WELCOME MESSAGE

We are delighted to invite you to participate in the 34th Asia-Pacific Academy of Ophthalmology (APAO) Congress held in conjunction with the Royal College of Ophthalmologists of Thailand at Queen Sirikit National Convention Center on March 6 – 9, 2019. March 5, 2019, is primarily for pre-congress meetings with no main program.

Dedicated to driving ophthalmology forward in the Asia-Pacific region and beyond, the Asia-Pacific Academy of Ophthalmology organizes its annual congress to provide a platform for ophthalmologists and visual scientists to meet and exchange expertise in their subspecialty areas and to disseminate the highest standards of treatment, clinical and basic research, education and training, blindness prevention and patient care. The 34th APAO Congress is anticipated to bring together more than 5,000 delegates and over 600 top-notch speakers from around the world to explore current knowledge in ophthalmology and visual sciences. As one of the most important ophthalmic meetings in the Asia-Pacific region and beyond, the APAO annual congress provides a unique opportunity for all those working in the diagnosis and treatment of eye diseases to keep abreast of the latest developments in the rapidly changing and expanding field of ophthalmology. This year’s theme, “The Sciences and Arts of Ophthalmology,” will focus on the important scientific knowledge and skills necessary in ophthalmology today.

Bangkok, the capital of Thailand, is one of the most popular destinations not only in Asia but the world over. With historic roots dating back to the 15th century, the city has evolved into a key regional center for business and the arts. Bangkok’s vibrant street life and famous landmarks can be found amongst modern skyscrapers and trendy hot spots, providing visitors with an unforgettable Southeast Asian experience.

We are looking forward to another very successful congress: one that showcases the latest advances in ophthalmology and clinical and basic science research in which the needs of the industry as well as delegates are fully met. We cordially invite companies to actively participate in this prestigious congress, which will be an excellent occasion for promoting key business interests.

Yours sincerely,

Dr Paisan Ruamviboonsuk
Congress President

Prof Dennis Lam
Scientific Program Committee Chair

Prof Charles McGhee
APAO President

Prof Clement Tham
APAO Secretary-General & CEO

APAO Congress Committee Chair
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CONGRESS INFORMATION

Asia-Pacific Academy of Ophthalmology (APAO)

The Asia-Pacific Academy of Ophthalmology (APAO) is a supranational organization that welcomes participation from national, territorial and subspecialty-based ophthalmic societies in the Asia-Pacific region. Being the major driving force of ophthalmic development in the Asia-Pacific region, the APAO seeks to promote the science and art of ophthalmology in the Asia-Pacific region, eliminate preventable blindness through teaching, research and service, foster cooperation between various ophthalmological societies in different countries, and encourage collaboration with other international and regional ophthalmological organizations. Accordingly, the APAO organizes an annual congress, co-organizes scientific meetings and conferences, publishes the Asia-Pacific Journal of Ophthalmology, recognizes ophthalmologists’ achievements in research, education and blindness prevention, and offers training and learning opportunities to young ophthalmologists.

Learn more about the APAO at [www.apaophth.org](http://www.apaophth.org)

Objectives

- To showcase the most important and cutting-edge clinical and research studies and outline new trends in the diagnosis and treatment of ophthalmic diseases
- To provide a platform for fruitful scientific exchange, presentation of high-quality, original scientific studies and research
- To promote the exchange of expertise and to disseminate the most updated clinical practice and international gold standards
- To give delegates an opportunity to network, make and renew friendships
- To keep delegates posted on industry research and developments.
Royal College of Ophthalmologists of Thailand (RCOPT)

The Royal College of Ophthalmologists of Thailand was established in 1978 as the Ophthalmological Society of Thailand and became the Royal College of Ophthalmologists of Thailand under the Royal Patronage of His Majesty King Bhumibol Adulyadej on June 12, 1995. RCOPT is responsible for ophthalmology resident curriculum and conducts Thai Board of Ophthalmology examinations. It also organizes scientific meetings and other public eye health related activities, networks among ophthalmologists, and provides funds and support for academic and research activities.

Learn more about the RCOPT at www.rcopt.org

APAO Secretariat
(Hong Kong)

Central Secretariat
Cynthia WONG
Congress Manager
Asia-Pacific Academy of Ophthalmology

N.C.C. Management & Development Co., Ltd
(Thailand)

Event Team
Arintra CHAIYAROUNGYOT
Onuma KAEWKITSADANG
Kanenon CHIEWTAMAI
Nattaya PRADITPONG
CONGRESS VENUE

Queen Sirikit National Convention Center (QSNCC) is recognized as Thailand’s first world-class convention and exhibition venue. Designed in a hi-tech Thai style, QSNCC perfectly reflects the country’s unique approach to architecture and is capable of hosting various kinds of events. QSNCC offers state-of-the-art equipment and facilities, with services meeting international standards. With a total floor space of 65,000 square meters, QSNCC facilities include the Exhibition and Function Area, Plenary Hall, Ballroom and Meeting Room. Every room is fully equipped with amenities and technology, as well as the latest event equipment. In addition, other on-site services include the Business Center, restaurants, coffee shops, and food court and beverage corner.
With the best of intentions to enhance its capabilities to compete at the international level, QSNCC constantly improves its service quality. The convention center has been certified to meet several international standards such as TIS 22300: MICE Security Management Systems, ISO 20121: Event Sustainability Management System for Planning and Delivery Green Meeting Seminar and Conference and ISO 50001: Energy Management Systems. Situated in the heart of Bangkok’s central business district, QSNCC is conveniently accessible by private car and various modes of public transportation, including the designated QSNCC MRT subway station. Many luxurious 3- to 5-star hotels are located nearby, with popular attractions and shopping centers just minutes away.

For more information about QSNCC, please visit [http://www.qsncc.co.th/en/](http://www.qsncc.co.th/en/)
USEFUL INFORMATION ABOUT THAILAND

GEOGRAPHY

Thailand has a land area of 513,115 sq.km. (Approx. 127,008 acres) bordered by Malaysia (South), Myanmar (West & North), Laos (North & East) and Cambodia (Southeast). The country's east coast borders the Gulf of Thailand and the west coast abuts the Andaman Sea. The country is divided geographically into four main zones - the fertile central plains, dominated by the Chao Phraya River; the 300-metre-high northeast plateau, the kingdom's most barren region; the mountainous North; and the tropical southern peninsula.

CAPITAL

Bangkok

CLIMATE

The temperature varies from 38°C to 19°C with the annual average at about 29°C. The humidity is from 66% to 82.8%.

SEASON

There are three seasons in Northern, Northeastern and Central Thailand - hot (March to May), rainy (June to October), and cool (November to February). And there are two seasons in the South - rainy (April to November) and hot (December to March).

In the North and the Northeast in winter, the temperatures are much lower during night time, especially on the mountains, with temperatures lower than 10°C.

LOCAL TIME

GMT + 7 hours.

LANGUAGE

Thai is the national language. English is widely understood in Bangkok and big cities.

RELIGION

Buddhists 95%, Muslims 4%, Christians 0.5%, and others 0.5%

TELEPHONE COUNTRY CODE

Thai telephone country code is +66.
BUSINESS HOURS

- Government offices: open from Monday to Friday, from 08.30 to 16.30 hours.

- Banking: most banks are open from Monday to Friday, from 08.30 to 15.30 hours. Some bank branches, particularly in shopping malls, are open on weekends. Currency exchange booths in Bangkok and other tourist destinations are open on weekends and until evenings.

- Clinics or Doctor’s surgeries: major hospitals in Bangkok have 24-hour emergency rooms, but typical doctor appointments should be scheduled between 08.00 and 18.00 hours, Monday to Friday. Some larger hospitals offer off-hours and weekend services. If you have a medical emergency, you should go to the accident and emergency department of the nearest hospital. Emergency services can be reached by dialing 191 on any phone and are generally available 24 hours.

- Museums and Galleries: Thai museums and galleries are open daily from 09.00 to 16.00 hours. Time may vary and some museums and galleries may be closed one day a week and/or on public holidays.

- Shops and Department Stores: most shops are open seven days a week from 10.00 to 22.00 hours. The convenience stores may be open earlier and remain open until after midnight. Thai markets are open at various hours depending on the products they sell, with markets selling fresh food products from 06.00 hours until around 20.00 hours, while night markets are typically open around sunset and remain open until 22.00 hours or occasionally midnight. Convenience stores e.g. 7-11, Family Mart etc., located throughout Thailand are generally open 24 hours.

- Post offices: Thailand postal service is reliable and efficient. Thailand post offices are open from Monday to Friday from 08.00 to 16.30 hours and Saturday from 09.00 hours until noon. All Thai post offices are closed on public holidays, though most major hotels can arrange to mail letters and parcels on your behalf.

- Restaurants: restaurant operating hours are highly variable and, street side restaurants frequently stay well past midnight. Restaurants have typically later closing hours in Bangkok and tourist destinations than in rural provinces.

- BTS Skytrain: BTS Skytrain runs daily between 06.00 hours and midnight with frequent service throughout the day, which increases during rush hours.

- MRT Subway: MRT underground operates from 6.00 hours to midnight daily. The frequency is less than 5 minutes during the peak hours 06.00 to 09.00 hours and 16.30 to 19.30 hours.

- Most business offices are open from 08.30 to 18.00 hours, from Monday to Friday. Some work on Saturdays.

MONEY AND FINANCIAL MATTERS

- Thai currency is called the “Baht” or “Thai Baht”. The currency code for Baht is THB. There are several currency exchanges at Bangkok’s international airport, and around most major tourist areas.

- The currency exchange rate is 1 US Dollar, equal about 32 Thai Baht (THB) (as of March, 2018)

- You can check out http://finance.yahoo.com/currency-converter to get more information about Exchange Rate.

- There are 5 kinds of banknotes that are 1,000 Baht, 500 Baht, 100 Baht, 50 Baht and 20 Baht. Also, there are 6 kinds of coins that are 10 Baht, 5 Baht, 2 Baht, 1 Baht, 50 Satang and 25 Satang (1 Baht = 100 Satang).
• It may be best to not carry too much money into Thailand, or even carry on while traveling around within Thailand, because you can get Thai Baht from ATM machines using major credit cards, even in small towns around Thailand. Withdrawal fees are usually around 150 Baht per transaction, and you can withdraw up to 20,000 Baht from some ATMs, and more from others.

• Major credit cards — Visa, Mastercard and American Express — are accepted at most hotels and restaurants. Department stores and other large shops will also generally accept all cards. However, smaller merchants may not accept any cards, or add on the credit card processing fee (3% for Visa and Mastercard, 5% for American Express) to the price of items purchased.

ELECTRICITY

The electric current in Thailand is 220 Volts (50 cycles/sec.) throughout the country. Better hotels will make available 110 Volt transformers. Power sockets in Thailand are both flat prongs and round prongs. Pictures of these power sockets and corresponding plugs are shown on the right.

WATER

Though tap water in Bangkok is technically safe to drink, the plumbing in certain buildings may make water inadvisable to ingest. Bottled water in Thailand is recommended as it is cheap and ubiquitous. Most ice is safe to consume as it is produced with potable water, with cube ice generally safer than crushed ice.

GETTING TO THAILAND

Most people travel to Thailand by plane. Bangkok is a major air hub, with almost every international carrier landing at Bangkok’s international airports.

SUVARNABHUMI INTERNATIONAL AIRPORT

Around 50 million passengers travel through Suvarnabhumi Airport every year, and as well as being the international arrival point for Thailand, it is also a transfer airport for South East Asia. The airport is located 16 miles outside town, but it is easy to get to Bangkok city center, either via the airport link or taxi. Transit passengers will need to proceed to the airline checkpoints located on the same floor of Bangkok Airport. If you have many hours to spare until your next flight and would like to catch up on sleep, proceed to the fourth floor (do not pass through Immigration) and check yourself into the Louis Tavern Dayrooms located in Concourse G. Here, you will be charged the rate of 2,200-2,400 Baht every four hours (contact call center at +66 2132 1888). All departures at Bangkok Airport are handled at the airline check-in counters located on the 4th floor of the Departure Terminal. Domestic check-ins are from Rows B to C. Row A is dedicated to Thai Airways’ Royal First Class and Royal Silk passengers. For international departures, proceed to Rows D to W. Always be prepared to arrive at least two-and-a-half hours before international departures or 80 minutes before domestic departures.
DON MUEANG INTERNATIONAL AIRPORT

Don Mueang International Airport was reopened in October 2012 to relieve the capacity pressure of Suvarnabhumi International Airport. It is now the main hub for budget and domestic flights. This 90-year-old airport might not be impressive, but with recent renovations and less air traffic, travelling via Don Mueang International Airport is usually hassle-free.

TRANSPORTATION

By Taxi
From the Arrivals Hall on the second floor of Suvarnabhumi Airport and on the first floor of Don Mueang International Airport, you will find the designated taxi stands at Entry Gate 4. Simply queue up and tell your final destination to the booth officer, then a taxi driver will escort you to his vehicle. Please note that you need to pay the driver an extra 50 Baht courtesy fee, on top of all toll way fees and the final taxi fare. Taken all these fees into account, it should cost you a total of 350-400 Baht for a 40-minute ride to downtown Bangkok. Service is available 24 hours.

From other areas, not the airport, the starting price is 35 Baht. At rush hours or in heavy traffic, the taxi is not as fast as the Skytrain or Metro but the price is relatively low and it might be nice to relax in the backseat of a cool, air-conditioned cab after a day of intense shopping etc. The cars are painted in different color combinations but the prices are the same as long as the taximeter is turned on.

By Bus
There are many public bus routes in Bangkok and the bus tickets are very cheap, but at rush hours a bus trip can be time consuming and it is also easy to get confused by all different bus routes. To end up in the right bus, ask at a tourist information office, a travel agency or a Thai citizen waiting at the bus stop. Most often, they will do their best to help you.

More information: http://www.bmta.co.th

By Motorcycle Taxi
The price for a trip on a motorbike taxi is very low (at least if you negotiate with the driver in advance) and it can be a fast alternative at peak hours if the driver masters the art of slalom driving, between all cars and buses. Just be aware that motorcycle accidents are not extremely rare in this city and ensure that the driver lends you a helmet.

By Tuk-Tuk (Sam-Lor)
This three-wheeled taxi has definitely become an icon and symbol of Bangkok. The vehicle is not that environmentally friendly, but often a little faster than a taxicab at rush hours.

Try to bargain the price before taking a ride and watch out for drivers who offer you to go around the city for 10-30 Baht for an hour. They will probably bring you to a tailor or a jewelry shop etc. The starting price for a ride is not often less than 30-40 Baht. The price for a 20-30 minute ride is normally 100-200 Baht.
By Skytrain – BTS (Rot-Fai-Fah)
BTS Skytrain started its operation in December 1999, just in time for the millennium celebration. It has now two lines; the Sukhumvit Line and the Silom Line, with a total of 35 stations. The two lines cross at Siam Station, which is the central station of the BTS Skytrain. The cars are air-conditioned and has both seats and standing areas. The price for a ticket starts at 15 Baht up to 42 Baht per journey.

Be sure that you keep your ticket until the destination station, otherwise you will have to pay an additional fee.

More information: [http://www.bts.co.th](http://www.bts.co.th)

By Bangkok Metro – MRT
The Bangkok underground started its operation at Songkran (the Thai traditional New Year) in April, 2004. One of the two end stations is located close to Hualamphong Railway Station (the main train station in Bangkok), which is practical if you are going to continue to travel with a long-distance train. The prices are rather low and the design and system are top modern. Make sure you keep your ticket until the destination station is reached.

More information: [http://www.bangkokmetro.co.th](http://www.bangkokmetro.co.th)

By Airport Rail Link (ARL)
The Airport Rail Link is a commuter rail line connecting Suvarnabhumi Airport to Phaya Thai Station.

The services are comprised of 2 lines: non-stop Express services and City Train services. Both lines operate from 06.00 hours to midnight. Non-stop Express services start at Suvarnabhumi Airport and terminate at Makkasan Station. The journey takes only 15 minutes and runs every 30 minutes. City Train or Commuter services run between Suvarnabhumi Airport and Phayathai, with stops at Lat Krabang, Ban Thap Chang, Hua Mark, Ramkhamhaeng, Makkasan, Rathchaprarop and Phaya Thai. The journey takes 27 minutes and runs every 15 minutes.

Facilitating the tourists and commuters to travel to other parts of Bangkok, both lines have interchange station at Makkasan Station for MRT (underground train) at Phetchaburi Station. City Train line is linked at Phaya Thai station for BTS (Skytrain) Phaya Thai Station.

By River Boat
A cheap and refreshing alternative at the Chao Phraya River. An excellent way to travel, for example, between Banglamphu (Khao San Road), The Grand Palace and Chinatown.
EXHIBITION TIMETABLE

Venue: Queen Sirikit National Convention Center (QSNCC)

MOVE-IN

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>4/3/2018</td>
<td>00:01 – 24.00</td>
<td>Floor marking, move-in and construction by Official Contractor, N.C.C. IMAGE</td>
</tr>
<tr>
<td></td>
<td>13:00 – 24:00</td>
<td>Move-in and construction of Raw Space Exhibitors</td>
</tr>
<tr>
<td>5/3/2018</td>
<td>08:00 – 22:00</td>
<td>Move-in and construction of Raw Space Exhibitors</td>
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<tr>
<td></td>
<td>08:00 – 22:00</td>
<td>Move-in and decoration of Standard Package Exhibitors</td>
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<tr>
<td></td>
<td>19:00 – 23:30</td>
<td>Final touch-up and cleaning of venue by all Contractors and QSNCC</td>
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</table>

NOTES:
- Only Exhibitors, Working Staff and Appointed Contractors with valid entrance badges are allowed to enter the venue during the Move-in Period.
- Exhibitors, Working Staff and Appointed Contractors of Raw Space Booths are only allowed to enter the venue with valid entrance badges, and reflective vests during the Move-in Period. The Appointed Contractors are responsible for preparing and providing the reflective vests for the Exhibitors and staff.

SHOW DAYS

<table>
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<tr>
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<tr>
<td>6/3/2018</td>
<td>08:00 – 09:00</td>
<td>Replenishment (for Exhibitors, Working Staff &amp; Appointed Contractors Only)</td>
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<td>09:00 – 18:00</td>
<td>Show Open</td>
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<td>08:00 – 09:00</td>
<td>Replenishment (for Exhibitors, Working Staff &amp; Appointed Contractors Only)</td>
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<td></td>
<td>09:00 – 18:00</td>
<td>Show Open</td>
</tr>
<tr>
<td>8/3/2018</td>
<td>08:00 – 09:00</td>
<td>Replenishment (for Exhibitors, Working Staff &amp; Appointed Contractors Only)</td>
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<tr>
<td></td>
<td>09:00 – 18:00</td>
<td>Show Open</td>
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<tr>
<td>9/3/2018</td>
<td>08:00 – 09:00</td>
<td>Replenishment (for Exhibitors, Working Staff &amp; Appointed Contractors Only)</td>
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<td>09:00 – 12:30</td>
<td>Show Open</td>
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**MOVE-OUT**

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<tbody>
<tr>
<td>9/3/2018</td>
<td>From 12:30*</td>
<td>Packing and removal of exhibits by exhibitors, Sun Expo or their appointed forwarders</td>
</tr>
<tr>
<td></td>
<td>From 12:30 onwards</td>
<td>Termination of Booth Electricity to booths</td>
</tr>
<tr>
<td></td>
<td>13:00 – 22:00</td>
<td>Tear down of booth fitting for Exhibitors, Working Staff and Appointed Contractors</td>
</tr>
</tbody>
</table>

**NOTES:**
- Only Exhibitors, Working Staff, Appointed Contractors and Services Providers with valid entrance badges are allowed to enter the venue during the Move-out Period.
- Move-out of exhibits will not begin until **12:30 on 9/3/2018**. Under no circumstances will any exhibitors be allowed to remove their products/booth from the show before this time.
- Depending on the operation of the concurrent events in the venue, zoning system may be applied for trucks/vans using the loading bay in different time zones during the **Move-out period on 9/3/2018**. Details will be announced in the Move-in Notice that will be distributed around 3 weeks prior to the Move-in Day.
- Any exhibits, booth equipment, hazardous materials, fixtures and fittings left in the hall after **12:30 on 9/3/2018** by exhibitors will be discarded and any removal/cleaning costs will be passed on to the relevant exhibitors.
- Any exhibitor and their contractor who anticipates any problems in clearing all exhibits and booth fitting by **12:30 on 9/3/2018** should send an email to apao.bkk2019@gmail.com
# CONTACT LIST

<table>
<thead>
<tr>
<th>Organizer</th>
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<tbody>
<tr>
<td>Asia-Pacific Academy of Ophthalmology</td>
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</tbody>
</table>
| The Department of Ophthalmology and Visual Sciences  
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| Ms. Vicky HUI  
APAO Sponsorship and Exhibition Team  
Email: exhibition@apaophth.org |

## Official Vendors

| Professional Conference Organizer (PCO)  
Meeting & Exhibition Venue |
|-------------------------------|
| N.C.C. Management & Development Co., Ltd.  
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| Ms. Nattaya PRADITPONG (Tong)  
Senior Project Coordinator |
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| N.C.C. Image Co., Ltd  
Queen Sirikit National Convention Center  
60 New Rachadapisek Road, Klongtoey, Bangkok 10110, Thailand  
Email: patthamaporn.boon@nccimage.com  
vittachai.yuw@nccimage.com |
| Ms. Patthamaporn BOONPHO (May)  
Senior Account Executive |
| +66 2 203 4140 |
| Mr. Vittachai YUWAPHAN (Dew)  
Account Executive |
| +66 2 203 4177 |

<table>
<thead>
<tr>
<th>Official Freight Forwarding</th>
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</thead>
</table>
| Sun Expo Services Co., Ltd  
60/107 Moo 9, Dokmai, Praves, Bangkok 10250, Thailand  
Email: siriwan@sunexpothai.com |
| Ms. Fair THONKHAM  
Project Executive |
| +66 2 728 4452 |

<table>
<thead>
<tr>
<th>Food &amp; Beverages</th>
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</table>
| N.C.C. Management & Development Co., Ltd.  
Queen Sirikit National Convention Center  
60 New Rachadapisek Road, Klongtoey, Bangkok 10110, Thailand  
Email: apao.bkk2019@gmail.com |
| Ms. Arintra CHAIYAROUNGYOT (Pond)  
Project Manager |
| +66 81 689 5835 |
Booth numbering will be confirmed after the completion of booth selection.


The Organizing committee reserves the right to make changes to the exhibition configuration as deemed necessary.
ADMISSION & IDENTIFICATION

The exhibition is open to registered delegates and exhibitors only. For safety reasons, children under the age of 18 will not be allowed to enter the exhibition halls at any time. The Organizer reserves the right to deny entry to the exhibition hall or remove from it any person at any time without explanation.

EXHIBITOR BADGES

All exhibitors are required to collect their exhibitor badges and information pack before entering the exhibition area. Three (3) complimentary badges per booth will be provided. Contractors appointed by the exhibitors are not allowed to collect exhibitor badges on behalf of exhibitors.

Exhibitor Registration
Date: Tuesday, 5 March 2019
Time: 10:00 – 20:00 hrs
Venue: Queen Sirikit National Convention Center, Reception Hall A
Contact Person: Ms. Nattaya PRADITPONG
Email: apao.bkk2019@gmail.com
Tel: +66 2 229 3345

Exhibitors are required to wear their exhibitor badges at all times during the congress and exhibition set-up day in order to gain access to the exhibition area. Exhibitor badges can be used to access the exhibition area only during the booth move-in time, exhibition time and dismantling time.

<table>
<thead>
<tr>
<th>Registration Category</th>
<th>Before 25/2/2019</th>
<th>25/2/2019 Onwards</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exhibitor</td>
<td>US$ 150</td>
<td>US$ 200</td>
</tr>
</tbody>
</table>

Please complete the Exhibitor Indemnity Form (FORM 2) by 15/1/2019 and return them to the Congress Secretariat and PCO respectively.

Contractor Registration
Date: Tuesday, 5 March 2019
Time: 08:00 – 20:00 hrs
Venue: Queen Sirikit National Convention Center, Reception Hall A
Contact Person: Ms. Nattaya PRADITPONG
Email: apao.bkk2019@gmail.com
Phone: +66 2 229 3345
OFFICIAL CONTRACTOR

Official Contractor and Coordinator

N.C.C. Image Co., Ltd. is the appointed Official Contractor for the 34th APAO Congress 2019 to provide full exhibition management (standard shell scheme, customer booth design and technical services). Any enquiries or requests can be communicated directly with Ms. Patthamaporn BOONPHO patthamaporn.boon@nccimage.com at +66 2 203 4140

Please complete and return the request forms (FORM 4 to 10) to the respective email addresses by the stipulated deadline as stated in the Order Forms Checklist.

Independent Contractor appointed by the Exhibitor

1. Exhibitors may appoint their own contractor for booth construction. However, all mechanical and electrical works must be installed by the appointed Official Contractor. Official Contractor provides power supply according to the request of custom design booth contractor.
2. Exhibitors are requested to ensure that their respective contractors observe all rules and regulations. Exhibitors are reminded that they will be responsible for all actions, including observance of rules and regulations of their contractors, during the entire exhibition period, from build-up to tear-down.

Please contact Ms. Nattaya PRADITPONG at apao.bkk2019@gmail.com or +66 2 229 3345 for further details. Independent contractors are required to submit the documents and fees stated in FORM 3 and must comply with the safety rules and regulations stated in FORM 1.

Payment Method:

Telegraphic Transfer
A/C Name : N.C.C. Image Company Limited
A/C No. : 009-1-70976-8 (Savings account)
Bank’s Name : Krung Thai Bank Public Co., Ltd. / Queen Sirikit Convention Center Branch
Address : 60 New Rachadapisek Road, Klongtoey, Bangkok 10110

**Withholding tax of 3% of services may be deducted only when applying with an official withholding tax form upon placing order. (No. 0105538011258)** **
EXHIBITION BOOTH AND CONSTRUCTION

STANDARD SHELL SCHEME (9 SQM STANDARD BOOTH)

The stand includes the following:

1. Complimentary exhibitor name badges for 3 persons per 9 square meters
2. Shell scheme with fascia panel, if required
3. Needle punched carpet flooring
4. Two 100W Spot Lights
5. One information counter (1m x 0.5m x 0.75m)
6. Two folding chairs
7. One 5A/220V socket (Power supply time: 0900 – 1800)
8. 24-hour security
9. Daily cleaning of the aisles and common areas

Please complete the Fascia Board Information Form (FORM 5) and send via email to patthamaporn.boon@nccimage.com by 15/1/2019.

**Additional stand fittings and display fixtures attached or affixed to the shell scheme booth structure through nailing, drilling or painting will not be permitted. Furniture and fittings (i.e. plants, furniture, etc.) must not be moved or removed.

Modular booth rentals do not include material handling, drayage, individual booth lighting, transporting, warehousing, brokerage services, special materials, carpets or furnishings beyond those specified above; or movement, transfer, removal, storage, setup and dismantling of custom exhibits.
CUSTOM BOOTH DESIGN (RAW SPACE)

Application Deadline: 15/1/2019

<table>
<thead>
<tr>
<th>Item</th>
<th>Description/ Requirement</th>
<th>Send to</th>
</tr>
</thead>
</table>
| A    | Booth Layout Drawing     | Specific measurements, light and electricity source positions to be annotated | Ms. Nattaya PRADITPONG  
N.C.C. Management &  
Development Co., Ltd.  
apao.bkk2019@gmail.com |
| B    | Contractor Indemnity     | Filled and Stamped |
|      | (FORM 3)                 |         |
| C    | Acknowledge of QSNCC     | Filled and Stamped |
|      | Rules and Regulations    |         |
|      | (FORM 1)                 |         |
| D    | Custom Booth Design      | Filled and Stamped |
|      | (BY N.C.C. IMAGE)        |         |
|      | (FORM 4)                 |         |

Ms. Patthamaporn BOONPHO  
N.C.C. Image Co., Ltd.  
patthamaporn.boon@nccimage.com

RAW SPACE EXHIBITORS

What is included in Raw Space:
- Only the floor space you have booked

What you need to consider ordering:
- Flooring
- Carpet
- Lighting
- Partition walls
- Electric power supply
- Furniture

*Note: You will need to find a contractor to design and build your booth.

N.C.C. Image Co., Ltd also provides custom booth design services. For enquiries, please contact Ms. Patthamaporn BOONPHO at patthamaporn.boon@nccimage.com

Raw Space Exhibitors should appoint an experienced local Booth Contractor to design and construct their booth that is conversant with the regulations of QSNCC.

- Site measurements are given in metrics. Exhibitors/Contractors, upon arrival and before commencing construction work, are required to check and ensure the floor space dimensions are set out as per the floor plan issued by the Organizer, and to report immediately to the Organizer or the Official Contractor of any discrepancy. If the contractor does not report any errors immediately, the Organizer will not be liable for any construction work that has already begun.
• It is the raw space exhibitor’s responsibility to carpet, construct, furnish and to light up their licensed space.
• The transporting, assembling, dismantling and the removal of custom-built booths are the responsibility of the Exhibitor. All such work must be carried out according to the arrangements and within the time limits specified by the Organizer.
• The exhibitor (or appointed contractor) is also responsible for the dismantling of the booth at the end of the show and removing all material used. Exhibitors are liable for any cost incurred due to the repair of any damages caused by the action or act of the Exhibitors or its contractors.
• No direct fixings may be made to any part of the exhibition halls and any damage or discoloration of such will be charged directly to the exhibitor.
• The suspension of booth or light fittings from the ceiling structure of the Exhibition Venue are not allowed for APAO 2019.
• Fixings to the surface of the floors to secure margin boards and other booth fittings will not be permitted unless prior written approval is obtained from the Organizer.
• All booth structures, signs, etc. must be confined within the area allotted and cannot project into or over the gangways.
• All Raw Space Exhibitors are responsible for their own storage within their booth area.
• All specially designed booths must clearly show the exhibiting company name and booth number.
• All materials used in the construction and decoration of exhibition booths or set-ups shall be flame retardant and subject to inspection of the venue management.
• As a contractor/exhibitor at the show you have a duty to ensure that all personnel working for your company have a valid working visa/permit in order to work in Thailand and are aware that they have a responsibility for the health, safety and welfare of all employees and that plans or systems of work which may be used are, so far is reasonably practicable, safe and without risk to health. All employees should have the necessary training and supervision to ensure complete health and safety. The Organizer reserves the right to withhold granting approval to any contractor appointed by the exhibitor concerned, evaluating their past record in discipline and safety, etc., without giving any reason. For working visa permit requirements and application, it is advisable to contact the Immigration Division 1 for detailed information: http://bangkok.immigration.go.th/intro1.html.

**BOOTH DESIGN, PLAN PROPOSAL WITH STRUCTURAL SAFETY CERTIFICATE REQUIREMENTS**

No custom-built booth may be erected at the Exhibition Venue unless the plans and design proposals thereof have been approved in writing by the Organizer and the venue management, of which approval may be withheld by the Organizer or the venue management without giving any reason.

Double deck booths are not allowed**

**NOTE:**
Raw Space Exhibitors MUST submit the following for approval by 15/1/2019:

i. Detailed booth layout plan/floor plan inclusive of layout plan, booth elevation, telephone, electrical fittings, colors, materials and audio-visual equipment to be used with dimensions to scale (not less than 1:100);
ii. Front and side-view drawing(s) with booth height;
iii. 3D perspective drawings.
CONTRACTOR’S PERFORMANCE DEPOSIT
- All raw space exhibitors are required to lodge a Contractor’s Performance Deposit which will be collected based on THB1,000/per sqm basis. The deposit will be refunded to the exhibitors concerned within 8 to 10 weeks after the exhibition if their exhibition booth is, in the Organizer’s view, clear from damages to the venue and/or of any rubbish, and no infringing performance has been reported to the Organizer. Deposit payment can be paid by cheque, made payable to “N.C.C. International Events Co., Ltd.”
- No contractor badges and vehicle permits will be issued to the exhibitor or its appointed contractor and no custom-built booths will be permitted to be erected at the exhibition unless the Raw Space Contractors’ Information, Construction Drawings with the Contractors’ Performance Deposit has been received by the Organizer.

Please kindly be reminded to complete Order FORM 3, “Contractor Indemnity”.

DEDUCTION FROM CONTRACTOR’S PERFORMANCE DEPOSIT
- Exhibitors are responsible to ensure that their appointed contractors should observe and comply with the rules and regulations stated in this manual. Any infringement resulting in damage, disposal and unsafe performance will result in a deduction from the Contractor’s Performance Deposit without prior notice.

The following are some of the actions leading to a deduction of the Contractor’s Performance Deposit when needed:

1. Contractor staff smoking in venue.
2. Stand design drawings not submitted as specified.
3. Stand construction exceeds the maximum height limit.
4. Paint spraying, welding, using electrical saws inside the venue.
5. Screwing, drilling, painting or nailing on the panels of standard shell stand.
6. Storage of construction materials, tools, empty boxes and/or other materials in non-designated areas or outside the venue.
7. Items found outside the respective stand areas, after the move-in/out period, will be disposed of without prior notice and also trigger a deduction.
8. Debris, packing materials and stand materials not handled/disposed of properly and promptly (i.e. placed outside the stand area or in other stand area, gangways, loading bays or blocking the gangways/fire exits) during move-in/out period.
9. Any main construction being built on site deviates from the drawings submitted to the Organizer such as stand construction exceeds the assigned boundaries, including but not limited to plasma TV, lighting, 3D lettering, graphics, free standing banners, etc.
10. All viewable stand partitions/walls (i.e. the common side walls bordering neighboring stand(s) above 2.5 m) must be well finished in white panels by the end of the last move-in day (the opinion of the Organizer is final in this regard).
11. Stand construction or dismantling in an improper or unsafe manner (e.g. pushing over high sections of stands, smashing of glass panels, etc.).
12. Safety Vests and Personal Protective Equipment (PPE) should be worn as required for the task (i.e. safety harness if working at height; helmets if danger of tools etc. being dropped from above).
13. Any illegal electrical wiring connections or inadequate connections etc. will be made safe and charged as per the Exhibitor Manual price (with on-site surcharge).
14. Failing to submit Contractor insurance policy/risk assessment/payment of Contractor’s Performance Deposit before deadline.
15. All alteration or removal of ready/shell stand fascia boards with booth number must be done by the Official Contractor who will reinstall at a charge. If the fascia is damaged or lost, a reproduction cost will be incurred.

16. Damage to the venue or Official Stand Contractor’s facilities (walls, doors, carpets, marble floor, hall floors etc.).
   Actual cost invoiced by venue/Official Stand Contractor.

17. Any additional hall rental charges incurred due to overtime move-in/out. Actual cost invoiced by venue.

REMARKS
- If the Contractor’s Performance Deposit is not sufficient to cover the actual cost/penalty incurred, the Organizer reserves the right to charge the Exhibitor and/or their Contractor the outstanding balance.
- The Organizer will not be responsible for any loss or claim for any or all disposed items arising from the violation of the above guidelines (items 07 & 08) by the Contractor.
- In case of disputes, the decision of the Organizer is final.
  ** Exhibitors should also be fully aware that, as per the Standard Rules & Regulations which form part of their contract with the Organizer, they are legally responsible and liable for their contractors and sub-contractors.
  - It is therefore essential that exhibitors appoint established and reputable Thailand stand contractors.
  - If assistance is required, please contact the Organizer. Please note that the appointed official contractor receives Contractor’s Performance Deposits on behalf of the Organizer.

DILAPIDATION CHARGES
- It is the responsibility of exhibitors to make good any damage caused to the flooring inclusive of marks by paint and adhesive tapes, etc. made by the exhibitors, its agents or contractors. In your own interests, you should satisfy yourselves as to the condition of your space site and again after its clearance. The Organizer will pass on to the exhibitor any charges for damage to the exhibition halls caused by exhibitors, their staff or their contractors.

ELECTRICITY
- No multi-plug and extension cords are allowed.
- Electricity can be supplied in 220 volts (± 6%), single phase, 50Hz or 380 volts (± 6%), 3 phases, 50Hz.
- Any alteration or usage of electrical fittings are subject to final approval from the Official Contractor appointed by the Organizer.
- An Exhibitor or its appointed contractor must order enough electricity supply. If the actual power consumption of any Exhibitor exceeds the applied limit and affects the operation of other exhibitors or the power supply system of the venue, the Official Contractor will stop power supply to their booths immediately and the Exhibitor will be liable for the damage caused.
- Exhibitors are advised not to use electrical fittings that may contain sub-standard circuits in their booths. All lighting fixtures should be installed at 2.2 m above ground. If not, they should be well protected so as not to cause danger to the general public.
- In case of LED lighting, the voltage will determine the amount and type of electrical supply to order and to be provided by the Official Contractor. To ensure you are provided with the correct and proper power supply, please contact the Official Contractor by email at vittachai.yuw@nccimage.com
- In case of light box displays brought in by Exhibitors, each fluorescent or lamp used will be treated as a single general lighting. To ensure you have placed the correct electrical order and avoid any late or on-site charges, it is advisable to discuss your needs with the Official Contractor.
Please kindly be reminded to complete **FORM 8, 8A and 8B**, Rental of Electricity for Set-Up and Tear-Down, Rental of Electricity Service and Service Location Plan.

**FIRE REGULATIONS**

- Fire prevention equipment like all fire alarms, fire shutters, extinguishers, fire hydrants, sprinkler systems, valves and emergency telephones should be tidy and easy to access.
- At any time, exhibitors should allow and ensure the accessibility of all fire hose reels and fire alarms as given in the floor plans. It is the responsibility of all exhibitors to make sure that the firefighting or safety equipment are not hindered, hidden, removed or interfered with.
- Exhibitors should make sure that both the way in and out of the emergency exits are clear and fire prevention measures are undertaken along with the regulations.
- Exhibitors and their contractors should make sure that they have adopted the proper fire extinguishers for different occasions respectively.
- Fire extinguishers should be displayed and covered with direct sprinkler coverage from a temporal overhead structure during the assembly and dismantling period of the entire event.
- All materials used in the stand and ceiling construction must be properly fire retardant in accordance with local regulations. No inflammable materials or equipment (e.g. the inflammable glue for electrical welding equipment) can be used in the exhibition hall when all the carpet has been laid down in the corridor in the halls.

**HANGING TRUSS TO BE USED ONLY FOR LIGHTING PURPOSES**

- The suspension of booths or lighting devices from the ceiling structure of the exhibition halls will not be allowed. All lighting devices have to be attached onto a lighting truss of no more than 1 m in height, with a minimum of 2.4 m and a maximum of 5 m ground clearance.

**LONG RUNS OF WALLING – FACING OTHER BOOTHS**

- Long runs of aisle walls on booths are not permitted.
- If you are planning on walling off part of your booth or building any rooms in your space, please note that not more than a third of any one side of an exhibition booth may be walled off, as in the drawing below.
MATERIALS

- Exhibitors and contractors shall observe and comply with all the applicable fire codes issued from time to time by the relevant authorities concerned. All drapes, curtains, coverings, skirts, carpet or any materials used in the construction and decoration of exhibition booths or set-ups shall be flame retardant and subject to inspection by the authorized QSNCC personnel.
- Use of Mortar: Persons proposing to erect brick, stone or block walls etc. shall lay heavy-duty building paper or similar material on the floor under the walls etc. to protect the floor surface from mortar damage. The QSNCC will repair any damage caused to the floor by the erection or dismantling of this work at the expense of the exhibitor.

MAXIMUM HEIGHT AND SETBACK CRITERIA FOR BOOTH DESIGN

- The maximum height for the booth design is divided into 4 areas, which are 2.4 m (C-Second Zone), 3 m (Main Foyer Zone), 3.5 m (Atrium Zone), 2.5 m (Plaza Zone -Low Ceiling) and 5 m (Plaza Zone -High Ceiling) and no part of any structure is to extend beyond the boundaries and airspace of the site allocated.
- Exhibitors should construct their own walls, with minimum 2.4 m/8 ft height, to divide from neighboring booths, and should not use other's back walls or venue walls.
- No company identity, e.g. company names, logos, etc., should be put on the back of any booth structure over 2.4 m/8 ft which faces to the neighboring booth.
- **Without Logo:** If the exhibitor wishes to build a wall over 2.4 m but only decorate the inside of their own booth with their graphics (inclusive of company name and logo), then no setback is required. However, the exhibitor is required to finish the other side of the wall in white color.
- **With Logo:** In the event that an exhibitor wishes to build a wall over 2.4 m in height and intends to decorate both sides of the wall with graphics (inclusive of company name and logo), then the wall must be built at least 1.5 m away from the neighboring booth. Approval must be given by the Organizer to ensure the neighboring booth will not be affected by misleading visitors.
- Whilst every step is taken to ensure that all issues are resolved to everyone’s satisfaction, the Organizer is the final arbitrator in any disputes between neighboring booths and all parties are bound by the Organizer’s decision as agreed upon when signing the terms and conditions upon booking space for the show.

**OCCUPATIONAL HEALTH & SAFETY**
- Exhibitors and/or their contractors must comply with occupational health and safety regulations in constructing and dismantling their booths by making sure the workplace is safe and healthy.
- They must provide and maintain safe working equipment and procedures.
- They must appoint an authorized person for on-site supervision of installation/dismantling works.
- Exhibitors must adhere to the occupational health and safety measure as required by the venue management.

**OVERSEAS CONTRACTORS**
- If an overseas contractor is appointed to design and construct the booth, it is mandatory to comply with the requirements imposed by the Immigration Division 1 to ensure the workers have valid working permits to work in Thailand. For working visa permit requirements and application, it is advisable to contact the Immigration Division 1 for detailed information: [http://bangkok.immigration.go.th/intro1.html](http://bangkok.immigration.go.th/intro1.html).
- It is also strongly suggested to contact the Official Contractor, N.C.C. Management & Development Co., Ltd. for assistance by email at apaobkk2019@gmail.com.

**POWER SUPPLY ARRANGEMENT**
- Power supply will not be switched on for booths during build-up until it is considered absolutely safe to do so.
- If you require 24-hour electricity during show opening hours, please ensure you order 24-hour power supply from the Official Contractor.
- Power to booths is switched off 30 minutes after the show closes each day, and it should be noted that breakdown will not commence until the power supply has been disconnected.
- Please contact the Official Contractor, N.C.C. Image Co., Ltd. at patthamaporn.boon@nccimage.com to apply for 24-hour electricity.
SCAFFOLD
- For safety purposes, the use of ladders in excess of 2 m in height is strictly prohibited within QSNCC.
- If the construction/dismantling work is carried out at a level over 2 m from the ground, contractors should use high reach equipment, such as metal scaffolding.
- Workers are required to wear a safety belt while construction activities are carried out over 2 m from the ground. If this rule is not observed, QSNCC and the Organizer will have the right to stop the relevant construction activity immediately.

VENUE ACCESS CONTROL FOR MOVE-IN & MOVE-OUT

CONTRACTORS
- For Raw Space exhibitors who have outside contractors to build their booth, QSNCC requires all outside contractors to wear contractor badge during move-in and move-out of the show.
- To collect the contractor badge, contractors must go to Contractor Checkpoints:
  - Loading Bay

WORKING OVERTIME AFTER THE CLOSING TIME OF THE EXHIBITION
- If at any time during the open days of the show, an Exhibitor needs to carry out maintenance work after the exhibition has closed, please apply to the Organizer by 17:00 on the same afternoon. Any charges imposed on the Organizer for such arrangements, e.g. lighting and security, will be passed on to the exhibitor/contractor concerned.

CONTRACTOR BADGES
- Appointed contractors and forwarders of each exhibitor will be provided with Contractor Badges which must be worn at all times for security reasons to access the exhibition halls.
- Security guards will have the right to deny access into the exhibition halls if the appointed contractors and forwarders are unable to produce the required Contractor Badges.
- A Contractor Badge is only valid for use during move-in (4-5/3/2019) and move-out (9/3/2019).
SHIPPING INFORMATION

Sun Expo Services Co., Ltd. is the Official Freight Forwarder for the 34th APAO Congress 2019 to provide a one-stop logistic service such as customs clearance and other handling needs. Please contact Ms. Fair THONKHAM at siriwan@sunexpothai.com or call +66 2 728 4452 for shipping services.

DOCUMENTATION

The most basic document that initiates all documentation process is the commercial invoice/packing list (CIPL). The exhibitor is recommended to use the CIPL form provided by Sun Expo Services Co., Ltd., as it already included all the necessary component of a CIPL with comprehensive notes on how to fill it out. However, it is perfectly fine if the exhibitor would like to use their own CIPL format as long as it indicates the following:

1. Consignee
2. Notify
3. Purpose
4. Item number
5. Case Number
6. Dimensions
7. Volume (Cubic meters)
8. Gross Weight
9. Net Weight
10. Harmonized Code
11. Description of goods
12. Quantity
13. CIF Value
14. Permanent Import

The CIPL will have to be supported by any available brochure/catalogue/pictures of the goods indicated in the CIPL.

*** Please make sure to consign your shipments to the following consignee details and that all documents are in English***

Consignee detail: Sun Expo Services Co., Ltd.
60/107 Moo 9, Dokmai, Praves, Bangkok 10250
Thailand
ATTN: Ms. Fair Thonkham
Email: siriwan@sunexpothai.com
Tel: +66 2 728 4452

Please enter all details clearly in the Official Freight Forwarder form (FORM 11) and Commercial Invoice and Packing List (FORM 12) and email it to the Official Freight Forwarder by 16/1/2019 for Goods require import permit and 1/2/2019 for Goods not require import permit.

Note:
- To avoid any misunderstanding, please draw a dividing line after detailing each case and its contents. Please ensure all documents bear an original signature. No photocopy is allowed.
- In case of exhibits cannot either bring in or pass custom clearances to exhibit during the show, Asia-Pacific Academy of Ophthalmology will not accept any costs occurred. Exhibitors shall bear the costs on their own.
MARK FORMAT AND DETAIL
The marking format indicated here will also have to be present and recognizable on the actual case as well as in the CIPL for cross checking purposes by the customs officials. The recommended format is as follows:

EXHIBITION: The 34th Asia-Pacific Academy of Ophthalmology Congress-APAO 2019
EXHIBITOR: ________________________________
HALL NO.: ________________________________
STAND NO.: ________________________________
C/NO.: _____ OF _____ (Total number of Cases)
MEASUREMENT (CM): _____ (L) x _____ (W) x _____ (H)
GROSS & NET WEIGHT (KG): ________________________________

PERMANENT IMPORT
All imported goods that are not bound for re-export are subject to custom duty & tax. This includes goods that are intended for selling, to be consumed, to be destroyed, giveaways, or simply left in Thailand. Please indicate to us if you can only decide if goods will be sold or return only after show starts.

TEMPORARY IMPORT
There are several ways that exhibits may qualify for duty exemption upon importation, all of which either postpone the custom duty payment or require goods to be re-exported out of Thailand. Some of the most common methods for trade shows, fair, exhibitions are ATA Carnet and Bank Guarantee as these give the most flexibility to costs for individual exhibitors.

RESTRICTED GOODS
All restricted or controlled goods require a temporary import license from the relevant ministry before it can be imported into Thailand. Please note the following:
- Assume that it will take approximately one month to obtain temporary import license for your exhibits.
- Temporary import license must be approved prior to the arrival of the shipment, otherwise custom official might fine and seize the exhibits.
- All exhibits imported under temporary license must be re-exported.

The following are a sample list of restricted items:
- Defense, security, warfare, and weapon related goods (guns, ammunition, gas mask etc.)
- Any device that has wireless and/or frequency manipulation capacity (TV, radio, encoders/decoders, transmitter frequency scramblers etc.)
- Any goods intended for children (toys etc.)
- Any goods intended for human ingestion (medicine, food, beverage, snack, supplements, coffee/tea and etc.)
- Any motor vehicles (cars, motorbikes etc.)
- Any goods with weighing or measuring capacity (scale, rulers etc.)
- Any medical devices and instrument
- All hazardous materials (chemicals etc.)
INSURANCE & LIABILITY
Sun Expo Services Co., Ltd. will not accept any liability for the loss of any business opportunities, loss of or damage to the exhibit, or any cost of exhibiting at any time. It is the responsibility of the exhibitor to arrange their own insurance. Sun Expo Services Co., Ltd. can arrange insurance coverage during its operation in Thailand upon request.

PACKING
Sun Expo Services Co., Ltd. cannot put too much emphasis on the importance of packing being of a high standard. Sun Expo Services Co., Ltd. strongly recommends for main displays and exhibits that bolted returnable type cases are used. While initially they may be expensive, we know from experience that short cuts can prove to be false economy. We would advise against the use of cardboard cartons.

CUSTOMS EXAMINATION
Thailand Customs are thorough in their examination. On previous exhibitions every case has been opened, and the contents have been carefully checked against the invoice/packing list. To help Thailand Customs with their examination, for each case containing hardware please attach 2 copies of a descriptive/illustrated brochure to the underside of the case lid. If possible, please indicate on the brochure where the model number and serial number are shown.

FILMS & VIDEOS
Films, videos, and projection slides are subject to censorship and arrangements for this must be made in advance. Items requiring censorship should be sent by courier to Sun Expo Services Co., Ltd. to arrive at least 21 days before opening of the exhibition.

The charge for receiving at Sun Expo Services Co., Ltd. office by courier, handling through to censorship board and redelivery will be charged at US$ 50.00 per video tape/set of slides. Courier service received will be billed as charged + 15% (advance fee).

DEADLINES
All documents must be finalized and available to Sun Expo Services Co., Ltd. prior to:
- Goods require import permit: 16th January, 2019
- Goods not require import permit: 1st February, 2019

Shipments arrival deadlines are as follow:
- O/F LCL shipment arrival deadline: 18th February, 2019
- O/F FCL shipment arrival deadline: 18th February, 2019
- Air freight shipment arrival deadline: 18th February, 2019

PROCEDURE TEMPORARY IMPORT FOR MEDICAL INSTRUMENT
1. Prepare to send a copy of the following document to Sun Expo Services 10 days prior to the export date. Sun Expo Services will review these documents and advice further.
   - Full details of Commercial Invoice and Packing List (CIPL)
   - Catalog of the exhibit with complete specification
   - Others (if require by the Thai Custom, will be advised upon request)
2. Ensure that the consignee name in the commercial invoice and Bill of Lading (B/L) or Airway Bill (AWB) must be:

Consinee detail: **Sun Expo Services Co., Ltd.**

60/107 Moo 9, Dokmai,
Praves, Bangkok 10250
Thailand

*For: The 34th Asia-Pacific Academy of Ophthalmology Congress-APAO 2019*

ATTN: Ms. Fair Thonkham
Email: siriwan@sunexpothai.com
Tel: +66 2 728 4452

3. The official freight forwarder is very experienced with Thai Customs procedure. If exhibitors choose to use their own freight forwarders, please ensure that the proper consignee name is marked and communication is continued throughout since the shipment must be monitored until safely arrive at the exhibition stand.

4. Ensure that the shipment will be shipped to **arrive Bangkok port or Airport 14 days prior to the show opening date.**

5. The shipment will be temporarily imported under temporary import license, per Thai law, **the shipment must be re-exported only**, regardless of the buyer or a representative is found.

6. Permanent import license can be arranged by buyer or agent in Thailand, arrangement for full import license must be done in advance since the process will take more time. The import license must be approved prior to the arrival of the shipment, always.

7. If you need more information, please contact Ms. Fair Thonkham at siriwan@sunexpothai.com or +66 2 728 4452-4

**PROCEDURE FOR COURIER SHIPMENT**

Please note that all shipments entering Thailand is subject to import duty, unless an exemption has been authorized prior to the arrival. Any small shipment which is intended for permanent import can be shipped by a courier company. Please be aware that under normal circumstance, the courier company will not pay import duty on your behalf. Please follow the shipping instruction below:

Since the exhibitors’ shipment is small, you can ship via a courier company, but the consignee name must be:

Consinee detail: **Sun Expo Services Co., Ltd.**

60/107 Moo 9, Dokmai,
Praves, Bangkok 10250
Thailand

*For: The 34th Asia-Pacific Academy of Ophthalmology Congress-APAO 2019*

*From: (Exhibitor Name and Booth No.)*

ATTN: Ms. Fair Thonkham
Email: siriwan@sunexpothai.com
Tel: +66 2 728 4452

Sun Expo Services will coordinate and handle with the courier company. In this case the service will cover from arrival of the shipment until delivery to exhibitor’s stand.

**TARIFF**

The service charge:

- For shipment weighing 1-50 kgs. **USD 250.00 / exhibitor**
- For shipment weighing 51-100 kgs. **USD 350.00 / exhibitor**
- For shipment weighing over 100 kgs. Please contact us
  Import duty (if any) per actual receipt + 15 %
  Duty Handling (if any) per actual receipt + 15 %
  Customs Inspection (if any) per actual receipt + 15 %
  VAT 7 % of above

Please note that if the courier shipment must go through a normal customs clearance (i.e. the courier company cannot clear the shipment by themselves), our service will be charged as normal clearance tariff (Air / Sea freight). The tariff will be advised upon request.

PROCEDURE
1. Pack your shipment well and hand it over to your preferred courier company in your country.
2. Make sure you will ship to
   Sun Expo Services Co., Ltd.
   60/107 Moo 9, Dokmai,
   Praves, Bangkok 10250
   Thailand
   For: The 34th Asia-Pacific Academy of Ophthalmology Congress-APAO 2019
   From: (Exhibitor Name and Booth No.)
   **Do not ship to the exhibition hall nor the organizer address.**
3) Please send your shipping details;
   - Airway Bill number
   - Organization name
   - Contact person name
   - Phone number
   - E-mail address to siriwan@sunexpothai.com
   before you or your supplier send the shipment. It is **IMPORTANT** to help us trace with the courier company agent in Thailand and contact the right owner.
4. Condition of the service is per the main tariff and shipping instruction which filed with the organizer.
5. To avoid any delay from customs clearance, shipment must arrive Thailand at least 10 days prior to the show date.

TERM OF PAYMENT
1. Transfer to Sun Expo Services account as below before the exhibition period.
   Sun Expo Services Co., Ltd.
   Siam Commercial Bank Public Company Limited
   Branch: Bangna-Trad (Bangna Tower)
   2/3 Moo 14 Bangna-Trad Road, Bangkaew,
   Bangplee, Samutprakarn 10540
   Thailand
   Account No.: 331-255144-4 (Saving Account)
   SWIFT Code : SICOTHBK
2) Cash payment at exhibition site before receiving the shipment.
# ORDER FORMS CHECKLIST

The following checklist includes all the order forms you may need to complete for your participation at APAO 2019.

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Return Form to</th>
<th>Deadline</th>
<th>Check</th>
</tr>
</thead>
</table>
| FORM 1 | Acknowledgement of Queen Sirikit National Convention Center Rules and Regulations (*Compulsory Submission*) | N.C.C. Management & Development Co., Ltd.  
apao.bkk2019@gmail.com  
Ms. Nattaya PRADITPONG | 15 /1/ 2019 |       |
| FORM 2 | Exhibitor Indemnity (*Compulsory Submission*)                                |                                                                                 | 15 /1/ 2019 |       |
| FORM 3 | Contractor Indemnity (*Compulsory Submission for Raw Space*)                 |                                                                                 | 15 /1/ 2019 |       |
| FORM 4 | Custom Booth Design (BY N.C.C. IMAGE) (*Compulsory Submission for Raw Space*) |                                                                                 | 15 /1/ 2019 |       |
| FORM 5 | Fascia Board Information (*Compulsory Submission for Standard Shell Scheme Booth*) | N.C.C. Image Co., Ltd.  
patthamaporn.boon@nccimage.com  
Ms Patthamaporn BOONPHO | 15 /1/ 2019 |       |
| FORM 6 | Rental of Furniture & Accessories                                           |                                                                                 | 15 /1/ 2019 |       |
| FORM 7 | Rental of Audio Visual Items                                                 |                                                                                 | 15 /1/ 2019 |       |
| FORM 8 | Rental of Electricity for Set-up and Tear-down                              | N.C.C. Image Co., Ltd.  
vittachai.yuw@nccimage.com  
Mr Vittachai YUWAPHAN | 15 /1/ 2019 |       |
| FORM 8A | Rental of Electrical Service                                                 |                                                                                 | 15 /1/ 2019 |       |
| FORM 8B | Rental of Utility Point                                                      |                                                                                 | 15 /1/ 2019 |       |
Note:
- It is essential that you complete and submit all the necessary order forms by the deadline.
- In most cases contractors will impose a surcharge for any late submission.
- Please note that all order forms are to be completed in **ENGLISH**, unless specified. All other languages will not be accepted. If you submit in a language other than English, we will reject your order form(s) and you will have to complete it again.
FORM 1: Acknowledge of Queen Sirikit National Convention Center Rules & Regulations

Deadline: 15 January 2019

Rules & Regulations of the Queen Sirikit National Convention Center are for security purpose and for the smooth construction of the exhibitions. We would like to request the cooperation from the exhibitors and their contractors to strictly follow all the rules and regulations below:

1. NOT TO...drive in concrete nails or dry bit rivals into floor, wall, and post surfaces of QSNCC.
2. NOT TO...paint or spray directly onto floor, wall, and poet surfaces of QSNCC.
3. NOT TO...leave materials, packing cases, rubbish, and equipment to block gangways, entrances and exits, fire hoses and emergency exits.
4. NOT TO...spray any constructing materials in the Hall. This can be done at the loading entrance.
5. NOT TO...hang anything from electrical tube and fire extinguisher of QSNCC.
6. NOT TO...switch on/off or connect electrical unit from QSNCC Electrical Main Distribution.
7. NOT TO...operate electrical sawing machine or any dangerous working machinery in QSNCC. This can be done at the loading entrance.
8. Exhibitors who reserve space-only booth, NOT TO...use walls of other connected booth.
9. NOT TO...operate trolley inside the QSNCC without covering the floor.
10. NOT TO...bring in gas, explosives, radioactive, highly inflammable or other dangerous substance into the building. This can be done at the loading entrance.
11. NOT TO...operate any constructing tools that may cause toxic and inflammable consequences. This can be done at the loading entrance.
12. NOT TO...bring in animal into the building unless authorized by Event Services Department.
13. NOT TO...smoke or drink alcohols when working in the Hall. Smoking areas are provided outside the building.
14. NOT TO...construct, remove, or replace exhibits during the opening hours.
15. Please clean the place, clear all the construction materials, rubbish and debris immediately after the event.
16. Please wear badge at all times when in the exhibition hall.
17. For constructing any exhibits over 2.0 M. height, contractors must use proper and safe scaffold equipment.
18. For safety standard, the limits of sound levels must be 80 – 90 decibels.
19. All exhibitors and contractors are requested to abide by the venue’s rules and regulations in relation to the MICE Security Management System (MSMS 22300) and the Energy Management System (ISO 50001).
20. N.C.C Development & Development Co., Ltd. reserves the rights to stop, suspend and/or charges for any damages caused by the construction when exhibitors or contractors overrule.
We acknowledge that we have read and understood these rules and agree to comply with the requirements stipulated above.

<table>
<thead>
<tr>
<th>Name of Exhibiting Company:</th>
<th>Booth No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td></td>
</tr>
<tr>
<td>Country:</td>
<td></td>
</tr>
<tr>
<td>Tel: (include country &amp; Area code)</td>
<td>Fax: (include country &amp; Area code)</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Name of Authorized Person:</td>
<td>Signature &amp; Date:</td>
</tr>
</tbody>
</table>

**N.C.C Management & Development Co., Ltd. would like to thank you for your cooperation and hope your event will be very successful**

Please return FORM 1 to:
N.C.C. Management & Development Co., Ltd.
Email: apao.bkk2019@gmail.com
Attn: Ms. Nattaya PRADITPONG
FORM 2: Exhibitor Indemnity

**Deadline: 15 January 2019**

<table>
<thead>
<tr>
<th>Name of Exhibiting Company:</th>
<th>Booth No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td></td>
</tr>
<tr>
<td>Country:</td>
<td></td>
</tr>
<tr>
<td>Tel: (include country &amp; Area code)</td>
<td>Fax: (include country &amp; Area code)</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Name of Authorized Person:</td>
<td>Signature &amp; Date:</td>
</tr>
</tbody>
</table>

The Organizing Committee shall not undertake any responsibility or liability whatsoever for damages to exhibits by loss, damage, theft, water, storms, strikes, riots or any other cause whatsoever and it shall be a pre-condition of this Agreement that the Exhibitor arrange their own insurance of the exhibit to cover loss or damage by any of the above-mentioned means. The Organizing Committee shall also be entitled but not obliged to inspect such policies prior to the Exhibitor entering the Exhibition.

The Exhibitor will be liable for any damages to the venue facilities in which they exhibit and shall not damage, paint or otherwise alter any floors, walls or other fabrics.

Authorized By:

Signature:

Date:

Please return FORM 2 to:

N.C.C. Management & Development Co., Ltd.

Email: apao.bkk2019@gmail.com
Attn: Ms. Nattaya PRADITPONG
## FORM 3: Contractor Indemnity

### Deadline: 15 January 2019

<table>
<thead>
<tr>
<th>Name of Exhibiting Company:</th>
<th>Booth No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td></td>
</tr>
<tr>
<td>Country:</td>
<td></td>
</tr>
<tr>
<td>Tel: (include country &amp; Area code)</td>
<td>Fax: (include country &amp; Area code)</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Name of Authorized Person:</td>
<td>Signature &amp; Date:</td>
</tr>
</tbody>
</table>

- We appoint **N.C.C. Image Co., Ltd.** as our Booth Contractor.
- We appoint an **Independent Contractor** as our Booth Contractor *(please complete the fields below)*.

### Details of Independent Contractor:

<table>
<thead>
<tr>
<th>Independent Contractor Name <em>(company name)</em></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Person</td>
<td></td>
</tr>
<tr>
<td>Email</td>
<td></td>
</tr>
<tr>
<td>Phone</td>
<td></td>
</tr>
</tbody>
</table>

- Yes, we agree that the Independent Contractor will abide by all the rules and regulations of N.C.C. Management & Development Co., Ltd. on **FORM 1**. If the Independent Contractor is found in violation of these rules, the Company that hires his/her services or the Independent Contractor will bear the necessary costs and prosecution.

All independent contractors are required to place a contractors’ performance deposit which will be collected based on **THB1,000/per sqm** basis by 15/1/2019. Please contact the PCO at **apao.bkk2019@gmail.com** for further details.

Please return **FORM 3** to:

**N.C.C. Management & Development Co., Ltd.**  
Email: **apao.bkk2019@gmail.com**  
Attn: Ms. Nattaya PRADITPONG
### Deadline: 15 January 2019

<table>
<thead>
<tr>
<th>Name of Exhibiting Company:</th>
<th>Booth No.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Address:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Country:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Tel: (include country &amp; Area code)</th>
<th>Fax: (include country &amp; Area code)</th>
<th>Email:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Name of Authorized Person:</th>
<th>Signature &amp; Date:</th>
</tr>
</thead>
</table>

**Note:**

- Surcharge will be levied for requests received after 15/1/2019.
- Any damages or misuse to the rented items will be borne by the exhibitor.
- An initial deposit of 60% of the total amount is required upon confirmation. The remaining balance of 40% will be payable 2 weeks before the setup date or before 4/3/2019.

Please attach the following documents and send them to the Official Contractor for quotations:

- Company Name, Profile
- Company Logo – EPS, PSD or CDR with PDF and JPEG for reference
- Brand Guidelines (if any)
- Key Products to be displayed
- Photographs of any previous booths made for reference
- Design Brief and Activities you wish to conduct at your booth
- Brief Design (if any)

**Please return FORM 4 to:**

**N.C.C. Image Co., Ltd.**

Email: [patthamaporn.boon@nccimage.com](mailto:patthamaporn.boon@nccimage.com)

Attn: Ms. Patthamaporn BOONPHO
FORM 5: Fascia Board Information

(Please complete if you have selected Standard and Shell Scheme)

Deadline: 15 January 2019

<table>
<thead>
<tr>
<th>Name of Exhibiting Company:</th>
<th>Booth No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td></td>
</tr>
<tr>
<td>Country:</td>
<td></td>
</tr>
<tr>
<td>Tel: (include country &amp; Area code)</td>
<td>Fax: (include country &amp; Area code)</td>
</tr>
<tr>
<td>Email:</td>
<td></td>
</tr>
<tr>
<td>Website:</td>
<td>Signature &amp; Date:</td>
</tr>
<tr>
<td>Name of Authorized Person:</td>
<td></td>
</tr>
</tbody>
</table>

FASCIA NAME

All exhibitors who book standard shell scheme should indicate in the space below the company name (maximum 24 characters including spacing in **ENGLISH**).

PLEASE USE BLOCK CAPITALS:

```

```

Size of letters: 10 cm in height

If your fascia name details are not received by the deadline, the company name details in your contract will be used. In all cases, abbreviations will be used i.e. Company = Co., Limited = Ltd.

Please return FORM 5 to:
N.C.C. Image Co., Ltd.
Email : patthamaporn.boon@nccimage.com
Attn : Ms. Patthamaporn BOONPHO

Page | 40
## FORM 6: Rental of Furniture & Accessories

**Deadline: 15 January 2019**

### Details

- **Company:**
- **Address:**
- ****Tax ID. or ID Card no.:**
- **Telephone no.:**
- **Contact:**
- **Signature:**
- **Head office:**
- **Branch:** (Branch’s code)
- **Fax no.:**
- **E-mail:**
- **Date:**

### Table: Rental of Furniture & Accessories

<table>
<thead>
<tr>
<th>Ref</th>
<th>Description</th>
<th>Color</th>
<th>Size (WxLxH cm.)</th>
<th>Early Discount (before 15 Jan) (Baht)</th>
<th>After (15 Jan) (Baht)</th>
<th>Number required</th>
<th>Total (Baht)</th>
</tr>
</thead>
<tbody>
<tr>
<td>F01</td>
<td>Counter</td>
<td>White</td>
<td>50x100x100</td>
<td>2,500</td>
<td>2,750</td>
<td></td>
<td></td>
</tr>
<tr>
<td>F02</td>
<td>Tall</td>
<td>White</td>
<td>50x50x250</td>
<td>2,800</td>
<td>3,080</td>
<td></td>
<td></td>
</tr>
<tr>
<td>F03</td>
<td>Big showcase</td>
<td>White</td>
<td>50x100x250</td>
<td>4,000</td>
<td>4,400</td>
<td></td>
<td></td>
</tr>
<tr>
<td>F04</td>
<td>Lockable</td>
<td>White</td>
<td>50x100x75</td>
<td>1,100</td>
<td>1,210</td>
<td></td>
<td></td>
</tr>
<tr>
<td>F05</td>
<td>2-tier counter</td>
<td>White</td>
<td>50x100x100/12</td>
<td>1,300</td>
<td>1,430</td>
<td></td>
<td></td>
</tr>
<tr>
<td>F06</td>
<td>Counter</td>
<td>White</td>
<td>50x100x75</td>
<td>1,300</td>
<td>1,430</td>
<td></td>
<td></td>
</tr>
<tr>
<td>F07</td>
<td>TV &amp; VDO</td>
<td>White</td>
<td>60x60x120</td>
<td>800</td>
<td>880</td>
<td></td>
<td></td>
</tr>
<tr>
<td>F08</td>
<td>Display stand</td>
<td>White</td>
<td>50x50x50or75/</td>
<td>600</td>
<td>660</td>
<td></td>
<td></td>
</tr>
<tr>
<td>F09</td>
<td>Receptionist</td>
<td>White</td>
<td>60x120x75</td>
<td>600</td>
<td>660</td>
<td></td>
<td></td>
</tr>
<tr>
<td>F10</td>
<td>Round table</td>
<td>White</td>
<td>75x75</td>
<td>600</td>
<td>660</td>
<td></td>
<td></td>
</tr>
<tr>
<td>F11</td>
<td>Coffee Table</td>
<td>Wood</td>
<td>65x65x40</td>
<td>500</td>
<td>550</td>
<td></td>
<td></td>
</tr>
<tr>
<td>F12</td>
<td>Wall shelf(Flat)</td>
<td>White</td>
<td>25x100</td>
<td>300</td>
<td>330</td>
<td></td>
<td></td>
</tr>
<tr>
<td>F13</td>
<td>Steel upright</td>
<td>Black</td>
<td>50x50x50/80</td>
<td>350</td>
<td>385</td>
<td></td>
<td></td>
</tr>
<tr>
<td>F14</td>
<td>Fiber chair</td>
<td>Gray</td>
<td>50x50x50/80</td>
<td>350</td>
<td>385</td>
<td></td>
<td></td>
</tr>
<tr>
<td>F15</td>
<td>Lounge chair</td>
<td>Black</td>
<td>60x80x40/70</td>
<td>700</td>
<td>770</td>
<td></td>
<td></td>
</tr>
<tr>
<td>F16</td>
<td>Stool</td>
<td>Black</td>
<td>50x50x85/120</td>
<td>600</td>
<td>715</td>
<td></td>
<td></td>
</tr>
<tr>
<td>F17</td>
<td>Refrigerator</td>
<td>White</td>
<td>4.4 cu. ft.</td>
<td>3,000</td>
<td>3,300</td>
<td></td>
<td></td>
</tr>
<tr>
<td>F18</td>
<td>Brochure stand</td>
<td>Chromiu</td>
<td>30x40x170</td>
<td>1,300</td>
<td>1,430</td>
<td></td>
<td></td>
</tr>
<tr>
<td>F19</td>
<td>Cloth rack</td>
<td>Wood</td>
<td>40x40x180</td>
<td>900</td>
<td>1,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>F20</td>
<td>S Hook</td>
<td>-</td>
<td>6.5 cm. (Long)</td>
<td>50</td>
<td>55</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Sub total**

**Vat 7%**

**Grand Total**
REMARK:

1. Any costs incurred by amendment or reproduction during set-up or show day will be charged directly to requester.
2. There will be no refund for any cancellation during set-up and show day.
3. Orders are valid only when accompanied with full payment by cash, company cheque or transfer in favor of “N.C.C. Image Co., Ltd.” The payment must be received by N.C.C. Image Co., Ltd. before the deadline to use the “within deadline” rate. Late order will be subject to use the after deadline rate or 30% for surcharge on-site order with full cash payment only.
4. Please note that 7% VAT is applicable in Thailand and must be included in your payment.
5. Our banking information is shown below. Please fax us a copy of evidence of your payment (copy of cheque, transfer document etc.)

A/C Name : N.C.C. Image Company Limited
A/C No. : 009-1-70976-8 (Savings Account)
Bank’s Name : Krung Thai Bank Public Company Limited / Queen Sirikit National Convention Center Branch
Address : 60 New Rachadapisek Road, Klongtoey, Bangkok 10110
Swift Code : KRTHTHBK

** Withholding tax of 3% of services may be deducted only when applying with an official withholding tax form upon placing order. (Company Tax No. 0105538011258)

Please provide company’s address which can be used for the invoice.

Please return FORM 6 to:
N.C.C. Image Co., Ltd.
Email : patthamaporn.boon@nccimage.com
Attn : Ms. Patthamaporn BOONPHO
**FORM 7: Rental of Audio Visual Items**

**Deadline: 15 January 2019**

<table>
<thead>
<tr>
<th>Company:</th>
<th>Stand no.:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td></td>
</tr>
</tbody>
</table>

**Tax ID. or ID Card no.:** ____________ **Head office** ____________ **Branch:** ____________ *(Branch’s code)*

<table>
<thead>
<tr>
<th>Telephone no.</th>
<th>Fax no.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact</td>
<td>E-mail</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Signature:</th>
<th>Date:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Audio / Visual</th>
<th>DESCRIPTIONS</th>
<th>COST/DAY (BAHT)</th>
<th>QTY (UNIT)</th>
<th>NOS. OF DAY</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Plasma and LCD Screens</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>42 inch LED TV</td>
<td></td>
<td>3,300</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>50 inch LED TV</td>
<td></td>
<td>4,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stand for 42 inch Screen (eye level).</td>
<td></td>
<td>750</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hanging Brackets for 42 inch Screen (for partition wall)</td>
<td></td>
<td>460</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DVD Blu-ray Player.</td>
<td></td>
<td>970</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Computers + Laptop + Monitors</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Laptop Standard.</td>
<td></td>
<td>2,200</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PC (Personal Computer) + 19 inch LCD</td>
<td></td>
<td>1,900</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Projectors</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Data Projector 3200 ANSI Lm, XGA</td>
<td></td>
<td>5,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Data Projector 4500 ANSI Lm, XGA</td>
<td></td>
<td>7,500</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Data Projector 5500 ANSI Lm, XGA</td>
<td></td>
<td>12,500</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Projection Screens</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Screen, 2x 3 m. (150”) Projection.</td>
<td></td>
<td>4,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Screen, 3x 4 m. (200”) Projection.</td>
<td></td>
<td>6,400</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Screen, 4.5x 6 m. (300”) Projection.</td>
<td></td>
<td>18,000</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Sub total**

Vat 7%

**Grand Total**

Please indicate the date require: From: ____/____/____ To: ____/____/____ Total ______ day(s)

(D/M/Y) (D/M/Y)
REMARKS:

1. Late order may not be provided and, if available, will be subject to a surcharge of 10% for order after the deadline or 30% for order on-site with full cash payment.
2. If orders are cancelled between set-up days, the exhibitor will be liable for full cost of rental.
3. For Video Projection Walls, quotation will be submitted upon request.
4. Orders are valid only when accompanied with full payment by cash, company cheque or transfer in favor of “N.C.C. Image Co., Ltd.” Please fax us a copy of evidence of your payment (copy of cheque, transfer document etc.)
5. Please note that 7% VAT is applicable in Thailand and must be included in your payment.

A/C Name : N.C.C. Image Company Limited
A/C No. : 009-1-70976-8 (Savings Account)
Bank’s Name : Krung Thai Bank Public Company Limited / Queen Sirikit National Convention Center Branch
Address : 60 New Rachadapisek Road, Klongtoey, Bangkok 10110
Swift Code : KRTHTHBK

** Withholding tax of 3% of services may be deducted only when applying with an official withholding tax form upon placing order. (Company Tax No. 0105538011258)

Please provide company’s address which can be used for the invoice.

Please return FORM 7 to:
N.C.C. Image Co., Ltd.
Email : vittachai.yuw@nccimage.com
Attn : Mr Vittachai YUWAPHAN
### FORM 8: Rental of Electricity for Set-Up and Tear-Down

**Deadline: 15 January 2019**

<table>
<thead>
<tr>
<th>Company:</th>
<th>Stand no.:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td></td>
</tr>
</tbody>
</table>

**Tax ID. or ID Card no.:**

**Head office **

**Branch:**

(Branch’s code)

<table>
<thead>
<tr>
<th>Telephone no.:</th>
<th>Fax no.:</th>
</tr>
</thead>
</table>

**Contact**

<table>
<thead>
<tr>
<th>Signature :</th>
<th>Date :</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>Early Bird (before 15 Jan) THB</th>
<th>Standard (After 15 Jan) THB</th>
<th>Onsite (4-5 March) THB</th>
<th>QTY (UNIT)</th>
<th>NOS. OF DAY</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breaker 15 Amp / 220 V. Single Phase 50 Hz.</td>
<td>800</td>
<td>880</td>
<td>1,040</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Breaker 30 Amp / 220 V. Single Phase 50 Hz.</td>
<td>1,600</td>
<td>1,760</td>
<td>2,080</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sub Total</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>VAT 7%</td>
<td></td>
</tr>
</tbody>
</table>

| Grand |  |

Set-up date: ____________

Tear-down date: _________________

Please indicate the date required: ____________________________ (D/M/Y)
REMARKS:

1. Late order may not be provided and, if available, will be subject to a surcharge of 10% for order after the deadline or 30% for order on-site with full cash payment.
2. If orders are cancelled between set-up days, the exhibitor will be liable for any refund.
3. **A surcharge of 100% of electrical equipment if you require operating services after midnight.**
4. Orders are valid only when accompanied with full payment by cash, company cheque or transfer in favor of “N.C.C. Image Co., Ltd.” Please fax us a copy of evidence of your payment (copy of cheque, transfer document etc.)
5. Please note that 7% VAT is applicable in Thailand and must be included in your payment.

A/C Name : N.C.C. Image Company Limited  
A/C No. : 009-1-70976-8 (Savings Account)  
Bank’s Name : Krung Thai Bank Public Company Limited / Queen Sirikit National Convention Center Branch  
Address : 60 New Rachadapisek Road, Klongtoey, Bangkok 10110  
Swift Code : KRTHTHBK

**Withholding tax of 3% of services may be deducted only when applying with an official withholding tax form upon placing order. (Company Tax No. 0105538011258)**

Please provide company’s address which can be used for the invoice.

Please return FORM 8 to:
N.C.C. Image Co., Ltd.  
Email : vittachai.yuw@nccimage.com  
Attn : Mr Vittachai YUWAPHAN
1. **The standard shell scheme includes:**
   - 2 unit(s) of Fluorescent 36 W.
   - 1 unit of 5-Amp socket point. (not for lighting)

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

   *(The details of electrical package for standard booth showing in the rules & regulation are still tentative; it would be varied on our further contract.)*

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 3 sections:**
   - **Section A**: For Exhibitors requiring individual fittings.
   - **Section B**: For Exhibitors requiring electrical services for their exhibit only. *(Not for lighting)*
   - **Section C**: For Exhibitors using their own special light fittings, either to be installed by themselves or by contractor.

4. **The organizer has appointed the Official Electrical Contractor to be responsible for :**
   - **a. Standard supply of electricity**
     - The standard supply is three phase AC 380V/50Hz with +10% fluctuation. For the safety of your equipment, please use a stabilizer.
     - The standard supply is single phase AC 220V/50Hz with +10% fluctuation. For the safety of your equipment, please use a stabilizer.
     - 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.
     - There are two main power supply circuits: “Lighting Power Circuit” and “For Exhibit Power Circuit”.
   - **b. All electrical motors have independent automatic protection against excessive current surge. The following starter systems should therefore be used :**
     - Direct on line : up to 5 HP
     - Star delta : 5 to 25 HP
     - Auto transformer : above 25 HP
   - **c. 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.**
   - **d. Exhibitors who require 24-hour electricity supply for their specific requirements should indicate accordingly on the electrical order form before the deadline.**
   - **e. The two units of fluorescent lights and a 5-Amp fused socket point which are included in the shell scheme package includes electricity supply.**
   - **f. Cost of electricity consumption is inclusive in all items offered in Section A, B and C (I+II).**
   - **g. All electrical installations must conform strictly to the required standard safety regulations without exception.**
5. **Electrical Installation**

a. General Hall lighting will be provided by Organizer. 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 before 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.

b. All electrical installation works must be carried out solely by the Organizer’s official contractor, or authorized electricians.

c. Exhibitors who 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.

d. The contractors appointed by an exhibitor must submit details of electrical installations, layout and specifications to the Organizer before the deadline indicated on the Order Form. The following requirements must be stated, otherwise, the application may not be considered:
   1. Specifications and rating in watts/unit of the light fitting
   2. Total units to be installed
   3. Layout drawings of the electrical installation
   4. Company name of the contractor
   5. Names and identity card/passport number of the attending electrical personnel
   6. Electrical order form duly completed.

e. Approved electricians can collect their personal entry/working passes from the Organizer’s show management office in the exhibition hall, by providing their own identity card in exchange.

f. 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.

g. All socket points must be ordered through the electrical order form, otherwise, no other socket point is allowed in the booth.

h. Priority will be given to those exhibitors who order their electrical items from the Organizer’s official electrical contractor.

i. 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.

j. No flashing lights will be permitted unless they form an integral part.

k. 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.

l. All additional electrical orders in the electrical order form must show the location on Service Location Plan (FORM 8B). Please read the terms and conditions stipulated on this form.

m. All electrical orders after the deadline will be subjected to:
   1. Availability of electrical fittings and power suppliers
   2. A surcharge of 10% after deadline and 30% for on-site order
   3. 50% charge for cancellation of the order

n. Those exhibitors who have received approval of using their own special lighting must order electrical sources via the electrical order form either through Section C (1) based on total power supply or using Section C (2) based on the number of units of light fitting at a maximum of 100W or parts per unit of lighting fitting.

o. The organizer 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.

p. Exhibitor is not permitted to perform any electrical connection, to modify, amend or reinstall any other electrical devices without 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.
   a. Socket point: it is strictly prohibited for exhibitors to connect their light fitting to the socket point.
   b. Exhibitors are not allowed to connect their power exhibit and breaker for lighting to the socket point by themselves.

7. The company is an official contractor for electrical services and power supply and standard shell scheme. The Company reserves the right to cut off power in case of overload or creation of noise which causes a nuisance to people, or if the company has been notified by the organizers to cut it. Participants who do not strictly follow the guidelines for attendees or regulations on the use of premises cannot claim any compensation for any loss or any direct/indirect damages.

**The violation of these rules may result in the immediate disconnection by authorized agents.**
# FORM 8A: Rental of Electrical Service

**Deadline: 15 January 2019**

<table>
<thead>
<tr>
<th>Company:</th>
<th>Stand no.:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td><strong>Tax ID. or ID Card no.</strong>: <strong>Head office</strong> <strong>Branch:</strong> (Branch’s code)</td>
</tr>
<tr>
<td>Telephone no.:</td>
<td>Fax no.:</td>
</tr>
<tr>
<td>Contact:</td>
<td>E-mail:</td>
</tr>
<tr>
<td>Signature:</td>
<td>Date:</td>
</tr>
</tbody>
</table>

## Section A  Equipment rental/plus individual fitting, inclusive of power consumption

<table>
<thead>
<tr>
<th>Service / Item</th>
<th>Early Discount (before 15 Jan) THB</th>
<th>Standard rate (After 15 Jan) THB</th>
<th>Onsite rate (4-5 March) THB</th>
<th>QTY (UNIT)</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spotlight 100 W. standard</td>
<td>600</td>
<td>660</td>
<td>780</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spotlight 100 W. with arm</td>
<td>650</td>
<td>715</td>
<td>845</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fluorescent Light 1.2 m. 36 W.</td>
<td>550</td>
<td>605</td>
<td>715</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Down Light 60 W.</td>
<td>650</td>
<td>715</td>
<td>845</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Down Light Halogen 50 W.</td>
<td>750</td>
<td>825</td>
<td>975</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spotlight Halogen 50 W. with arm</td>
<td>750</td>
<td>825</td>
<td>975</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Halogen Lamp 300 W. 220 V.</td>
<td>1,500</td>
<td>1,650</td>
<td>1,950</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Halogen Lamp 500 W. 220 V.</td>
<td>2,500</td>
<td>2,750</td>
<td>3,250</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Section B  Breaker for Exhibits (for machinery, engine, motor), inclusive of power consumption

<table>
<thead>
<tr>
<th>Service / Item</th>
<th>Early Discount (before 15 Jan) THB</th>
<th>Standard rate (After 15 Jan) THB</th>
<th>Onsite rate (4-5 March) THB</th>
<th>QTY (UNIT)</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Socket 5 Amp (5 Amp fuse) 220 V. 50 Hz.</td>
<td>700</td>
<td>770</td>
<td>910</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Socket 5 Amp (5 Amp fuse) 220 V. 50 Hz., 24 Hr.</td>
<td>1,400</td>
<td>1,540</td>
<td>1,820</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Breaker 15 Amp / 220 V. Single Phase 50 Hz.</td>
<td>2,400</td>
<td>2,640</td>
<td>3,120</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Breaker 15 Amp / 380 V. Three Phase 50 Hz.</td>
<td>4,950</td>
<td>5,445</td>
<td>6,435</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-------------------------------------------</td>
<td>-------</td>
<td>-------</td>
<td>-------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Breaker 30 Amp / 220 V. Single Phase 50 Hz.</td>
<td>4,800</td>
<td>5,280</td>
<td>6,240</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Breaker 30 Amp / 380 V. Three Phase 50 Hz.</td>
<td>9,900</td>
<td>10,890</td>
<td>12,870</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Section C**  Breaker for lighting / Power point charge for exhibitors using their own equipment

<table>
<thead>
<tr>
<th>Breaker 15 Amp / 220 V. Single Phase 50 Hz.</th>
<th>9,400</th>
<th>10,340</th>
<th>12,220</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breaker 30 Amp / 220 V. Single Phase 50 Hz.</td>
<td>18,800</td>
<td>20,680</td>
<td>24,440</td>
</tr>
<tr>
<td>Breaker 15 Amp / 380 V. Three Phase 50 Hz.</td>
<td>28,200</td>
<td>31,020</td>
<td>36,660</td>
</tr>
<tr>
<td>Breaker 30 Amp / 380 V. Three Phase 50 Hz.</td>
<td>56,400</td>
<td>62,040</td>
<td>73,320</td>
</tr>
<tr>
<td>Connecting (by exhibitor) per unit of 100W.</td>
<td>300</td>
<td>330</td>
<td>390</td>
</tr>
<tr>
<td>Connecting (by Image) per unit of 100W.</td>
<td>350</td>
<td>385</td>
<td>455</td>
</tr>
</tbody>
</table>

**Sub Total**

Vat 7%

**Grand Total**

---

Orders are valid only when full payment has been received by cash, company cheque or transfer in favor of “N.C.C. Management & Development Co., Ltd.”

**A/C Name**: N.C.C. Image Company Limited  
**A/C No.**: 009-1-70976-8 (Savings Account)  
**Bank’s Name**: Krung Thai Bank Public Company Limited / Queen Sirikit National Convention Center Branch  
**Address**: 60 New Rachadapisek Road, Klongtoey, Bangkok 10110  
**Swift Code**: KRTHTHBK

**Withholding tax of 3% of services may be deducted only when applying with an official withholding tax form upon placing order. (Company Tax No. 0105538011258)**  
Please provide company’s address which can be used for the invoice.
REMARK:

1. The above 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 avoid overloads.
2. After the deadline, late orders may not be accommodated. If such orders are accepted, a surcharge of 10% after deadline and 30% for on-site order will be charged.
3. There will be no refund for cancellation during set-up and show days.
4. The standard supply is 110V, 220V or 380V with approximately 10% fluctuation. For the safety of your equipment, please use a stabilizer.
5. A surcharge of 100% of electrical equipment will be added if you require 24-hour operating services.
6. Please also note that 7% VAT is applicable in Thailand and must be included in your payment.
7. Please strictly follow the regulations stated in the manual.

Please return FORM 8A to:

N.C.C. Image Co., Ltd.
Email : vittachai.yuw@nccimage.com
Attn : Mr Vittachai YUWAPHAN
ELECTRIC EQUIPMENT

E-01 SPORTLIGHT 100W. STANDARD
E-02 SPORTLIGHT 100W. WITH ARM
E-03 SPORTLIGHT HALOGEN 50W.
E-04 DOWNLIGHT 60W.
E-05 DOWNLIGHT HALOGEN 50W.
E-06 FLUORESCENT LIGHT 40W.
E-07 SPORTLIGHT HALOGEN 300W./500W.
E-08 FLOODLIGHT METAL HALIDE 70W./150W.
E-09 SOCKET 5 Amp.(5 Amp Fuse) 220V. 50Hz.(Not for Lighting)
E-10 CIRCUIT BREAKER SINGLE PHASE 220V. 50Hz.
E-11 CIRCUIT BREAKER THREE PHASE 380V. 50Hz.
E-12 SOCKET FOR CONNECTING BY EXHIBITOR PER UNIT OF 1000W.
Deadline: 15 January 2019

Please indicate on the form the location of utility point needed. Otherwise, we will place these utilities point at our contractor’s discretion. We will not be responsible for any relocation.

<table>
<thead>
<tr>
<th>Company:</th>
<th>Stand no.:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td></td>
</tr>
<tr>
<td><strong>Tax ID. or ID Card no.</strong>:</td>
<td><strong>Head office</strong>:</td>
</tr>
<tr>
<td>Telephone no.:</td>
<td></td>
</tr>
<tr>
<td>Contact</td>
<td></td>
</tr>
<tr>
<td>Signature</td>
<td></td>
</tr>
</tbody>
</table>

![Diagram of utility points]

Please return FORM 8B to:
N.C.C. Image Co., Ltd.
Email: vittachai.yuw@nccimage.com
Attn: Mr Vittachai YUWAPHAN
# FORM 9: Inkjet Printing Service

**Deadline**: 15 January 2019

<table>
<thead>
<tr>
<th>Description</th>
<th>Size WxLxH</th>
<th>Within 15 Jan THB/sqm</th>
<th>After 15 Jan THB/sqm</th>
<th>QTY (UNIT)</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>PVC Inkjet sticker</td>
<td>-</td>
<td>800</td>
<td>880</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PVC Inkjet sticker on PP board</td>
<td>-</td>
<td>1,200</td>
<td>1,320</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vinyl Inkjet</td>
<td>-</td>
<td>800</td>
<td>880</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The artwork files must be ready to print. Preferable in Illustrator format (ai).

**REMARK**:
1. Amendment or reproduction during set-up or show day will be charged. The rate is on a case-by-case basis.
2. Cancellation of orders will only be accepted when made in writing to N.C.C. Image Co., Ltd. Cancellation received before 2 weeks of the show day shall be refunded 100%. There will be no refund for any cancellation during set-up and show days.
3. Orders are valid only when accompanied with a full payment by cash, bank transfer or credit card to

**A/C Name** : N.C.C. Image Company Limited  
**A/C No.** : 009-1-70976-8 (Savings Account)  
**Bank's Name** : Krung Thai Bank Public Company Limited / Queen Sirikit National Convention Center Branch  
**Address** : 60 New Rachadapisek Road, Klongtoey, Bangkok 10110  
**Swift Code** : KRTHTHBK
** Withholding tax of 3% of services may be deducted only when applying with an official withholding tax form upon placing order. (Company Tax No. 0105538011258)

Please provide company’s address which can be used for the invoice.

4. Please fax us a copy of evidence of your payment (copy of bank transfer etc.)
5. Order on-site may not be provided. If available, it is subject to 30% surcharge by full cash payment only (Thai Baht).
6. Service for banner hanging is not available during on-site and show days.
7. The artwork files must be ready to print. AI file is preferred.

Please return FORM 9 to:
N.C.C. Image Co., Ltd.
Email : patthamaporn.boon@nccimage.com
Attn  : Ms. Patthamaporn BOONPHO
## FORM 10: Miscellaneous

**Deadline: 15 January 2019**

<table>
<thead>
<tr>
<th>Description</th>
<th>Color</th>
<th>Size WxLxH</th>
<th>Within Deadline Rate THB</th>
<th>After Deadline Rate THB</th>
<th>QTY (UNIT)</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Panel (system-built)</td>
<td>White</td>
<td>1.0x2.5 m. high</td>
<td>920.-/unit</td>
<td>1,012.-/unit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Folding door (system-built)</td>
<td>Light grey</td>
<td>1.0x2.0 m.</td>
<td>1,725.-/unit</td>
<td>1,898.-/unit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wood platform without carpet</td>
<td>-</td>
<td>15 mm. thick</td>
<td>400.-/sqm.</td>
<td>440.-/sqm.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Needle punch carpet</td>
<td>Red/ Blue/ Grey/ Green</td>
<td>-</td>
<td>290.-/sqm.</td>
<td>319.-/sqm.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Sub Total:  
Vat 7%  
Grand Total:  

**REMARK:**

1. Any costs incurred by amendment or reproduction during set-up or show day will be charged directly to requester.
2. There will be no refund for any cancellation during set-up and show day.
3. Orders are valid **only** when accompanied with full payment by cash, company cheque or transfer in favor of “N.C.C. Image Co., Ltd.” The payment must be received by N.C.C. Image Co., Ltd. before the deadline to use the “within deadline” rate. Late order will be subject to use the after deadline rate or **30% for surcharge on-site order with full cash payment only.**
4. Please note that 7% VAT is applicable in Thailand and must be included in your payment.
5. Our banking information is shown below. Please fax us a copy of evidence of your payment (copy of cheque, transfer document etc.)

<table>
<thead>
<tr>
<th>Description</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>A/C Name</td>
<td>N.C.C. Image Company Limited</td>
</tr>
<tr>
<td>A/C No.</td>
<td>009-1-70976-8 (Savings Account)</td>
</tr>
<tr>
<td>Bank’s Name</td>
<td>Krung Thai Bank Public Company Limited / Queen Sirikit National Convention Center Branch</td>
</tr>
<tr>
<td>Address</td>
<td>60 New Rachadapisek Road, Klongtoey, Bangkok 10110</td>
</tr>
<tr>
<td>Swift Code</td>
<td>KRTHTHBK</td>
</tr>
</tbody>
</table>

** Withholding tax of 3% of services may be deducted only when applying with an official withholding tax form upon placing order. (Company Tax No. 0105538011258)

Please provide company’s address which can be used for the invoice.

Please return FORM 10 to:
N.C.C. Image Co., Ltd.
Email : patthamaporn.boon@nccimage.com
Attn  : Ms. Patthamaporn BOONPHO
FORM 11: Official Freight Forwarder

Name of Exhibiting Company: ____________________________ Booth No. ____________________________

Address ____________________________

Country: ____________________________

Tel: (include country & Area code) ____________________________ Fax: (include country & Area code) ____________________________ Email: ____________________________

Website: ____________________________ Name of Authorized Person: ____________________________ Signature & Date: ____________________________

This form should be completed and returned to Sun Expo Services Co., Ltd. before 16th January 2019 for goods requiring import permit and before 1st February 2019 for goods that do not require import permit.

Agent’s company name: Sun Expo Services Co., Ltd
Contact person: Ms. Fair Thonkham
Tel: +66 2 728 4452-4
Fax: +66 2 752 8545-6
Mobile: +66 94 994 4240
Email: siriwan@sunexpothai.com

Please tick where appropriate
☐ We will ship exhibit shipment from outside Thailand and need Sun Expo made customs clearance
☐ We have heavy and/or large exhibit to be delivered to exhibition stand.

<table>
<thead>
<tr>
<th>No. of pkgs</th>
<th>Description of exhibit / cargo</th>
<th>Gross Dimensions (cm)</th>
<th>Gross volume (cbm)</th>
<th>Gross Weight (kg)</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

Please note: Sea freight consignment arrival at the PAT Port prior to:
LCL : 18th February 2019  FCL : 18th February 2019
: Airfreight consignment arrival at Bangkok International Airport prior to 18th February 2019

Mode of Entry ( ) ATA Carnet ( ) Temporary Importation ( ) Definitive Importation
Mode of Arrival ( ) Airfreight MAWB No. : ....................................... ( ) Sea freight B/L No. : ...........................................
Mode of Departure ( ) Airfreight ( ) Sea freight
**COMBINED COMMERCIAL INVOICE & PACKING LIST**

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Case No.</th>
<th>Dimensions</th>
<th>Volume</th>
<th>Gross Weight</th>
<th>Nett Weight</th>
<th>HS CODE</th>
<th>Description Of Goods</th>
<th>CIF Value US$</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Amount</th>
<th>A</th>
<th>B</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

**TOTAL :** CIF US$

**From...... to .......**

The Invoiced goods are of (country of origin) origin and intended for display only at the exhibition site. We certify that the information given above is true and correct.

Goods are for permanent/temporary entry into Thailand.

Signature / Name / Date / Co.stamp

Please use another page for fill in and return FORM 12 to:

Sun Expo Services Co., Ltd
Email : siriwan@sunexpothai.com
Attn : Ms. Fair Thonkham
<table>
<thead>
<tr>
<th>Item No.</th>
<th>Case No.</th>
<th>Dimensions L x W x H (cms.)</th>
<th>Volume CBM</th>
<th>Gross Weight</th>
<th>Net Weight</th>
<th>HS CODE</th>
<th>Description Of Goods</th>
<th>CIF Value US$</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Amount</th>
<th>A</th>
<th>B</th>
</tr>
</thead>
</table>

From........ to ........

The Invoiced goods are of (country of origin) origin and intended for display only at the exhibition site. We certify that the information given above is true and correct.

Goods are for permanent/temporary entry into Thailand.

Signature / Name / Date / Co.stamp

__________________________________________________________
**FORM 13: Telephone Service**

<table>
<thead>
<tr>
<th>Description</th>
<th>Service Fee Per Day</th>
<th>Service Fee Per Event (3-5 show days)</th>
<th>No. of Order</th>
<th>Deposit (Baht)</th>
<th>Amount (Baht)</th>
<th>DEADLINE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Telephone</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>20 February 2019</td>
</tr>
<tr>
<td>- Internal Line</td>
<td>1,500</td>
<td>1,500</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Local Call (BKK &amp; Metropolis)</td>
<td>2,000</td>
<td>4,500</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Long Distance Call / ISD Line (Mobile, Domestic, International)</td>
<td>2,500</td>
<td>5,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Internet Leased Line / Fiber Optic</td>
<td></td>
<td>(Please refer to Internet Wiring Order Form Item 3)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Facsimile with 100 pcs. of A4 paper (No call restriction)</td>
<td>3,500</td>
<td>6,500</td>
<td></td>
<td></td>
<td>10,000</td>
<td></td>
</tr>
<tr>
<td>3. Credit Card Veriphone: Network Automatic System Control (NAC)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- 1 on line, 5 hunting</td>
<td>--</td>
<td>4,500</td>
<td>6,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- 1 on line, 10 hunting</td>
<td>--</td>
<td>8,500</td>
<td>11,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- 2 on line, 16 hunting</td>
<td>--</td>
<td>11,000</td>
<td>14,500</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Remarks:**
- The above rate is subject to change without notice.
- Additional charge Baht 1,000 per day if more than 5 show days.
- For ISDN Line: NCC provides only the NT Box and Adapter (the internet account not included).

**Payment Instructions:**
- [ ] Cash
- [ ] Electronic Wire Transfer (ONLY for total amount of Baht 4,000. up)
  - Account Name: N.C.C. Management & Development Co., Ltd.
- [ ] Credit Card: Please contact Event Services Department
  (For payment amount over THB 50,000., the card holder should be responsible for the Bank Charge of 3-5% accordingly to the Bank Regulations)

**Terms & Conditions:**
1. Long distance call charges/fax transmission charges are not included and to be deducted from the deposit before refunding by Bank Draft within 21 days.
2. A charge of Baht 5,000. will be imposed for any lost and/or damaged telephone set. Baht 10,000. for facsimile set.
3. The applicants should contact N.C.C. Event Services Department Representative and give his requirements for any data line satellite path and video link service. Necessary handling charge will be forwarded to the applicants.
4. N.C.C. shall be under no liability for any loss or damages, whether direct or indirect consequential which the applicants by reasons of equipment failure or defects, sudden illness or accidents suffered by the service technician or any causes beyond the direct and reasonable control of N.C.C. Any claim against N.C.C. should be in no case exceed the total amount paid/payable to N.C.C. for the services provided.

[Signature]

**Remarks:**
This order form is used as an invoice.
4. Placing of Orders: Orders will only be accepted when made in writing and accompanied with full payment no later than the DEADLINE. Payment by Electronic Wire Transfer must be certified by a proof of payment attached to orders.

5. Descriptive for Order: All orders shall be placed with Event Services Department no later than the date specified in order form.

6. Late order may not be provided and, if available, will be subject to a surcharge with full cash payment.

7. Cancellation of Orders: Cancellation of orders will only be accepted when made in writing to Event Services Department no later than 7 days prior to the commencement of the same period. Late cancellation of order is subject to a charge at a half standard rate.

8. Payment Terms: The company reserves the right to refuse any order until payment has been received.

N.C.C. Management & Development Co., Ltd. is entitled to add, alter, or amend these terms and conditions at its sole and absolute discretion without prior notice.

Remarks: Withholding tax of 3% may be deducted only when applying with an official Withholding Tax form upon placing order.

<table>
<thead>
<tr>
<th>Exhibiting Company</th>
<th>Zone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stand No.</td>
<td></td>
</tr>
<tr>
<td>Name of person in charge</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td></td>
</tr>
</tbody>
</table>

Registrar on Tax No. and Branch

Tel | Fax | Email | |

SIGNATURE | Date

For NCC Staff Only
Acknowledged and Confirmed by
Date
## FORM 14: VDSL LAN Service

<table>
<thead>
<tr>
<th>Item</th>
<th>Internet Service Rate Per Day (Wiring)</th>
<th>No. of Day(s)</th>
<th>No. of Line(s)</th>
<th>Modem Deposit</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Installation &amp; Modem</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Installation (Per event)</td>
<td>2,000</td>
<td>2,000</td>
<td>2,000</td>
<td>2,000</td>
<td>2,000</td>
</tr>
<tr>
<td>- Modern Deposit (Per event)</td>
<td>5,000</td>
<td>5,000</td>
<td>5,000</td>
<td>5,000</td>
<td>5,000</td>
</tr>
<tr>
<td>2. Internet Service</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.1 VDSL Shared Speed</td>
<td>4,000</td>
<td>6,000</td>
<td>8,000</td>
<td>12,000</td>
<td></td>
</tr>
<tr>
<td>2.2 Internet (LNS)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fixed Speed</td>
<td>5,000</td>
<td>7,000</td>
<td>10,000</td>
<td>13,000</td>
<td></td>
</tr>
<tr>
<td>2.3 Internet Leased Line with 8 Fixed IPs</td>
<td>15,000</td>
<td>18,000</td>
<td>25,000</td>
<td>30,000</td>
<td></td>
</tr>
<tr>
<td>3. Half Circuit Connection</td>
<td></td>
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<tr>
<td></td>
<td>5,000</td>
<td>10,000</td>
<td>15,000</td>
<td>20,000</td>
<td>20,000</td>
</tr>
<tr>
<td></td>
<td>7,000</td>
<td>8,000</td>
<td>10,000</td>
<td>15,000</td>
<td></td>
</tr>
</tbody>
</table>

**Total**

**Plus VAT, 7%**

**GRAND TOTAL**

### Payment Instructions

- **Cash**
- **Electronic Wire Transfer** (ONLY for total amount of Baht 4,000.- up)
  - Account Name: N.S.C. Management & Development Co., Ltd.
  - Account No.: Kasikorn Bank, Siam Branch, Saving Account No. 789-2-01746-2
- **Credit Card**: Please contact Event Services Department

Please complete and return this copy to:
60 Queen Sirikit National Convention Center New Rachadaphisek Road
Klongtoey, Bangkok, 10110
Certificate of Junior Person
Registration #: 10553400763 9

---

### Internet Service Instructions

1. **VDSL Service** is a service that is suitable for Internet information transmission over copper wire. Data rate transfer both parts of the Upload and Download can be up to 30 Mbps shared speed.

2. **LAN Internet** is a service that is suitable for Internet information transmission over LAN cable (UTP). This LAN internet service is dedicated bandwidth for individual customer who need internet access at booth exhibition.

3. **Leased Line Internet** is a service that is suitable for Internet information transmission over LAN cable (UTP) with 8 Fix IP address and dedicated bandwidth for individual customer who need internet access or real time streaming application at booth exhibition.

4. **Half Circuit** is a service that provide connection between the circuits inside the Queen Sirikit National Convention Center (KRC2) and the external circuit carrier (the other carriers) to provide data communications such as the Internet, connected to the booth exhibition.

---

### New Terms & Conditions (Please read the below guidance carefully.)

1. Wi-Fi connections will now be provided and managed by KKT Co., Ltd. only.

2. QSNCC does not allow the use of "Bring Your Own" Mobile Hot Spot, Wireless Routers and Wireless Access Point. Any equipment that is found to be causing disruption to any part of QSNCC infrastructure will be removed.

---

**DEADLINE**

20 February 2019
3. The above rate include modem router (4 Ethernet ports switch) setup.
4. Internet will be available on the last day of installation, and system will be tested at 15:00 hrs.
   on the same date unless otherwise agreed.
5. In case of internet cable relocation after first installation completed, customer shall be the relocation cost of Baht 5,000
   per time per line.
6. The modem deposit shall be refunded when the modem is returned in proper condition. A charge of 15,000 Baht per set
7. Placing of Orders: Orders will only be accepted when made in writing and accompanied with full payment no later
   than the DEADLINE. Payment by Electronic Wire Transfer must be certified by a proof of payment attached to orders.
8. Deadline for Orders: All orders shall be placed with Event Services Department no later than the date specified in order form.
9. Late order may not be provided and, if available, will be subject to a surcharge with full cash payment.
10. Cancellation of Orders: Cancellation of orders will only be accepted when made in writing to Event Services Department
    no later than 7 days prior to the commencement of tenancy period. Late cancellation of order is subject to a charge at a half
    standard rate.
11. N.C.C. Management & Development Co., Ltd. is entitled to add, alter, or amend these terms and conditions at its sole
    and absolute discretion without prior notice.

Remarks: Withholding tax of 5% may be deducted only when applying with an official Withholding Tax Form upon placing order.

| For NCC Staff Only |
| Acknowledged and Confirmed by |

| Exhibiting Company: |
| Stand No.: Zone: |
| Name of person in charge: |
| Address: |
| Registration Tax No. and Branch: |
| Telephone: Fax: Email: |
| SIGNATURE |

Date
FORM 15: WIFI Card

<table>
<thead>
<tr>
<th>Type of Internet</th>
<th>Price (Baht)</th>
<th>No. of Order</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Day WIFI Card</td>
<td>350</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 Days WIFI Card</td>
<td>900</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5 Days WIFI Card</td>
<td>1,100</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- USB WIFI Adapter Rental</td>
<td>Bais 5.95 per Event</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**DEADLINE**: 20 February 2019

Please complete and return this copy to:

NCCG Management & Development Co., Ltd.
Head Office
60 Queen Sirikit National Convention Center
New Rachadapisek Road
Klongtoey, Bangkok, 10110
Withholding Tax No. 010534007639

Event Services Department
ATTN: Ms. Pailin Munwichitchai
Telephone: 66 (0) 2229 3211
Fax: 66 (0) 2229 3222
Email: pailin.mun@qsncc.com

**Payment Instructions**
- [ ] Cash
- [ ] Electronic Wire Transfer (ONLY for total amount of Baht 4,000,- up)

**Remarks**: Withholding Tax CANNOT be deducted.

**Reimbursement**:
- Account Name: NCCG Management & Development Co., Ltd.
- Account No.: Kasikorn Bank, Siam Branch, Saving Account No. 759-2-01744-2

**Credit Card**: Please contact Event Services Department
(For payment in excess of THB 50,000,- the card holder should be responsible for the Bank Charge of 3.5% accordingly to the Bank Regulations)

**New Terms & Conditions** (Please read the below guidance carefully)
1. WIFI connections will now be provided and managed by KBZ Co., Ltd only.
2. QSNCC does not allow the use of ‘Bring Your Own’ Mobile Hot Spot, Wireless Routers and Wireless Access Point. Any equipment that is found to be causing disruption to any part of QSNCC infrastructure will be removed.
3. WIFI Card is for iPad, Tablet, Mobile Phone that works within WIFI frequency ranges 802.11bc
   - If internet connectivity is critical to your stand we recommend you place an order for VSUL LAN wired internet service in combination with your WIFI order. QSNCC can also rent USB WIFI Adapter to access WIFI 803.31 at rate of 535 per event and a charge of 2,000 Baht per set will be imposed for any lost / damaged on WIFI USB (Adapter)
   **However 2.4GHz (older devices and laptops) does not perform well in busy environments such as exhibitions halls. This is not a system fault, it is simply a limitation of the frequency.**
4. Place of Orders: Orders will only be accepted when made in writing and accompanied with full payment no later than the DEADLINE. Payment by Electronic Wire Transfer must be certified by a proof of payment attached to orders.
5. Deadline for Orders: All orders shall be placed with Event Services Department no later than the date specified in order form.
6. Late order may not be provided and, if available, will be subject to a surcharge with full cash payment.
7. Cancellation of Orders: Cancellation of orders will only be accepted when made in writing to Event Services Department no later than 7 days prior to the commencement of tenancy period. Late cancellation of order is subject to a charge at half standard rate.
8. Payment Terms: The company reserves the right to refuse any order until payment has been received.

**For NCC Staff Only**

Acknowledged and Confirmed by

Date

**Exhibiting Company**

**Stand No.**

**Name of person in charge**

**Address**

**Registration Tax No. and Branch**

**Telephone**

**Fax**

**Email**

**SIGNATURE**
### FORM 16: Security & CCTV Service

<table>
<thead>
<tr>
<th>Date</th>
<th>Shift - Night (8.00 p.m. - 8.00 a.m.)</th>
<th>No. of Guard</th>
<th>Service Fee / Person / Shift</th>
<th>Amount (Baht)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td>Within deadline: 950</td>
<td>1,000</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td>After deadline: 950</td>
<td>1,200</td>
</tr>
<tr>
<td>3</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total**

Booth Closed Circuit Service (CCTV Camera)

<table>
<thead>
<tr>
<th>Item</th>
<th>Service Fee per set (3-5 show days) Baht</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCTV Service</td>
<td>30,000</td>
<td></td>
</tr>
</tbody>
</table>

**Remark:**
- The above rate is subject to change without notice
- For booth space over 50 sq.m., required 2 security staffs
- For booth space over 100 sq.m., required 3 security staffs
- Total
- Plus V.A.T. 7%
- **GRAND TOTAL**

#### Payment Instructions
- Cash
- Electronic Wire Transfer (ONLY for total amount of Baht 4,000 - up)
- Account Name: N.C.C. Management & Development Co., Ltd.
- Account No.: Kasikorn Bank, Sliorn Branch, Saving No. 769-2-01746-2

- Credit Card: Please contact Event Services Department
- **GRAND TOTAL**

**Terms & Conditions**
1. Security services herein are confined to guarding individual booth only.
2. Placing of Orders: Orders will only be accepted when made in writing and accompanied with full payment no later than the DEADLINE. Payment by Electronic Wire Transfer must be certified by a proof of payment attached to orders.
3. Deadline for Orders: All orders shall be placed with Event Services Department no later than the date specified in order form.
4. Late order may not be provided and, if available, will be subject to a surcharge with full cash payment.
5. Cancellation of Orders: Cancellation of orders will only be accepted when made in writing to Event Services Department no later than 7 days prior to the commencement of the event period. Late cancellation of order is subject to a charge at a half standard rate.

**Deadline:**

20 February 2019

Please complete and return this copy to:

N.C.C. Management & Development Co., Ltd.
60 Queen Sirikit National Convention Center
New Rachaprasok Road
Klongtoey, Bangkok, 10110
Withholding Tax No. 0105534007639

Event Services Department

**ATTN:** Ms. Patin Munwichachai
Telephone: 66 (0) 2229 6211
Fax: 66 (0) 2229 3222
Email: naise.mung@qsncc.com

**Remark:**
This order form is used as an Invoice.
5. Payment Terms: The company reserves the right to refuse any order until payment has been received.

N.C.C. Management & Development Co., Ltd. is entitled to add, alter, or amend these terms and conditions at its sole and absolute discretion without prior notice.

**Remarks:** Withholding tax of 8% may be deducted only when applying with an official Withholding Tax Form upon placing order.

<table>
<thead>
<tr>
<th>Exhibiting Company:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Stand No.:</td>
<td>Zone:</td>
</tr>
<tr>
<td>Name of person in charge:</td>
<td></td>
</tr>
<tr>
<td>Address:</td>
<td></td>
</tr>
<tr>
<td>Registration Tax No. and Branch:</td>
<td></td>
</tr>
<tr>
<td>Telephone:</td>
<td>Fax:</td>
</tr>
<tr>
<td>Email:</td>
<td></td>
</tr>
</tbody>
</table>

**For NCC Staff Only**

Acknowledged and Confirmed by ____________________________

Date ____________________________

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**Terms & Conditions of Security Service**

1. Booth security service shall be solely provided by the security guards of the Convention Center. Any applicant (hereinafter called “The Exhibitor”) who may wish other company to do such service prior approval in writing shall be obtained from the N.C.C. Management & Development Co., Ltd. (hereinafter called “The Company”) / Event Services Department.

2. The exhibitor shall insure for the damage and loss of his/her property by his/her own cost.

3. The exhibitor shall inform the company in writing of the loss or damage of his/her property which is under the care of the security guards, its value and damage, immediately upon the loss or damage or at least not later than the following day and shall cooperate with the Company for the investigation and lodging the complaint with the competent authorities. If it is beyond the said period or the exhibitor ignores, the exhibitor shall not be entitled to claim for any compensation from the company.

4. In case of occurrence of loss or damage of the property, the exhibitor agrees that the company shall not be liable to compensate to the exhibitor if the security guards have performed their duties with such reasonable care as the case may be or have found that there is some defect in keeping the property and a warning was made to the exhibitor.

5. Notwithstanding, in no event the company shall be liable to any compensation to the exhibitor exceeding 50% of the fee of the said booth security service and the exhibitor shall produce evidence as follows:

5.1 The exhibitor is the owner of the property with the evidence that there was the loss property and the said property was kept in a proper place preventing it from loss or damage and the exhibitor has complied with security regulations.

5.2 The loss or damage caused by burglary with evidence of traces of force or destruction of a barricade.

5.3 The theft caused by action or refraining from action of the security guards, whether intentionally or gross negligently.

5.4 The loss or damage was not caused by an act of the exhibitor or an employee or a dependant of the exhibitor, whether as principal or supporter or by the negligence of such persons.

5.5 The exhibitor is not be able to take the lost property back.

5.6 The exhibitor is not paid by the insurance company.
6. The company shall not be responsible for the damage or loss of such the following properties except otherwise agreed upon in writing by both Parties e.g. bank notes, gold, gems/jewellery, antiques, valuable works of art, coins, blue prints, important documents, debt securities, securities or financial documents, credit cards, cheques, bank accounts and all other business documents.

7. The exhibitor and the representative and the employees of the exhibitor shall adhere strictly by the advice of the security guards, requirements, restrictions and regulations concerning the security set forth by the company.

8. If there is any obstruction causing deficiency in any of service herein the company will promptly correct it. However, the exhibitor shall not deduct or reduce the service fee fixed hereby and shall not take as a ground for termination of the Contract or relating contracts and the company shall not be liable to the exhibitor.

9. These terms and conditions are made in both English and Thai Languages. The Thai version shall prevail in the event of discrepancies.
## FORM 17: Cleaning Service

<table>
<thead>
<tr>
<th>Date</th>
<th>No. of Cleaner (Person)</th>
<th>Unit Price</th>
<th>Amount (Baht)</th>
<th>DEADLINE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td>Within deadline</td>
<td>850</td>
<td>1,100</td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td>After deadline</td>
<td>1,100</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td>Within deadline</td>
<td>850</td>
<td>1,100</td>
</tr>
<tr>
<td>4.</td>
<td></td>
<td>After deadline</td>
<td>1,100</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td></td>
<td>Within deadline</td>
<td>850</td>
<td>1,100</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total</td>
<td></td>
<td>+V.A.T. 7%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>GRAND TOTAL</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Remark:**
- The above rate is subject to change without notice.
- For booth space over 50 sq.m., required 2 cleaners.
- For booth space over 100 sq.m., required 3 cleaners.

**Payment Instructions**
- Cash
- Electronic Wire Transfer (ONLY for total amount of Baht 4,000.- up)
  - Account Name: N.C.C. Management & Development Co., Ltd.
  - Account No.: Kasikorn Bank, Silom Branch, Saving No. 789-2-01746-2

- Credit Card: Please contact Event Services Department

**Terms & Conditions**
1. Booth cleaning service includes: floor cleaning with a vacuum cleaner, mop, broom, empty and clean all waste paper bins and ashtray, wiping counter/ desk top, etc. (not exhibit). Once daily service either after or before exhibition hours.
2. Booth cleaning service does not cover removal of oil spillage, paints and other liquids deposited on the floor, walls and other surfaces.
3. Placing of Orders: Orders will only be accepted when made in writing and accompanied with full payment no later than the DEADLINE. Payment by Electronic Wire Transfer must be certified by a proof of payment attached to orders.
4. Deadline for Orders: All orders shall be placed with Event Services Department no later than the date specified in order form.
5. Late order may not be provided and, if available, will be subject to a surcharge with full cash payment.
6. Cancellation of Orders: Cancellation of orders will only be accepted when made in writing to Event Services Department no later than 7 days prior to the commencement of tenancy period. Late cancellation of order is subject to a charge at a half standard rate.

---

Please complete and return this copy to:

N.C.C. Management & Development Co., Ltd.
60 Queen Sirikit National Convention Center
New Rachadapisek Road
Klongtoey, Bangkok, 10110
Withholding Tax No. 105534007639

Event Services Department
ATTN: Ms. Paalin Munwichachai
Telephone: 66 (0) 2229 3211
Fax: 66 (0) 2229 3222
Email: paalin.mun@qsncc.com

Remark:
This order form is used as an invoice.
7. Payment Terms: The company reserves the right to refuse any order until payment has been received.

N.C.C. Management & Development Co., Ltd. is entitled to add, alter, or amend these terms and conditions at its sole and absolute discretion without prior notice.

**Remarks:** Withholding tax of 3% may be deducted only when applying with an official Withholding Tax Form upon placing order.

<table>
<thead>
<tr>
<th>Exhibiting Company:</th>
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<tbody>
<tr>
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<td>Telephone:</td>
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</tr>
<tr>
<td>Email:</td>
<td></td>
</tr>
</tbody>
</table>

**For NCC Staff Only**

Acknowledged and Confirmed by

Date

**SIGNATURE**