



## C RULES & REGULATIONS

For more information please contact Ms.Nualphan at [Nualphan@cmpthailand.com](mailto:Nualphan@cmpthailand.com) or  
Tel: 66 (0) 2642 6911 Fax: 66 (0) 2642 6919-20

### C1 Promotion during the show

Exhibitors are asked not to place stickers, signs or posters anywhere in the halls other than within their own stand and on paid advertising poster sites and billboards. Likewise, exhibitors' representatives may not distribute brochures, invitations, etc. along the gangway nor near the entrances/exits. This is unfair to other exhibitors and an inconvenience to visitors.

### C2 Demonstrations and presentations

Exhibitors who intend to make demonstration or presentations during the exhibition shall ensure that such **demonstrations and presentations must not interfere with the conducting of business of other exhibitors in terms of sound, nor cause any smoke or fume.** Speakers are not allowed. Any speaker to be used during the exhibition must get written approval from the Organisers. The Organisers reserve the right to request exhibitors to remove or dismantle speakers if they cause inconvenience or annoyance to the public or other exhibitors within the vicinity of the exhibition

Any promotional activity involving the demonstration of games, organised competitions or quizzes will need an advance permit from the Organisers.

### C3 Security

- (a) General security will be provided by the Organisers round the clock. Exhibitors and their staff will not be allowed in the exhibition hall after official hours.
- (b) All personnel in the exhibition halls must wear identification badges at all times. Exhibitor Badges and Temporary Passes are available at Exhibitor Registration on site.
- (c) If your displays are very valuable or sensitive and you wish to hire security personnel to attend to your stand exclusively for off show hours, please complete Security Service Form for security service required and return to official security contractor. **Please note that you must not use your own staff or personnel from any other security agency.**
- (d) For security and safety reasons, exhibit movement in or out of the halls during show hours is strictly prohibited.

### C4 Official contractors

The Organisers has appointed official contractors for various services so as to ensure a more efficient and regulated build-up and dismantling.

Please refer to the list of official contractors (items A10 – A14) for details. Unless otherwise stated:

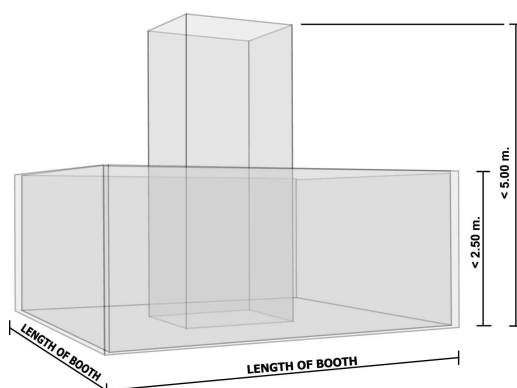
- (a) Exhibitors may appoint their own stand fitting contractors subject to approval from the Organisers.
- (b) Exhibitors are required to return all the forms to the relevant parties otherwise on-site services may not be guaranteed.
- (c) The services of official contractors are for the convenience of exhibitors, and the Organisers will accept no liability in respect of any contract between exhibitors and such contractors for the negligence or fault of any such persons, their servants or agents.
- (d) Where mechanical handling within the exhibition halls is required, only the official freight forwarders will be appointed.

### C5 Stand fitting contractors

- (a) In adherence to safety requirements, only the Organisers's official contractor can carry out electrical power supply, compressed air supply, and water drainage & pipe installations.
- (b) Exhibitors may appoint their own contractor for stand design and construction, subject to them being approved by the Organisers, and if approved, contractors must lodge a deposit of no less than Bht 15, 000 per stand with the Organisers, to serve as a performance bond as well as damage deposit. The deposit, calculated at Bht 1,000 per sq.m. but subject to a minimum of Bht 15,000 per stand, will be refunded. In case of damage found, there will be deduction of services and damages. A non-refundable service fee of Bht 100 per sq.m. for recommended contractors and Bht 50 per sq.m. for other contractors will also be charged for contractors working in the exhibition area. Please refer to the Stand fitting Construction Rules and Regulations of Form 10 for full details.
- (c) Exhibitors are responsible and liable for their appointed contractor's observance of all rules and regulations.
- (d) In case of utilizing the air space for flying helium balloons, Bht 50,000 per balloon (Max.2m. diameter) will be imposed for using airspace and subjected to 7% VAT. The height restriction of the balloon is not over 7 metres (from the floor to the top of the balloon). Design and size need to be submitted to the Organisers 3 weeks before show for written approval. If you fail to do so, the Organisers cannot guarantee availability of this service.
- (e) To utilize air space for hanging banners, a fee of Bht 5,000 per sq.m.(minimum 6 sq.m.) will be applied (all materials & production are excluded) This service is reserved for a banner hung at top of the booth & within grid line of the ceiling only. Design and size need to be submitted to the Organisers 3 weeks before show for written approval. If you fail to do so, the Organisers cannot guarantee availability of this service
- (f) For double storey structure, 50% of the amount based on floor space will be imposed. Design and size need to be submitted to the Organisers 3 weeks before show for written approval. If you fail to do so, the Organisers cannot guarantee availability of this service.

### C6 Stand boundaries and design restrictions

Exhibitors are not allowed to place any display material or exhibit, nor extend their stand structures and fittings, beyond their contracted boundary, and each stand needs to have its own panel.



The permitted stand height is 2.5 metres. Any design for a structure exceeding 2.5 metres in height must be submitted for approval at least 8 weeks in advance and will be considered on a case-by-case basis. If approved, this high structure will be restricted to a maximum height of 5 metres, no wider than one third (1/3) of each side of stand area and to a distance of 1 metre (3.28 ft.) away from neighboring stands; The back part of such high structure must be properly covered up.



**Open frontages:** All stands in the exhibition, irrespective of height, must have at least half of any frontage facing an aisle opened or fitted with transparent material to the underside of the fascia if the design so requires.

**Double-storey stands:** In addition to the requirements of single-storey stands, double-storey stands must have the following requirements:

- 50% of space participating fee will be charged for the double-storey space.
- A double-storey construction is only permissible for stands covering at least 60 sq.m. and the upper storey can only cover up to 50% of the space.
- The total height of the stand cannot exceed 5 metres. Signs or advertising statements or logos can only be attached up to a height of 5 metres.
- Ground level plan view, showing clearly all dimensions, walling and major exhibits
- Upper storey plan view, showing clearly all dimensions, walling and major exhibits plus walkways, means of escape and areas of public access.
- Elevation view and any appropriate sections showing clearly all dimensions, graphics, etc.
- Plan giving details of staircases and all steel works
- Structural calculations and drawings proving structural stability, weight loading, etc. being endorsed by a certified engineer.

**Obstructing gangways:** No part of any stand or exhibit, including fascia, signs, lighting, corner posts, etc. shall project into or over the gangway or obscure any fire or exit signs and the organisers reserve the right to remove any such item. It is strictly forbidden to build across gangways.

## **C7 Power supply and lighting**

- (a) All electrical installation work at the exhibition must be carried out solely by the Organisers' official contractor.**
- (b) Exhibitors requiring special arrangements (e.g. different voltages and frequency or special connections to equipment) must arrange for their own transformers, converters, etc.
- (c) All electrical equipment must be tested by the Organisers' appointed licensed engineers prior to turning on the electricity supply.

## **C8 Stand cleaning**

During the exhibition days, the Organisers will be responsible for general cleaning of exhibition halls, and exhibition stands prior to the opening of the exhibition and daily thereafter. During the build-up and dismantling periods, independent contractors appointed by the exhibitors are responsible for the removal of their own stand building/dismantling materials and rubbish. Disposal of contractor's waste materials by the Organisers will result in the contractor's deposit being forfeited.

## **C9 Exhibits move-in**

Cargoes which are moved directly to the exhibition site should NOT arrive at the exhibition hall earlier than **22 September 2008** or before the build up period.

Exhibitors, and their agents or contractors are responsible for the early installation of their heavy or large exhibits according to the move-in schedule provided by the Organisers. When stand structures are erected, it may not be possible to move-in. All cartons should be clearly marked with the following:



### FOOD INGREDIENTS ASIA 2008

Name of Exhibitor :  
Stand No. :  
Case No. :  
Gross Weight/Net Weight :  
Dimensions :

Please note that where mechanical handling within the exhibition halls is required, the official freight forwarder must be appointed. **Forklifts, cranes and pallet trucks from other forwarders will not be allowed inside the exhibition halls.**

If any heavy or large exhibits arrive on site requiring mechanical aid on site installation, the Organisers will appoint an official forwarder to be the site installation contractor on exhibitor's behalf, and all costs incurred will be borne by the exhibitor.

#### C10 Customs requirements

Temporary import facilities are available. Full details may be obtained from the official freight forwarders.

#### C11 Storage

Direct arrangements should be made with the official freight forwarders. Otherwise, exhibitors must arrange for their empty and non-usable cartons and cases to be transported back to their own premises.

#### C12 Working exhibits

- (a) Moving machinery must be fitted with safety devices when the machines are in operation. These safety devices may be removed only when the machines are disconnected from the source of power.
- (b) Working machines must be placed at a relatively safe distance from the audience. We strongly recommend the use of safety guards.
- (c) All pressure vessels or equipment under pressure must conform to the safety standards & regulations. Approval for their use is required.
- (d) No motors, engines, contrivances or power-driven machinery may be used without adequate protection against risk of fire.

#### C13 Dangerous materials

- (a) No naked lights and lamps or temporary gas or electrical fittings may be used in the exhibition halls. Neon lights will need prior approval before the exhibition.
- (b) No explosives, petrol, dangerous gases or highly inflammable substances are allowed in the halls.
- (c) No radioactive materials are to be used.



## C14 Insurance

The Organisers do not cover in their service insurance for exhibitors' goods or personnel. Any loss or damage of exhibit items or belongings will be under own care of exhibitors. **Exhibitors are also required to have insurance coverage for their exhibits, personnel and contingent liabilities and to provide the Organisers with copies of insurance policies prior to move-in date.**

**Insurance - FORM 12**  
**Deadline: 22 August 2008**

## C15 Damage to stand structures and exhibition premises

No person under any circumstance shall cut into or through any floor covering or wall nor alter any stand service structure except as authorized in writing by the Organisers. Any such damage to stand service structures will be invoiced to the exhibitor.

## C16 Payment terms and conditions

- a) All payments must be made in accordance with the terms and methods of payments set out on the Contract Form.
- b) In the event the exhibitor fails to meet any such payment obligations (whether as to the amounts or date of payment) then the Organisers reserve the right to cancel its contract with the exhibitor and to resell or reallocate the stand space allocated to the exhibitor and the provisions of paragraph C17 below relating to cancellation charges shall apply.

## C17 Cancellation of exhibition space

- 17.1 If serious circumstances dictate, whether dependent or independent of CMP Information, CMP Information has the right to cancel the Exhibition and/or the related Contracts immediately without prior warning. The Monies already paid by the Exhibitor to CMP Information will be refunded to the Exhibitor, minus a deduction for the costs incurred by CMP Information, which may not exceed 15% of the agreed monies. Apart from the aforementioned refund, the Exhibitor is not entitled to claim compensation or damages.
- 17.2 If the Exhibitor is in breach of the Contract including the General Conditions and the Publicity and Technical Manual, CMP Information may cancel the Contract immediately without prior warning. In case of such cancellation, the monies remain payable by the Exhibitor in accordance with the provisions set out in Article 17.6
- 17.3 If the Exhibitor has not taken up the use of the stand space 48 hours before the time at which the Exhibitor is due to be opened to the public, or if the Exhibitor stated prior to this time that it will not be taking up the space allocated to him, the Contract is automatically cancelled and the Exhibitor forfeits all right to the allocated display space and stand without further notice or proof of default. The monies remain payable by the Exhibitor in accordance with article 17.6 below. The Exhibitor is not entitled to claim compensation or damages.
- 17.4 The Exhibitor is entitled to cancel the Contract at any time. In case of such cancellation, the monies are payable by the Exhibitor in accordance with the provisions set out in Article 17.6 below.
- 17.5 In case of any cancellation of the Contract, for whatever reason by the Exhibitor or CMP Information, CMP Information shall have the absolute discretion (but without prejudice to any other right or remedy available to the Organisers) to reallocate or resell the display space and stand allocated to the Exhibitor and to charge the Exhibitor the monies in accordance with the provisions set out in Article 17.6.



- 17.6 Once the Contract has been concluded and the Contract is cancelled from the date CMP Information received the Contract up until 180 days prior to the start of the exhibition, the Exhibitor shall be liable to pay 50% of the monies. If the Contract is cancelled after 180 days prior to the start of the Exhibition, the monies are payable in full by the Exhibitor. CMP Information is entitled to charge the Exhibitor for any extra costs which CMP Information may incur by fitting out the stand space which is not being used. In the event the Exhibitor has already paid the monies to CMP Information, CMP Information will refund the monies to the Exhibitor in accordance with this provisions.
- 17.7 The notice of cancellation must be made in writing and sent by registered letter. The posting date will serve as the reference to calculate the cancellation charges.

### **C18 Failure to exhibit**

Any organisation, having signed a contract for a stand, that fails to exhibit and has not been released from the contract by the Organisers, will be liable for the full costs stated in the contract plus any additional costs incurred by the Organisers as a result of the failure to exhibit.

### **C19 Exhibitor information pack**

All exhibitors should register at the Exhibitor Registration Counter on arrival at the exhibition centre to collect their badges and exhibitor information pack. Necessary information including special functions will be included in the Information Pack.

### **C20 Groups and national groups**

Organisers of groups and national pavilions are responsible for ensuring that all exhibitors on their stand are fully aware of and agree to abide by these rules and regulations.

### **C21 Sales**

As this is a trade exhibition, "Over The Counter" sales are not permitted without approval.

### **C22 Unforeseen occurrences**

In the event of any occurrence not foreseen in these Rules and Regulations the decision of the Organisers shall be final.

For safety reasons, if the average weight per square meter of your exhibit(s) is more than the specified floor loading, a suitable platform must be laid underneath your exhibit(s). It is therefore compulsory and important that details of your exhibit(s) are given to the Organisers well in advance for such preparation.

### **C23 Word of caution**

No exhibitor may alter or in any way affect the structure or fixtures of the Exhibition Centre. It is important that maximum care is taken by all parties while working in the centre. Any damages caused by ignorance to Organisers's regulations are disclaimed.



## **C24 Venue rules & regulations**

**With your cooperation in adhering to the guidelines listed below, we can all benefit from maintaining the highest possible standards of cleanliness and quality for your event.**

- Restricted Area** For your safety, Fire Hoses, Exits, Lifts, Ramps and Public Areas must remain clear of any obstruction at all times.
- Lease Area** Construction work should be done within the area specified in the lease agreement.
- Floor Covering** For the protection of the QSNCC's carpeting, appropriate materials are needed to cover areas where painting and construction occur. Our staff will be happy to assist you with this important matter.
- Paint Spraying** Paint spraying is prohibited in the building.
- Electrical Equipment** For your safety, electric saws, welding and drilling equipment which emit sparks are not allowed to be used in the building.
- Identification** For the security of your event, all organisers, contractors and subcontractors must have identification. Please consult with the show organisers for assistance
- Working Hours** Construction work and dismantling time must be in accordance with the lease agreement. Please consult with the show organisers for scheduled times.
- Forwarding** Construction equipment is allowed to be transferred to the building only on set-up and tear-down days.
- Cleaning** Cleaning of internal surfaces of exhibition stands, including exhibits are not provided by the venue.
- Foods / Drinks** Food and drinks are not allowed into the center unless approved by NCC M&D. Co., Ltd. Please contact the show organisers for details.
- Smoking** The QSNCC exhibit halls are non-smoking areas. Smoking Zones will be provided. Please ask our staff for smoking zone locations.

## RULES AND REGULATIONS RELATED TO ELECTRICAL SERVICES

**1. The standard shell scheme includes:**

**Type A**

- 2 (two) sets of 100 W. Spotlight
- 1 (one) 5-Amp socket point (not for lighting)

**Type B**

- 3 (three) sets of 100 W. Spotlight
- 1 (one) 5-Amp socket point (not for lighting)

The above items are readily provided by Organisers. Additional requirements have to be ordered through Electrical Services Order Form.

**2. Locations of lights and socket points in the standard booth are fixed locations and may not be moved.**

**3. The Electrical Services Order Form is divided into 4 sections:**

**Section A : For Exhibitors requiring individual fittings.**

**Section B : For Exhibitors requiring electrical services for their exhibit and lighting.**

**Section C : For Exhibitor using their own special light fittings, either to be installed by themselves or by contractor.**

**Section D : For Exhibitors or contractors who need electrical for construction (during set-up & tear down)**

**4 The organiser has appointed the Official Electrical Contractor to be responsible for:**

**4.1 Standard supply of electricity**

**4.1.1 - The standard supply is single phase AC 380V/50Hz with  $\pm$  10% fluctuation. For the safety of your equipment, please use a stabilizer.**

**- The standard supply is single phase AC 220V/50Hz with  $\pm$  10% fluctuation. For the safety of your equipment, please use a stabilizer.**

**4.1.2 Other requirements such as single phase 110V/50Hz or three phase 220V/50Hz can be specially arranged for if requested in the electrical order form.**

**4.1.3 There are two main power supply circuits: "Lighting Power Circuit" and "For Exhibit Power Circuit".**

**4.2 All electrical motors have independent automatic protection against excessive current surge. The following starter systems should therefore be used:**

**4.2.1 Direct on line: up to 5 HP**

**4.2.2 Star delta: 5 to 25 HP**

**4.2.3 Auto transformer: above 25 HP**

**4.3 Power supplies to the exhibits will be switched off at source 30 minutes after the exhibition closes every evening and 60 minutes after close on the final day of the exhibition.**

**4.4 Exhibitors who require 24 hours electricity supply for their specific requirements should indicate accordingly on the electrical order form before the deadline.**

**4.5 The two units of spotlight and a 5-Amp fused socket point which are included in the shell scheme package includes electricity supply.**

**4.6 Cost of electricity consumption is inclusive in all items offered in Section A, B and C (I+II)**

**4.7 All electrical installations must conform strictly to the required standard safety regulations without exception.**

**5 Electrical Installation**

**5.1 General Hall lighting will be provided by Organiser. All electrical power supplies in the booths and for demonstrations, must be installed by the official contractor. Exhibitors should complete the order form provided by the Official Electrical Contractor within the stated deadline. For safety sake, exhibitors are not allowed to connect their exhibits or lighting to the building's main distribution. The Organizer reserves the right to stop power supply in case of improper connections.**

**5.2 All electrical installation works must be carried out solely by the Organiser's official contractor, or authorized electricians.**

**5.3 Exhibitors who will use their own contractors to install lighting in their booth must submit the names of their electricians prior to the set-up days for authorization.**

- 5.4 The contractors appointed by an exhibitor must submit details of electrical installations, layout and specifications to the Organiser within the deadline indicated on the Order Form. The following requirements must be stated, otherwise, the application may not be considered.
    - 5.4.1 Specifications and rating in watts/unit of the light fitting
    - 5.4.2 Total units to be installed
    - 5.4.3 Layout drawings of the electrical installation
    - 5.4.4 Company name of the contractor
    - 5.4.5 Names and identity card/passport number of the attending electrical personnel
    - 5.4.6 Electrical order form duly completed.
  - 5.5 Approved electricians can collect their personal entry/working passes from the Organiser's show management office in the exhibition hall, by providing their own identity card in exchange.
  - 5.6 A proper power input terminal must be installed by the contractor for inspection by the Official electrical contractor prior to connection to the supply line.
  - 5.7 All socket points must be ordered through the electrical order form, otherwise, no other socket point is allowed in the booth.
  - 5.8 Priority will be given to those exhibitors who order their electrical items from the Organiser's official electrical contractor.
  - 5.9 Any illegal connection/adaptation found will be disconnected without prior notice. This will also include multi-outlet adapters and any extension from the socket point.
  - 5.10 No flashing lights will be permitted unless they form an integral part.
  - 5.11 Exhibitors who apply for "Space Only" or special designed stands must submit their electrical order together with their layout plan before the deadline. An inspection on site will be carried out before turning on the power supply.
  - 5.12 All additional electrical orders in the electrical order form must show location behind the form. Please read the terms and conditions stipulated on this form.
  - 5.13 All electrical orders after the deadline will be subjected to:
    - 5.13.1 Availability of electrical fittings and power suppliers
    - 5.13.2 A surcharge of 10% after deadline and 30% for on site order
    - 5.13.3 50% charge for cancellation of the order
  - 5.14 Those exhibitors who have been approved to use their own special lighting must order electrical sources from the electrical order form either through Section C (1) based upon total power supply or using Section C (2) based upon the number of units of light fitting at maximum up to 100W or part therefore per unit of lighting fitting.
  - 5.15 The organiser reserves the right to disconnect the electrical supply to any installation, which in the opinion of the electrical consultants, is deemed dangerous or likely to cause annoyance to visitors or other exhibitors.
    - 5.15.1 Exhibitors are not permitted to perform any electrical connection, to modify, amend or reinstall any out electrical devices with out consulting the official electrical contractor.
- 6 **The official electrical contractor reserves the right for installation of electrical supply system including all socket points which must be ordered from the official electrical contractor only.**
- 6.1 Socket point: it is strictly prohibited for exhibitors to connect their light fitting to the socket point.
  - 6.2 Exhibitors are not allowed to connect their power exhibit and breaker for lighting to the socket point by themselves.

The violation of these rules may result in the immediate disconnection by authorized agents.



# FORM 15

## Lighting & electrics

**DEADLINE 22 August 2008** This form applies to Raw Space Exhibitors and others who require this service

**Please send this form back to**  
 N.C.C. Image Co., Ltd.  
 Fax: +66 (0) 2203 4118  
 Attn. Ms. Metinee Ruksri  
 Tel: +66 (0) 2203 4161-5  
 Email: [metinee.ruk@qsncc.com](mailto:metinee.ruk@qsncc.com)

<b>Section A Equipment rental / plus individual fitting, inclusive of power consumption</b>						
Service / Item (Picture)	Early Discount (Before 22 August) (Baht)	Standard (After 22 August) (Baht)	On-site (Baht)	QTY	Amount (Baht)	
Spotlight 100 W. standard	600	660	780			
Spotlight 100 W. with arm	650	715	845			
Fluorescent Light 1.2 m. 40 W.	550	605	715			
Down Light 60 W.	650	715	845			
Down Light Halogen 50 W.	750	825	975			
Spotlight Halogen 50 W. with arm	750	825	975			
Halogen Lamp 300 W. 220 V.	1,500	1,650	1,950			
Halogen Lamp 500 W. 220 V.	2,500	2,750	3,250			
<b>Section B Breaker for Exhibits (not for lighting), inclusive of power consumption</b>						
Socket 5 Amp (5 Amp fuse) 220 V. 50Hz.	700	770	910			
15 Amp / 220 V. Single Phase 50 Hz	2,400	2,640	3,120			
15 Amp / 380 V. Three Phase 50 Hz.	4,950	5,445	6,435			
30 Amp / 220 V. Single Phase 50 Hz.	4,800	5,280	6,240			
30 Amp / 380 V. Three Phase 50 Hz.	9,900	10,890	12,870			
60 Amp / 380 V. Three Phase 50 Hz.	19,800	21,780	25,740			
15 Amp / 110 V. Single Phase 50 Hz.	4,800	5,280	6,240			
30 Amp / 110 V. Single Phase 50 Hz.	9,600	10,560	12,480			
15 Amp / 220 V. Three Phase 50 Hz.	9,900	10,890	12,870			
30 Amp / 220 V. Three Phase 50 Hz.	19,800	21,780	25,740			
Socket 5 Amp (5 Amp fuse) 220 V. 50 Hz., 24 Hr.	1,400	1,540	1,820			
<b>Section C Breaker for lighting / Power point charge for exhibitors using their own equipment</b>						
15 Amp / 220 V. Single Phase 50 Hz.	9,400	10,340	12,220			
30 Amp / 220 V. Single Phase 50 Hz.	18,800	20,680	24,440			
Connecting (by exhibitor) per unit of 100W.	300	330	390			
Connecting (by Image) per unit of 100 W.	350	385	455			
<b>Section D Electricity for Set-Up &amp; Tear Down</b>						
Service/Items	Early Discount/ Before 24 August /per day	Standard After 24 August /per day	On-site /per day	QTY / Date		AMOUNT (Baht)
				Set-up	Tear down	
Breaker 15 Amp/220v. Single Phase 50 Hz	800	880	1,040			
Breaker 30 Amp/220v. Single Phase 50 Hz.	1,600	1,760	2,080			
<b>Note that Raw Space Exhibitors must submit order form with layout plan</b>				<b>Sub total</b>		
				7%VAT		
				Total		

**Remarks: Rules & Regulation**

- These prices are the rental prices for 1 event only (not exceed than 5 show days).  
  
A socket must be used for one exhibit at a time.  
  
Multi-point connection is not allowed to prevent the risk of power overload.
- After the deadline, late orders may not be accommodated. If accepted, a surcharge of 10% after deadline and 30% for on site order will be charged.
- You will receive 50% refund for any cancellation during set up time. There will be no refund for cancellation during show days.
- The standard supply is 110V, 220V or 380V with approximately 10% fluctuation. For the safety of your equipment, please use a stabilizer.
- A surcharge of 100% of electrical equipment will be added if you require 24-hour operating services.
- Please also note that 7% VAT is applicable in Thailand and must be included in your payment.

**\*\* Withholding tax of 3% of services may be deducted only when applying with an official withholding tax form upon placing order. (No. 3011530290)\*\***

Orders are valid only when accompanied with payment in favor of:

A/C name: N.C.C. IMAGE Company Limited  
 A/C no: 009-1-70976-8 (Saving Account)  
 Bank's name and address: Krung Thai Bank Public Co.,Ltd. / Klongtoey Office,  
 60 New Rachdapisek Road, Klongtoey, Bangkok 10110 Thailand

Company Name	Stand No.
Contact Person	
E-mail	
Tel	Fax
Address	
City and post code	Country

<b>Opening hours, build up &amp; breakdown</b>
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Wednesday 24 September 2008 09.00 hrs – 10.00 hrs Opening Ceremony  
 10.00 hrs – 18.00 hrs  
 Thursday 25 September 2008 10.00 hrs – 18.00 hrs  
 Friday 26 September 2008 10.00 hrs – 17.00 hrs

During the exhibition period, exhibitors will have access to the hall one hour before the opening hours and after the closing hours to service their stands or exhibits. Exhibitors who require access beyond given hours, please contact Operations Department in advance.

Build up	Date	Time
Move-in of Official Contractors - Move-in Heavy and/or Large Exhibits (22 September 2007) - Constructing Shell Scheme Stands (22 September 2007)	22-23 September 2008	08.00-21.00 hrs.
Move-in of Special Design and Other Contractors	22 September 2008 23 September 2008	13.00-21.00 hrs. 08.00-21.00 hrs.
Exhibitor Registration Exhibitor Move-in for Decorating	23 September 2008 23 September 2008	08.30-20.00 hrs. 08.30-21.00 hrs.

Show days	Date	Time
Exhibitor Access to Exhibition Halls	24 September 2008 25 September 2008 26 September 2008	08.00-19.00 hrs. 09.00-19.00 hrs. 09.00-22.00 hrs

Break down	Date	Time
Exhibition Closes	26 September 2008	17.00 hrs.
Power Supply to be Switched Off, Dismantling Electrical Installations	26 September 2008	18.00 hrs.
Move-out Exhibits and Stands	26 September 2008	17.00-23.00 hrs
Move-out of Heavy and/or Large Exhibits, Stand Fitting Materials	26 September 2008	20.00-23.00hrs.
Halls Closed for Cleaning	26 September 2008	23.00-24.00 hrs.
Halls Close	26 September 2008	24.00 hrs.

**Note:** Move in/out of any exhibitor or decorating items with trolleys are allowed at the back door (loading door) of exhibition halls only. This applies to build up, show days and tear-down period.