Global Group, we are now a leader in total brand activation, specialising in engaging people, creating experiences and activating brands.



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OFFICIAL FREIGHT FORWARDERS

DSV Solutions (DC) Sdn Bhd

DSV Solutions (DC) Sdn Bhd – F & E (Fairs and Events) is a strong specialty, a Global product under Solutions. Managed globally through specialized teams in the regions offering localized expertise with worldwide reach.

F&E has a wealth of experience of 50+ years, drawn from servicing some of the largest fairs and events in industries such as aerospace, textile, fashion, defence, semiconductor, automotive, IT, oil and gas, food, medical, printing & sports events.



DSV Solutions (DC) Sdn Bhd

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R.E. Rogers (Malaysia) Sdn Bhd

R.E. Rogers (Malaysia) Sdn. Bhd., established in 1984, is a pioneer in international exhibition logistics in Malaysia. Based in Shah Alam, we provide comprehensive freight forwarding and on-site handling services, supported by a skilled team and full transport licenses. Since a management buyout in 2003, we have operated independently under the Rogers name within the Rogers Asia Group network. Recognised globally, we were awarded 3rd Place Best On-Site Agent 2023 by the International Exhibition Logistics Association (IELA), reflecting our commitment to reliable, efficient, and professional logistics solutions for organisers and exhibitors worldwide.



R.E. Rogers (Malaysia) Sdn Bhd

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2. Travel and Accommodation

2.1 Visa Information

OTC Asia participants travelling to Malaysia must be in possession of passports valid for more than six (6) months on arrival. It is the sole responsibility of the participants to obtain the necessary paperwork for entry to Malaysia. Please contact the nearest Malaysian Embassies, High Commissions or Consulates to verify your visa requirements.

An invitation letter to facilitate the application of visa will be issued to registered attendees if required. Download Invitation Letter Request [here](#). Complete and return the Invitation Letter Request Form to Faezah Saaban at fsaaban@otcnet.org.

Please note that it is the sole responsibility of the attendee to obtain the necessary supporting document(s) for entry into Kuala Lumpur, Malaysia. The invitation letter does not guarantee that you will be granted a visa.

2.2 Official Hotel

Coming soon.

1.1 Overview

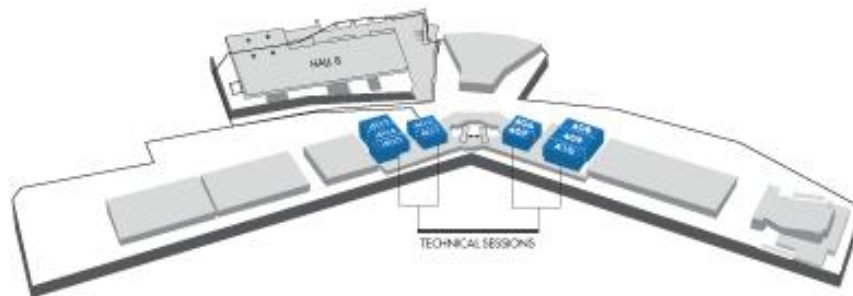


**OFFSHORE
TECHNOLOGY
CONFERENCE
ASIA**

31 March – 2 April 2026
Kuala Lumpur Convention Centre
Kuala Lumpur, Malaysia

OVERVIEW MAP

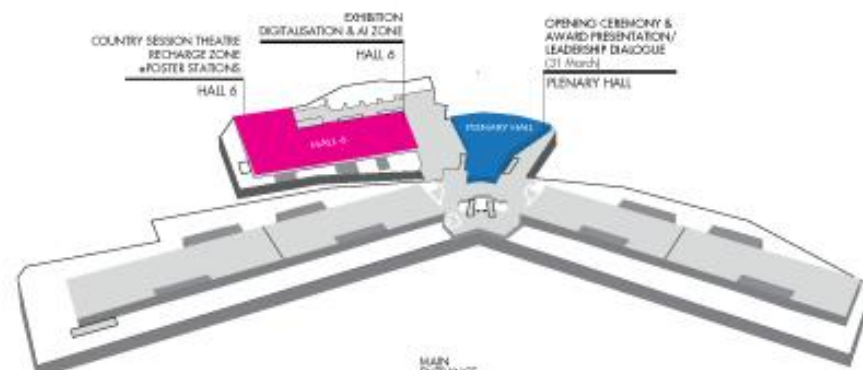
LEVEL 4



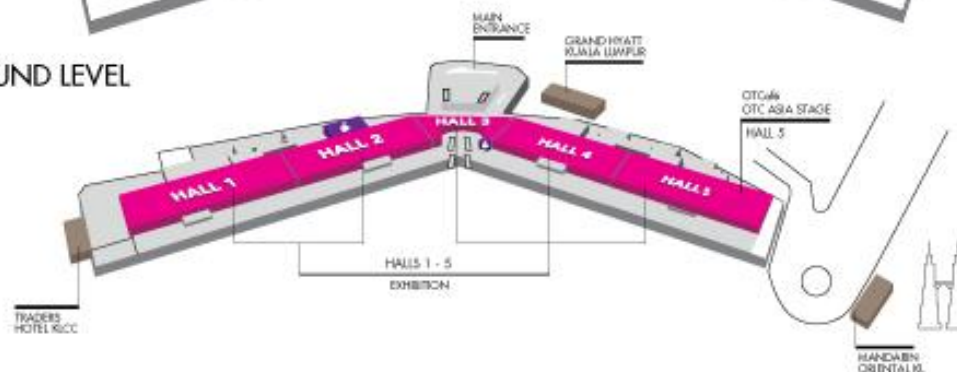
LEVEL 3



LEVEL 1

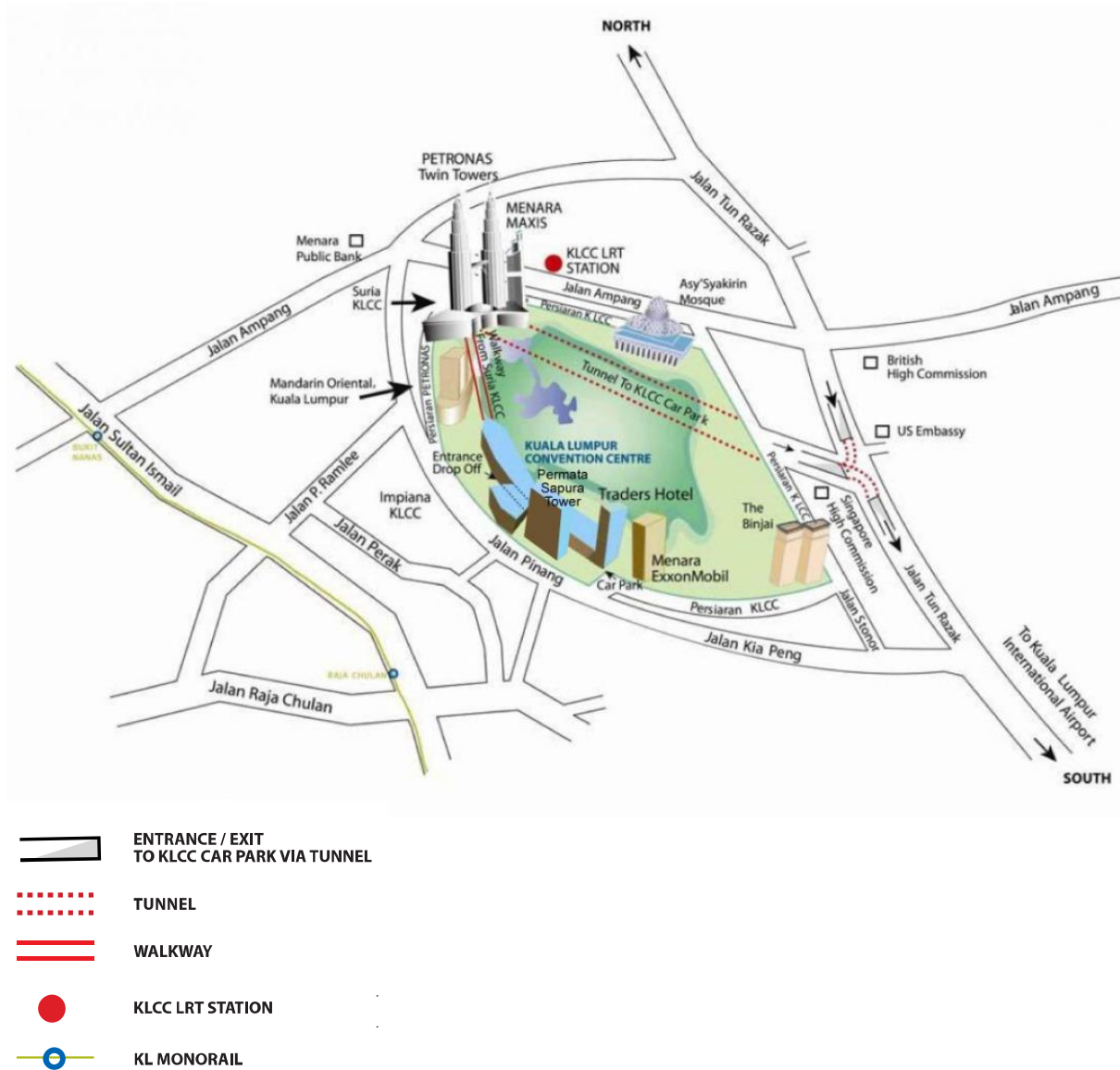


GROUND LEVEL

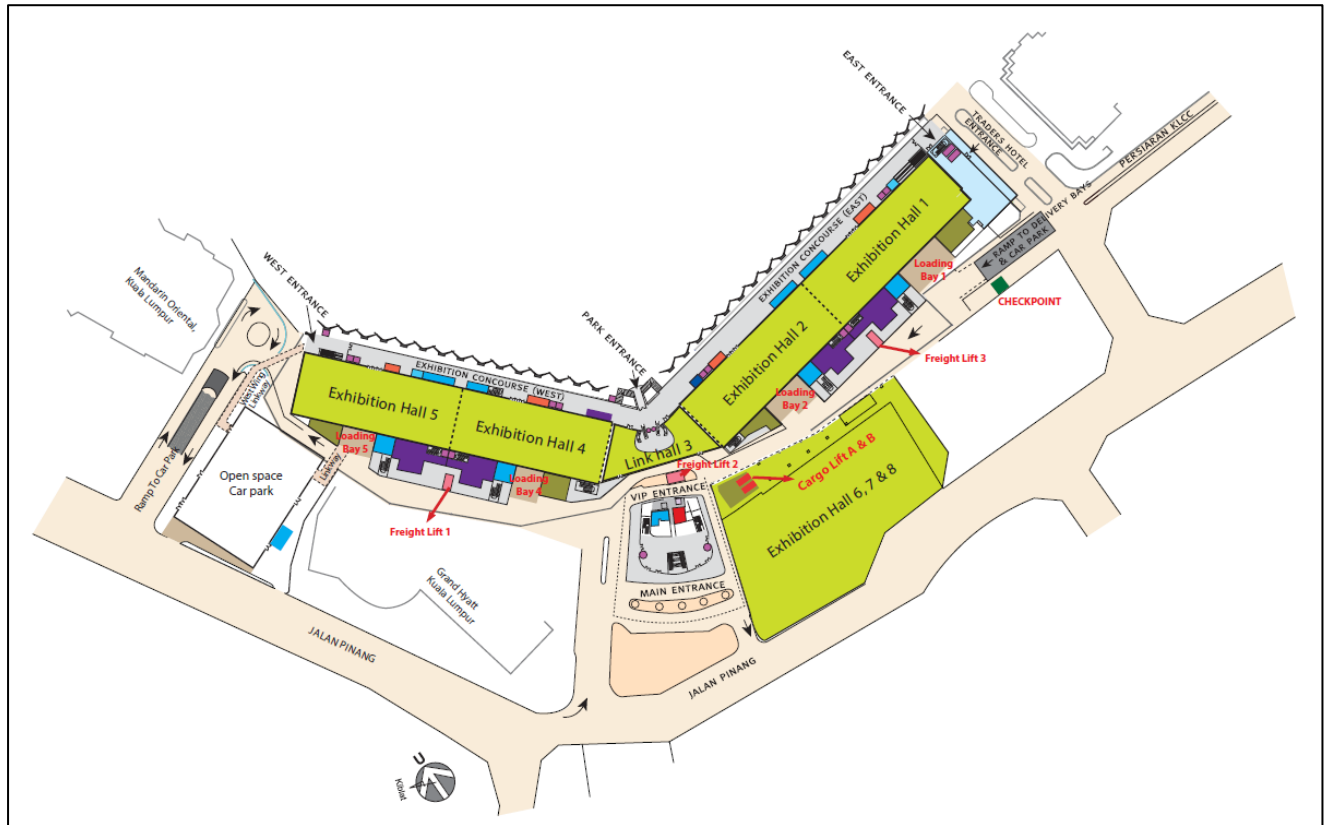


This section is updated as of 10 Oct 2025.

3.2 Map to Kuala Lumpur Convention Centre



3.3 Loading Docks



Build-Up/Setup

Saturday, 28 March 2026	
0700-2100 hours	Official Contractor Move-In and Build-Up
1000-2100 hours	Official Freight Forwarder Move-In
1100-2100 hours	Exhibitor Contractor Move-In and Build-Up
2100 hours	Exhibition Hall Closed for Build-Up/Setup
Sunday, 29 March 2026	
0900-2100 hours	Official and Exhibitor Contractor Build-Up
1200-2100 hours	Exhibitor Registration, Badge Collection, Move-In and Setup
2100 hours	Exhibition Hall Closed for Build-Up/Setup
Monday, 30 March 2026	
0900-1800 hours	Official and Exhibitor Contractor Build-Up
0900-1800 hours	Exhibitor Registration, Badge Collection, Move-In and Setup
1800 hours	Exhibition Hall Closed for Build-Up/Setup

Official Show Days

Tuesday, 31 March 2026	
0800-1800 hours	Exhibitor Registration and Badge Collection
0800-1900 hours	Access Hours for Exhibitors and Standby Contractors
1000-1800 hours	Opening Hours for Visitors
Wednesday, 1 April 2026	
0900-1800 hours	Exhibitor Registration and Badge Collection
0900-1900 hours	Access Hours for Exhibitors and Standby Contractors
1000-1800 hours	Opening Hours for Visitors
Thursday, 2 April 2026	
0900-1700 hours	Exhibitor Registration and Badge Collection
0900-1700 hours	Access Hours for Exhibitors and Standby Contractors
1000-1700 hours	Opening Hours for Visitors

Tear-Down

Thursday, 2 April 2026	
1700-1800 hours	Exhibitor Move-Out (Hand Carry Items Only)
1800-2000 hours	Official Freight Forwarder Move-Out
Friday, 3 April 2026	
0900-1700 hours	Dismantle of Booth Structure by Official and Exhibitor Contractors

Important Notes:

1. During the Build-Up day on Saturday, 28 March 2026 and Tear Down day on Friday, 3 April 2026 all vehicles **MUST** check-in to the **Vehicle Holding Area** prior to entering the loading docks. **Strict scheduling** will be announced/notified two (2) weeks prior to the Build-Up Days. All Exhibitor Contractors **MUST** adhere to the rules.
2. All exhibit installation/setup **MUST** be completed by 1800 hours on Monday, 30 March 2026. This will be enforced and no exceptions will be allowed.
3. All booth structure and exhibit dismantling **MUST** be completed by 1700 hours on Friday, 3 April 2026.
4. OTC Asia reserves the right to alter the operation hours.
5. Each exhibitor is solely responsible for complying with all law, ordinances and regulations pertaining to customs, health, fire prevention and public safety while participating in OTC Asia 2026.

This section is updated as of 30 July 2025

5. Exhibitor Checklist



Deadline	Description	Mandatory	Submit To
Immediately	Product/Service Listing	ALL	OTC Asia
Monday, 2 Feb 2026	Exhibitor Contractor Form <i>(compulsory)</i>	Space Only	Innogen Online Services Centre
	Work Authorisation Form <i>(compulsory)</i>		
	Design Submission - Ground Structure <i>(compulsory)</i>		
	Design Submission - Rigging and Hanging		
Thursday, 12 February 2026	Electrical and Lighting / <i>(compulsory)</i>	Premium Walk-on Package And Premium Stand Package	
	Contractor Passes Form <i>(compulsory)</i>		
	Graphic Submission (please refer page 21-22 for graphic size)	Premium Stand Package	
	Fascia Name	Standard Stand Package	
	Electrical and Lighting	Optional	
	Furniture	Optional	
	Audio Visual	Optional	
	Printing	Optional	
	Service Location Plan Form	Optional	
Friday, 13 March 2026	Booth Activity Form	ALL	OTC Asia
	Exhibitor Registration	ALL	Exhibitor Registration Page
Tuesday, 17 February 2026	Shipment Submission - Sea Freight	If Applicable	Contact
Monday, 2 March 2026	Shipment Submission - Air Freight	If Applicable	Contact
Monday, 23 March 2026	Audio Visual Order	Optional	KLCC ESC Portal
	Food and Beverage - Booth Catering Order	Optional	
	Food and Beverage - Beverage Order	Optional	
	Food and Beverage - Catering Service Staff Order	Optional	
	Internet and Telecommunication Order	Optional	
	Hanging Banner Request	Optional	
	Hanging Object Request	Optional	
	Booth Cleaning Order	Optional	
	Travel and Accommodation	Optional	Coming Soon
Monday, 2 March 2026	Lead Capture Service	Optional	OTC Asia
Thursday, 2 April 2026	Visitor Registration	ALL	OTC Asia

This section is updated as of 10 Oct 2025.

6.1 General

The OTC Asia is undertaken primarily for the technical education of participants. To provide the best possible atmosphere to discuss the technical application of the equipment and services displayed, each exhibitor agrees as follows:

To exhibit only products of exhibitor's own manufacture, represents or distributes comprising materials, equipment, apparatus, systems, services, and other component products applicable to advancing the engineering and scientific knowledge and development/refining of energy and environmental resources.

No Exhibitor shall assign, sublet or appoint the whole or any part of the exhibit space allotted, nor permit any other person or party to exhibit therein, any other goods, apparatus, etc., not manufactured or distributed by the Exhibitor in the regular course of business except with prior written consent from OTC Asia.

Exhibit space must be manned by a representative during all times when the OTC Asia is officially open. Exhibit space must be maintained in a neat and orderly manner throughout the event. No dismantling may begin before the official closing hour on the final day of the exhibition. OTC Asia reserves the right to have the exhibit installed at the expense of the exhibitor if work has not commenced or installation completed by the specified deadline in the OTC Asia 2026's Exhibitor Services Manual (ESM).

To refrain from the performance of any act that affects a sale of any of the products or services being displayed or that constitutes a necessary step in effecting such sale. The prohibited acts shall include, but are not limited to: (a) the actual sale of products in return for cash, check or other legal tender received at the exhibit space; and (b) the execution of contracts or other documents that effect a sale of products or services, whether or not accompanied by receipt of a deposit thereon, for delivery of performance following the OTC Asia. Exhibitors may secure names and addresses of persons expressing an interest in the products or services being displayed for the purpose of contacting such person after the Exhibition.

OTC Asia is sensitive to the time, effort and cost related to the success of OTC Asia by exhibitors, and therefore, expressly forbids the solicitation of goods and services, distribution of literature, promotional items or souvenirs by anyone other than registered exhibitors within their assigned booth location with prior written approval from OTC Asia. Exhibitors witnessing this type of situation should notify OTC Asia.

Exhibitors shall abide by and observe all federal state and local laws, codes, ordinances, rules and regulations, and all rules and regulations of the Centre.

Each Exhibitor understands and agrees that the Exhibit Terms & Conditions are an integral and binding part of the Application/Contract for Exhibit Space.

6.2 Photography and Videography

Photographs and/or videography of any exhibit booth design and/or equipment is prohibited unless permission is obtained from OTC Asia. Please contact Shanice Woo at swoo@otcnet.org.

6.3 Market Research and Surveys

Any Exhibitor wishing to conduct market research or surveys during in OTC Asia must adhere to the following procedures. Surveys and questionnaires must be submitted for approval to OTC Asia by **Monday, 16 February 2026**. Please contact Karyn Nair, OTC Asia Marketing Manager on +60 3 2182 3158 or by email at knair@otcnet.org.

All surveys/questionnaires must be conducted within the confines of the Exhibitor's booth. At no time may exhibit personnel leave their booth to encourage participation or to survey/question attendees.

Market research companies must identify the names of the clients for whom they are conducting research. Survey documents and any publication or results may not include the name of OTC Asia and/or make any reference to the event which might cause respondents or readers to believe that OTC Asia is endorsing, approving, or involved with the research. Exhibitors who violate these guidelines may jeopardise future participation in OTC Asia.

6.4 Age Restrictions to Exhibition Halls

No one under the **age of 18** is permitted in the Exhibition Halls during build-up, official show days and tear-down days.

6.5 Booth Inspection Deadline (No-Show Ruling)

If the Exhibitor fails to utilise the Exhibit space and/or the space is vacant at the time of the published deadline for completion of booth setup/move-in, OTC Asia reserves the right to consider the space to be cancelled and vacated. All requests for booth setup/move-in beyond the published booth setup/move-in completion deadline must be submitted to OTC in writing. Approval for late booth setup/move-in requests are at the discretion of OTC.

Exhibit Type	Deadline
Space Only	Saturday, 28 March 2026 at 1800 hours
Premium Walk-On Package	Sunday, 29 March 2026 at 1800 hours
Premium Stand Package	Sunday, 29 March 2026 at 1800 hours
Stand Package	Sunday, 29 March 2026 at 1800 hours

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

‘DSV Solutions (DC) Sdn Bhd’ and ‘R.E. Rogers’ refers to OTC Asia’s Official Freight Forwarders

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 80dB (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 one **under the age of 18** is permitted in the exhibition halls during build-up, official show days and teardown days. Only registered or approved personnel with a legitimate business reason are allowed access to the exhibition halls during these periods.
- 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 prefabricated 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 reserve 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 official freight forwarders. Exhibitors who chose to manage their own freight carrier must register with official freight forwarders 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 official freight forwarders must be engaged to handle the exhibits by using the correct tool and method. The services of which will be chargeable by the official freight forwarders.

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 Drones and Remote-Controlled Devices

- The demonstration of remote-controlled devices or products such as drones, robots, toy cars, must be performed safely within the controlled area of the exhibits floor (i.e. Demonstration Area).
- The Demonstration Area must be provided with a safe netting and/or any other barriers appropriate to accommodate such devices and must be stipulated on the floor plan submitted to the Centre's Coordinator for Centre's approval.
- The use of aerial equipment, including blimps and drones, must comply the provisions of [Civil Aviation Regulation 2016, Part XVI Unmanned Aircraft System](#). Free flying objects during an event is strictly regulated. **Applications for permission to use them must be submitted to the Centre's Coordinator at least fourteen (14) days prior to the event together with a risk assessment.**
- The Centre reserves the right to stop any activity at any time on sufficient grounds that the activity poses danger that may compromise the safety of attendees and guests in the area. Devices may be confiscated and returned to owners after satisfactory explanation has been provided.
- The Exhibitor shall be made liable for any losses arising from injury and/or property damage as a result of conducting the said activity.

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 **Official Contractor - 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 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.

7.22 Exhibitor Booth Types

7.22.1 Premium Walk-On Package

Premium Walk-On Package entitled for customised graphics for timber back wall and information counter.



Each 18sqm Premium Walk-On Package includes:

- 6m x 3m display style exhibition booth
- Back wall with customised graphics
- One (1) 2m x 1m storeroom
- One (1) wall-mounted 50-inch TV
- One (1) information counter with customised front graphics
- Two (2) bar stools
- One (1) round table
- Two (2) easy arm chairs
- Four (4) spotlights for back wall
- One (1) brochure stand
- Two (2) power points
- One (1) wastepaper basket

Measurements for back wall and front counter are as:

- Backwall Graphic: 3900mmW x 2300mmH**
- Storage Door Graphic Size: 950mmW x 3000mmH**
- TV Panel Graphic: 2000mmW x 3000mmH**
- Side Wall Graphic: 1000mmW x 3000mmH**
- Front Counter Graphic: 1000mmW x 1000mmH**

Please submit the final artwork (in PDF or AI/EPS format with outlined) of the back wall and front counter graphics to Innogen (otcasia2026@innogen.com.my) by **Thursday, 12 February 2026**

7.22 Exhibitor Booth Types (con't)

7.22.2 Premium Stand Package

Premium Stand Package entitled for customised graphics for back wall and information counter.



Each 9sqm premium stand package includes:

- 2.5-meter-high wall and dividing wall partition
- One (1) 2.5-meter-high wall with customised graphics
- One (1) 13-Amp, single phased power point (max. 500w)
- One (1) information counter with customised graphics
- Two (2) bar stools
- Two (2) 10w LED spotlights
- Carpet floor covering
- One (1) wastepaper basket

Measurements for back wall and front counter are as:


- Backwall Graphic: 2890mmW x 2480mmH**
- Front Counter Graphic: 1070mmW x 1000mmH**

Please submit the final artwork (in PDF or AI/EPS format with outlined) of the back wall and front counter graphics to Innogen (otcasia2026@innogen.com.my) by **Thursday, 12 February 2026**.

7.22 Exhibitor Booth Types (con't)

7.22.3 Standard Stand Package

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.

 <p>*sample of 9sqm stand package booth</p>	<p>Each 9 sqm standard shell scheme booth includes:</p> <ul style="list-style-type: none"> • 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
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Please submit the fascia name and booth number at [Innogen Service Centre](#) by Thursday, 12 February 2026.

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 refundable performance bond RM 1,500.00 and non-refundable admin fee of RM 500.00 + 8% service tax 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.

7.23 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, 28 March 2026.

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

Space Only

- MYR 8,000.00 for booth equal or below 50sqm
- MYR 15,000.00 for booth 50sqm and above

Premium Walk-on Package / Premium Stand Package/ Standard Stand Package

(Any additional handle by exhibitor's contractor: printing, additional built-up and others)

- MYR 1,500.00 per booth

Non-refundable Administration Fee

- MYR 60.00 per sqm + 8% Service Tax
- Minimum levy of RM 500.00 + 8% Service Tax 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 order forms via [Innogen Online Services Centre](#).

7.24 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.

7.25 Exhibitor Registration and Stand Personnel

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

Exhibitor Registration	Stand Personnel Pass
<ul style="list-style-type: none"> Exhibition during exhibitor access hours Opening Ceremony Leadership Dialogue Sessions Industry Panel Sessions Technical Panel Sessions Around the World Sessions Renewables & New Energy Sessions Closing Session ePoster Sessions Welcome Reception 	<ul style="list-style-type: none"> Exhibition during exhibitor access hours ePoster Sessions 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, 29 March 2026 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.

7.26 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 40-41.

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 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/or 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.

7.29 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.

7.30 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.

7.31 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). Should there be any approve external F&B arrangement, charges apply. Please contact exhservices@klccconventioncentre.com for further information.

To arrange food and beverage hospitality services, please contact KLCC for more information.

All food served in the Centre is Halal.

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

7.33 Hand-Carry Items

Hand-carried items are 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

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 six (6) metres for Halls 1 – 5 and Hall 7, 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.
- 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 **Thursday, 12 February 2026** 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 **Rigging Services for Hanging Object Order** and/or **Hanging Banner Order** 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.

Please complete the [Rigging & Hanging Drawing Submission Form](#) and submit to Innogen for review. Any rigging or exhibition banner hanging requests must be submitted at the same time and any requests received after **Thursday, 12 February 2026** will not be accepted.

7.35 Height Limit

	Halls 1 - 5	Hall 6	Hall 7
Booth Structure	5.0 metres	4.0 metres	5.0 metres
Hanging Object	6.0 metres	4.0 metres	5.0 metres
Hanging Banner	6.0 metres	5.0 metres	6.0 metres

*Except for Link Hall 3 with low ceiling areas.

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.

7.37 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 7.29 - Floor Loading Limit).

7.38 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.

7.39 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.

7.40 Loss of Property

Any inquiries regarding lost and found items should be directed to the **OTC Asia Headquarters** located **Banquet Hall, Level 3**.

7.41 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.

7.42 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.

7.43 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.

7.44 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.

7.45 Parking

Visitors may park at the Centre's basement carpark, the open-air carparks located next to Menara ExxonMobil and the Mandarin Oriental Kuala Lumpur, or Suria KLCC's basement carpark. As for the Centre's motorcycle parking, it is located at the open-air carpark next to the Mandarin Oriental. If you are parking at Suria KLCC, you can get to the Centre through the pedestrian tunnel.

The Venue's car park is located directly below the venue.

- **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
Subsequent hour	MYR 4.00 per hour

Special Parking Rates:

Hour	Maximum Rate
Monday – Friday <ul style="list-style-type: none"> • After 1700 hour to 0500 hour 	RM 13.00 per day
Monday – Friday <ul style="list-style-type: none"> • Entry after 0500 hour to 0900 hour • Exit after 1600 hour to 0000 hour 	RM 18.00 per day

*Parking rate is subject to change prior notice by KLCC Parking Management Sdn. Bhd. View the website [here](#).

7.46 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.

7.47 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.

7.48 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.

7.49 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 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.

7.49 Special Design (Space Only Booth) (con't)

Booth Design Drawings Submission Guidelines

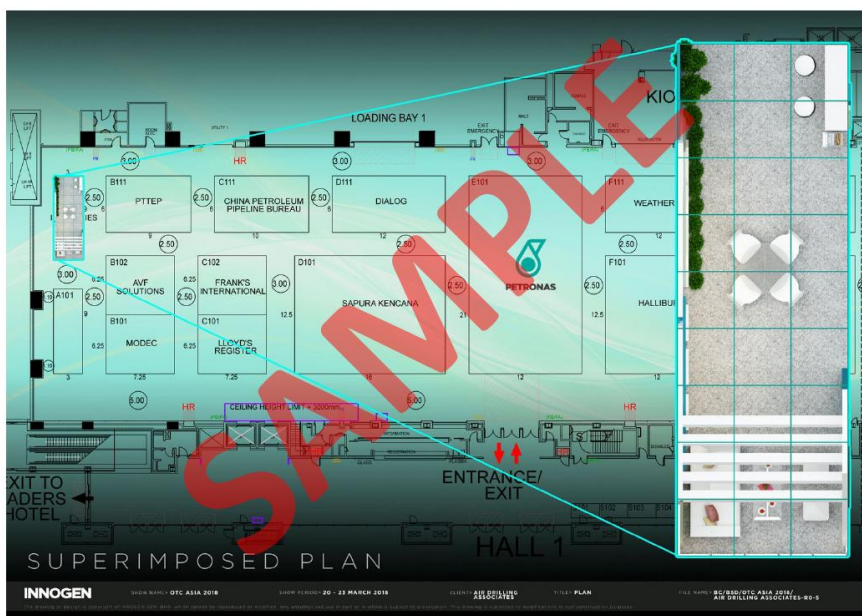
Section A	General information
Event Name	OTCA 2026
Event Date	31 Mar - 2 Apr 2026
Contractor Company	Innogen Sdn Bhd
Contractor Name	Jane
Handphone	010 – 226 0171
Email	jane@innogen.com.my
Booth Name/ Number	ADA / B103
Booth Size	9m x 3m = 27sqm
Halls Name	Conference Hall 1
Overall Booth Height	3.5m
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 show organiser.

***Note:**

1. This document will not be processed unless all the information is completed. Organiser 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.

Section B

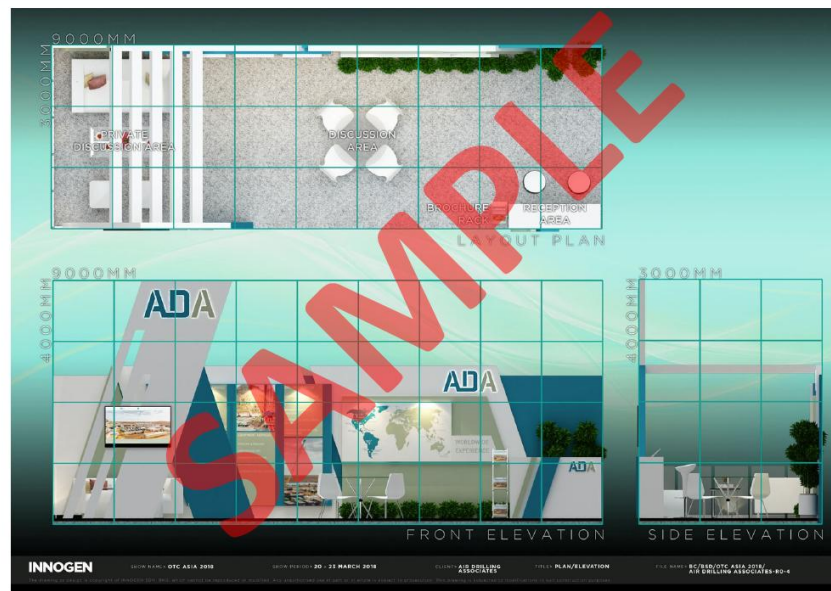
Attach the technical floor plan showing the exact location of the stand location plan. (Entire floorplan with hall entrance)



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

Section C

- 1 Only 3D stand design plans or photos are accepted
- 2 The structural details of the booth should include 3D specifications of Orthographics View (Elevations & Isometric) which cater all angles of the model. **Please include ONE drawing in ONE page*
~ Top, Side, Front, Back grid/elevation drawing with measurement
~ Provide all angles of model



Section C

- 1 Only 3D stand design plans or photos are accepted
- 2 The structural details of the stand should include Orthographic View (Elevations and Isometric) which cater all angles of the model. **Please include one drawing in one page*
~ Top, Side, Front, Back grid/elevation drawing with measurement
~ Provide all angles of model



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

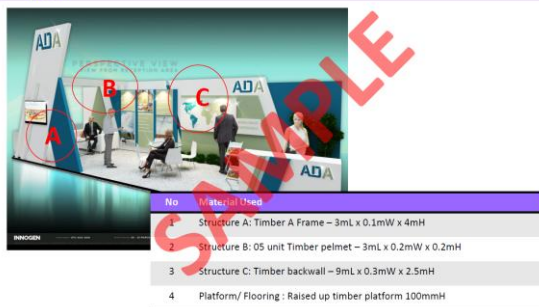
Section C

- 1 Only 3D stand design plans or photos are accepted
- 2 The structural details of the stand should include Orthographic View (Elevations and Isometric) which cater all angles of the model. **Please include ONE drawing in ONE page*
~ Top, Side, Front, Back grid/elevation drawing with measurement
~ Provide all angles of model



Section C

- 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**



Section C

- 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**



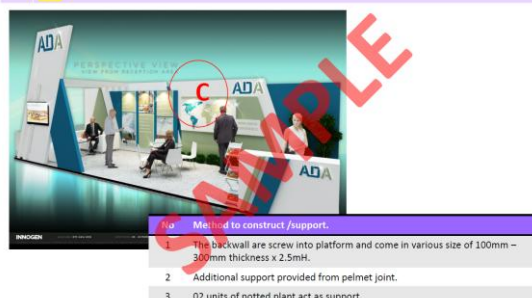
Section C

- 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**



Section C

- 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**



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

Booth Design Drawings Submission Guidelines (Cont'd)

Section C

4	A copy of the Structural Engineering Certification for Double deck and "complex" stand. (use additional or separate document where necessary)
	<p>* PE Endorsement is/may REQUIRED when:</p> <ol style="list-style-type: none"> Unavailable or insufficient information on material used for build-up purpose Unavailable or insufficient information on build methodology There is an involvement of human activities on any proposed structures There is an involvement of heavy / unjustifiable load Others such as abnormal height – As and when SHE department deems necessary Structures involving LEDs will be advice by Production Team

SECTION D

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

Prepared by	Jane
Date	22 March 2026
Name of the stand builder	Innogen Sdn Bhd

SECTION E

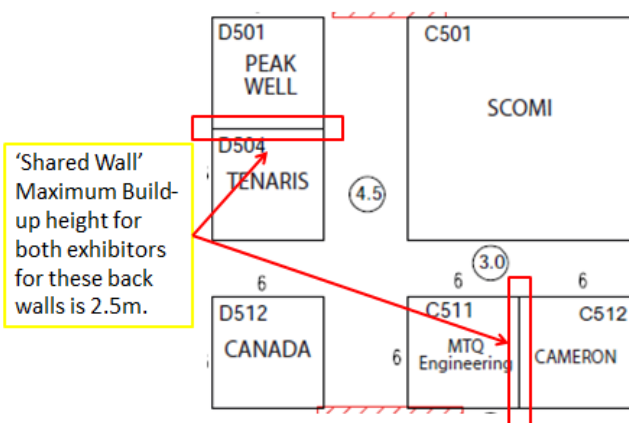
Accepted by	
Date	
Name of organiser or the appointed stand plan competent contractor	

**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.*

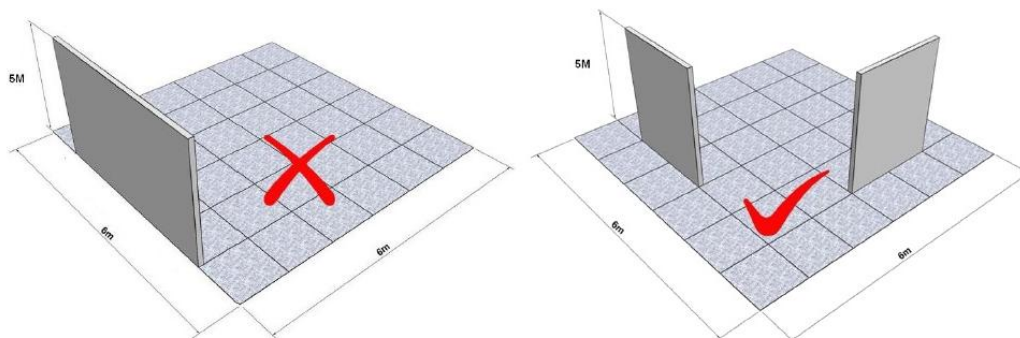
7.49 Special Design (Space Only Booth) (Cont'd)

Booth Construction Regulations

- All Space Only booth designs must be approved by OTC and KLCC no later than **Monday, 23 February 2026**.
- Booth should be prefabricated off-site to be assembled and completed on-site. No large-scale wood/metal cutting, sanding, and painting work is permitted on-site.
- 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 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/structure higher than 2.5 metres should be built with a clearance of 0.5 metres distance away from the edge of the booth and must obtain prior permission from OTC.
- All booths, irrespective of width and height must have at least 30% visibility. This area must be left visibly free of obstruction either from front to rear or left to right. An "island booth" centrally located at front perimeter with 4 sides open will be required to maintain 4 sides open access to public view.



- 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.
- No sign, device, furnishing, decorative item, or exhibit, including TV screens, light fittings, banners, etc., shall be erected or placed outside or beyond the contracted booth area, from the ground upwards.
- All booth construction works must be fully completed during the build-up period. No touch up or corrective works whatsoever will be permitted after the move-in period.

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

Booth Construction Regulations (Cont'd)

- n. Any raised platforms or corners of structures exposed to visitors must be made round or with protective cover finishing to protect against injury.
- o. All stand construction will be monitored during build-up by OTC, Innogen and KLCC team. OTC and KLCC reserve 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.
- p. 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.
- q. Any portion of 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 Innogen at the expense of the exhibitor.
- r. On any one length of the booth where perimeter shares with another exhibitor or with a venue wall, a solid structure must be built to 100% of the length of that side.
- s. **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.

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

- a. For double-storey structures, 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 the Board of Engineers Malaysia (BEM) is provided for review. The structural engineer's endorsement must be submitted to Innogen. OTC reserves the right to refuse the build-up on site if the endorsement is not received within the stipulated timeline.
- b. General regulations of the booth designs and construction of double-storey structures are as follows:
 - i. The minimum contracted floor space required for a double-storey structure is 72 sqm.
 - ii. 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 72 sqm floor space, the upper deck MUST NOT EXCEED 36 sqm.
 - iii. A certified structural engineer is to determine the number of people able to access the upper floor.
 - iv. The upper floor, in all cases, must be open topped.
 - v. In addition to the fire extinguishers already available on the ground and upper floor, at least one fire extinguisher shall be placed near each stairway - on both the ground and upper floors, ensuring it is clearly visible and readily accessible at all times.
 - vi. Any interior room in double-storey structures must have a clear height of 2.5 metres from the ground floor.
 - vii. All staircases must have handrails.

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

- viii. Barrier must be provided on all raised and/or double-storey structures to which visitors 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. This applies to any floor, which is raised beyond 1 metre from the surrounding horizontal surfaces.
- ix. A minimum of two separate staircases shall be provided for any upper floor exceeding 50 sqm in area. However, a single staircase may be permitted if the upper level is occupied by no more than 50 persons at any one time.
- x. The overall surface area and design of the upper floor structure must be carefully considered to ensure it does not visually dominate neighbouring booths or interfere with the overall exhibition layout and concept.

Construction Materials and Waste Management

- a. All materials used in the construction of booths, such as drapes, fabric walls, signs, banners, acoustical materials and all decorative materials, that will be installed or located near or exposed to any heat source (lighting fitting, power connection or etc.) regardless of any size of the material used, must be flame-retardant and meet either the National Fire Protection Association (NFPA) 701 standard, BS5867 Part 2: British Standard Specification for Fabrics for Curtains, Drapes and Window Blinds or other relevant standard. A Certificate of Flame Resistance must be submitted to the Centre at least fourteen (14) days prior to the event hiring period.
- b. Draping Materials
 - i. 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 Innogen and any materials intended to be used be available for inspection upon request.
 - ii. 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.
 - iii. Curtains on exit routes should hang 75mm clear of the floor, be parted in the center and not conceal any exit signs.
 - iv. 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.
- c. Booth Lighting Installation Regulations
 - i. Lighting must be industry approved.
 - ii. High-powered lights must be 1.0 metre away from flammable materials.
 - iii. All lighting must be at least 2.2 metres above floor level or protected in an approved way to prevent accidental burning.
 - iv. 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.
 - v. 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.
 - vi. Lighting and/or lighting equipment intended to be connected to the mains supply must be tested and tagged.
 - vii. All lighting and/or lighting equipment must be switched off and disconnected from the mains supply prior to leaving.

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

- d. Contractor is encouraged to adhere to the sustainability practices and provide booth design proposals to exhibitor that include:
- Use of environmentally responsible materials such as recyclable, reusable, biodegradable, or sustainably sourced products (e.g. FSC-certified wood, recycled aluminium, non-PVC).
 - Avoid the use of single-use plastics, polystyrene (Styrofoam), and other non-biodegradable materials.
 - Use low-emission paints, adhesives, and coatings.
 - Incorporate modular booth systems or reusable elements that can be repurposed.
 - Use of LED or low-energy lighting systems. Ensure all electrical equipment is energy efficient and turned off when not in use.

Design submissions must include a list of materials used and indicate eco-friendly alternatives where applicable.

- e. Contractor must adhere to the waste reduction, segregation and recycling practices to:
- Segregate waste generated during build-up and dismantling phases into:
 - Recyclable (e.g., paper, plastic, metal)
 - Non-recyclable/general waste
 - Food waste
 - Use the waste segregation bins and recycling facilities provided by the KLCC throughout the premises.
 - Remove all construction materials, booth structures, and equipment from KLCC by the end of the event.
 - Reduce packaging waste by using minimal, returnable, or recyclable packaging materials.

Tunnels

Tunnels are strictly prohibited at all times.

7.50 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 login to [KLCC ESC portal](#) for more information.

7.51 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.

7.52 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.



7.53 Welding and Hot Work

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

7.54 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.

7.55 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.

An emergency is defined as any condition that exists or is likely to occur, endangering the safety of occupants in the Centre. In the event of an emergency situation, it may become necessary to evacuate the facility following our Emergency Response Plan (ERP).

The most probable conditions requiring Emergency Response Plan are anticipated to be fire, bomb threat, chemicals spills, people-related incidents such as assault, medical emergencies, building invasions and civil disturbances. However, natural disasters (earthquakes, flooding) and medical and health crisis (pandemic influenza, medical out breaks), may arise, requiring the use of these emergency operating procedures.

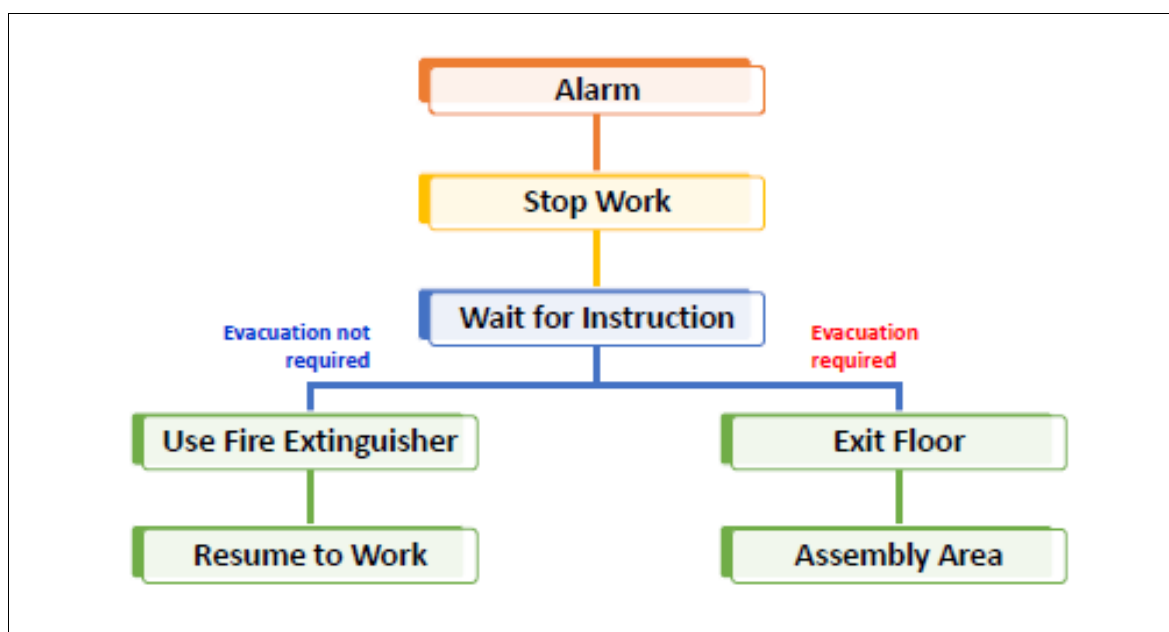
The Kuala Lumpur Convention Centre's SHE & Security Department shall be responsible for communications and coordination with external emergency response services.

Emergency Response Plan

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

Exhibitors, contractors and their employees must be familiar with the emergency exits and it is crucial that all occupants of the Centre must be aware of the Centre's Emergency and Evacuation Procedures.

ACTION UPON HEARING THE ALARM AND IN THE EVENT OF FIRE



Upon hearing the evacuation announcement via Centre's PA system or as directed by Centre's Emergency Response Team, immediately look for the exit signs:

- If evacuation is required, announcement will be made.
- Stay calm and wait for further instruction.
- Exit the building by using the nearest emergency exit or fire staircase.
- Follow instructions by our Emergency Response Team.
- Never use lifts in an emergency evacuation.

Evacuation Assembly Area

- During an evacuation, Contractors, Exhibitors and Visitors in any hall or any part of the Centre must be assembled at the nearest Assembly Area.
- The Evacuation Route and Assembly Areas are outlined on the maps below.
- These maps should be studied by all exhibitors and contractors and all their staff or agents as part of their familiarisation with the Centre's physical infrastructure.

ASSEMBLY AREA: NEAR MASJID AS-STAKIRIN, KLCC PARK



Emergency Contact Number

Dial **"555"** (by using ALL in-house telephone)
or
+60 3 2333 2900 (by using mobile phone)

9. Freight and Shipping Information

1. Introduction

DSV Solutions (DC) Sdn Bhd or R.E Rogers (M) Sdn Bhd are the event's freight forwarders.

DSV Solutions (DC) Sdn Bhd – F & E (Fairs and Events) is a strong specialty, a Global product under Solutions. Managed globally through specialized teams in the regions offering localized expertise with worldwide reach. F&E has a wealth of experience of 50+ years, drawn from servicing some of the largest fairs and events in industries such as aerospace, textile, fashion, defense, semiconductor, automotive, IT, oil and gas, food, medical, printing & sports events.

R.E. Rogers (Malaysia) Sdn. Bhd., established in 1984, is a pioneer in international exhibition logistics in Malaysia. Based in Shah Alam, we provide comprehensive freight forwarding and on-site handling services, supported by a skilled team and full transport licenses. Since a management buyout in 2003, we have operated independently under the Rogers name within the Rogers Asia Group network. Recognised globally, we were awarded 3rd Place Best On-Site Agent 2023 by the International Exhibition Logistics Association (IELA), reflecting our commitment to reliable, efficient, and professional logistics solutions for organisers and exhibitors worldwide.

Exhibitors must arrange move-in and/or move-out of freight items in exhibition halls with the freight forwarders. Exhibitors who chose to manage their own freight carrier must register with official freight forwarder 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, this must be engaged the freight forwarder to handle the exhibits by using the correct tool and method. The services of which will be chargeable by the appointed freight forwarder.

For more information, please contact the event's freight forwarders.

<p>DSV Solutions (DC) Sdn Bhd No. 2, Block B, Jalan Bumbung U8/90, Seksyen U8, Perindustrian Bukit Jelutong, 40150 Shah Alam Selangor Malaysia. Office Tel: +60 3 7841 8888 Website: https://www.dsv.com/</p> <p>Irene Leow Director Mobile No.: +60 12 297 7377 Email: irene.leow@dsv.com</p> <p>Charmaine Louis Assistant Manager Mobile: +60 12 910 8441 Email: Charmaine.louis@dsv.com</p>	<p>R.E. Rogers (Malaysia) Sdn Bhd No.7 Jalan Warden U1/76, Taman Perindustrian Batu Tiga, 40000 Shah Alam Selangor Malaysia. Office Tel: +60 3 5510 8611 Website: www.rogers-asia.com/Malaysia</p> <p>Hafizzudin Sales & Marketing Director Mobile No.: +6013 6762716 Email: hafizzudin@rogers-asia.com</p> <p>Rezuan Reza Senior Operations & Business Development Executive Mobile No.: +6011 1166 6174 Email: reza@rogers-asia.com</p>
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9. Freight and Shipping Information

1. Important Deadlines:

Arrival Deadlines

To ensure the timely delivery of your exhibit's customs cleared to the exhibition site to coincide with the move-in schedule, all shipments must arrive by the following dates:-

Arrival of films and video tapes/discs by COURIER	17 February 2026
Copies of Bill of Lading and the Commercial Invoice and Packing List for SEAFREIGHT consignments	2 March 2026
Arrival of exhibits shipped by SEAFREIGHT	9 March 2026
Copies of Commercial Invoice and Packing List for AIRFREIGHT consignments	17 February 2026
Arrival of exhibits shipped by AIRFREIGHT	2 March 2026

To ensure no delays or undue inconvenience for customs clearance on arrival, it is imperative that copy of the vessel/flight details with master air waybill / ocean bill of lading detail be forwarded well in advance before the arrival of shipments according to the stipulated deadlines above.

will not be responsible for any delays and any port/airport storage charges will be re-charged at cost. **For late submission of documents, a penalty fee of minimum USD 85.00 per exhibitor/consignment will be imposed.**

2. Onsite Handling Tariff

We will be providing a fully comprehensive service from arrival KLCC loading bay through to place unpacked on stand which includes:

- Unloading/loading from transport and delivery to stand area
- Provision of labour to assist with unpacking/re-packing
- Removal/return and storage of empty cases
- On-site supervision

On-site	Inward Movement	Outward Movement
Exhibits	USD 35/m3	USD 35/m3
Minimum Charges	USD 105.00/consignment	USD 105.00/ consignment

Heavy-Lift Surcharge (For Individual exhibits exceeding 2,000 kgs)

Weight Per Package	Heavy-Lift Surcharge
From 2,001 – 4,000 Kgs	USD 45.00 per 1,000 kg
From 4,001 – 6,000 Kgs	USD 45.00 per 1,000 kg
From 6,001 – 8,000 Kgs	USD 55.00 per 1,000 kg
From 8,001 Kgs & above	Subject to individual quotation

Sales & Services Tax (SST) - On top of all above charges, there will be an SST to be billed which will be reflected in our final invoice/billing.



Sponsorship & Exhibition Enquiries

Winston Teh

Sales Manager and Team Lead, Asia Pacific

☎ +603 2182 3112 ✉ wteh@otcnet.org

General Enquiries

☎ +60 3 2182 3000 ✉ otcasia@otcnet.org