

## **APAO 2019** THE SCIENCES AND ARTS OF **OPHTHALMOLOGY**



# **EXHIBITOR MANUAL**

Host:





Co-sponsor:







### **WELCOME MESSAGE**

We are delighted to invite you to participate in the  $34^{th}$  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 34<sup>th</sup> 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 15<sup>th</sup> 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

### **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**



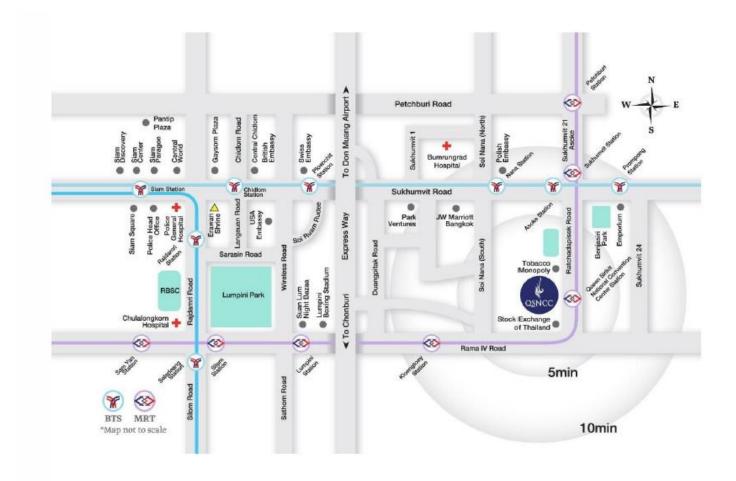
Queen Sirikit National Convention Center (QSNCC) is recognized as Thailand's first world-class convention and exhibition venue. Designed in a hi-tech Thai style, QSNCC perfectly reflects the country's unique approach to architecture and is capable of hosting various kinds of events. QSNCC offers state-of-the-art 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 <a href="http://www.gsncc.co.th/en/">http://www.gsncc.co.th/en/</a>



### **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 hasslefree.



### **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: <a href="http://www.bmta.co.th">http://www.bmta.co.th</a>

### 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

### 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: <a href="http://www.bangkokmetro.co.th">http://www.bangkokmetro.co.th</a>

### 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**

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

### **NOTES:**

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

### **SHOW DAYS**

Date	Time	Schedule
6/3/2018	08:00 - 09:00	Replenishment (for Exhibitors, Working Staff & Appointed Contractors Only)
	09:00 - 18:00	Show Open
7/3/2018	08:00 - 09:00	Replenishment (for Exhibitors, Working Staff & Appointed Contractors Only)
	09:00 - 18:00	Show Open
8/3/2018	08:00 - 09:00	Replenishment (for Exhibitors, Working Staff & Appointed Contractors Only)
	09:00 - 18:00	Show Open
9/3/2018	08:00 - 09:00	Replenishment (for Exhibitors, Working Staff & Appointed Contractors Only)
	09:00 – 12:30	Show Open



### **MOVE-OUT**

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

### **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 <u>until 12:30 on 9/3/2018</u>. 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 <u>Move-out period on 9/3/2018</u>. 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 <u>12:30 on 9/3/2018</u> 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 <u>12:30 on 9/3/2018</u> should send an email to <u>apao.bkk2019@gmail.com</u>



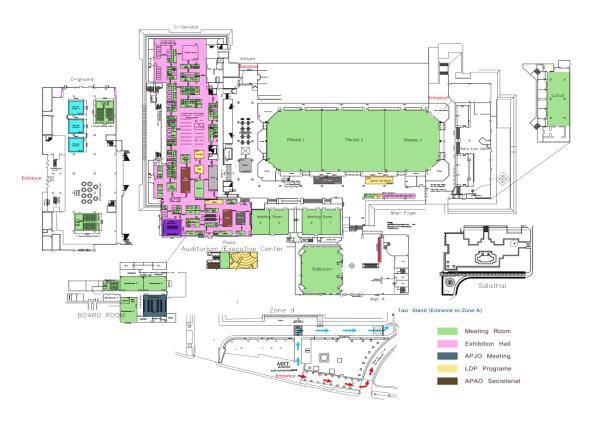
### **CONTACT LIST**

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Ms. Cynthia WONG	Ms. Vicky HUI		
Congress Manager	APAO Sponsorship and Exhibition Team		
Email: cynthiawong@apaophth.org	Email: exhibition@apaophth.org		
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	, 0		
	Ms. Nattaya PRADITPONG (Tong)	+66 87 041 5132	
	Senior Project Coordinator		
Official Contractor			
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Sun Expo Services Co.,Ltd	Ms. Fair THONKHAM	+66 2 728 4452	
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Food & Beverages			
N.C.C. Management & Development Co., Ltd.	Ms. Arintra CHAIYAROUNGYOT (Pond)	+66 81 689 5835	
Queen Sirikit National Convention Center	Project Manager		
60 New Rachadapisek Road, Klongtoey, Bangkok 10110,			
Thailand			
Email: apao.bkk2019@gmail.com			



### PRELIMINARY EXHIBITION FLOOR PLAN









Booth numbering will be confirmed after the completion of booth selection.

Please visit our website at <a href="http://2019.apaophth.org">http://2019.apaophth.org</a> for regular updates.

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.

Registration Category	Before 25/2/2019	25/2/2019 Onwards
Exhibitor	US\$ 150	US\$ 200

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 34<sup>th</sup> 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 <a href="majorage-apa-o.bkk2019@gmail.com">apao.bkk2019@gmail.com</a> 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

<sup>\*\*</sup> 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**

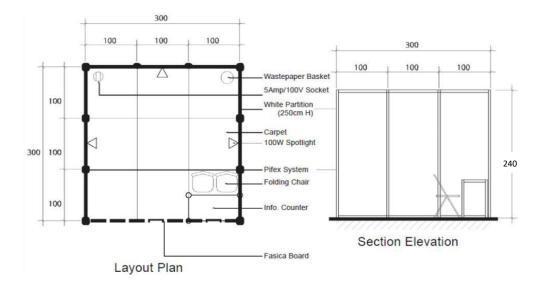
### STANDARD SHELL SCHEME (9 SQM STANDARD BOOTH)

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



STANDARD BOOTH 3.00X3.00X2.40 M.



Please complete the **Fascia Board Information Form (FORM 5)** and send via email to <a href="mailto:patthamaporn.boon@nccimage.com">patthamaporn.boon@nccimage.com</a> 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.

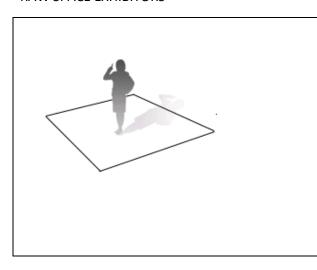


### **CUSTOM BOOTH DESIGN (RAW SPACE)**

### Application Deadline: 15/1/2019

Item		Description/ Requirement	Send to	
Α	Booth Layout Drawing	Specific measurements, light and electricity source positions to be annotated	Ms. Nattaya PRADITPONG	
В	Contractor Indemnity (FORM 3)	Filled and Stamped	N.C.C. Management & Development Co., Ltd.	
С	Acknowledge of QSNCC Rules and Regulations (FORM 1)	Filled and Stamped	apao.bkk2019@gmail.com	
D	Custom Booth Design (BY N.C.C. IMAGE) (FORM 4)	Filled and Stamped	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 <a href="mailto:patthamaporn.boon@nccimage.com">patthamaporn.boon@nccimage.com</a>

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 <u>are not allowed</u> 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 <u>Contractor's Performance Deposit</u> which will be collected based on <u>THB1,000/per sqm</u> basis. The deposit will be refunded to the exhibitors concerned <u>within 8 to 10</u> <u>weeks</u> 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 <u>Raw Space Contractors' Information, Construction Drawings</u> with the <u>Contractors' Performance Deposit</u> 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 in 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, <u>each</u> 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 <u>FORM 8, 8A and 8B</u>, Rental of Electricity for Set-Up and Tear-Down, Rental of Electricity Service and Service Location Plan.

### **FIRE REGULATIONS**

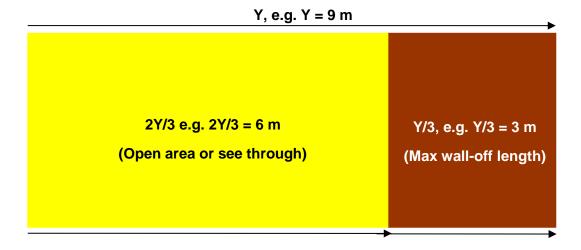
- Fire prevention equipment like all fire alarms, fire shutters, extinguishers, fire hydrants, sprinkler systems, valves and emergency telephones should be tidy and easy to access.
- At any time, exhibitors should allow and ensure the accessibility of all fire hose reels and fire alarms as given in the 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.



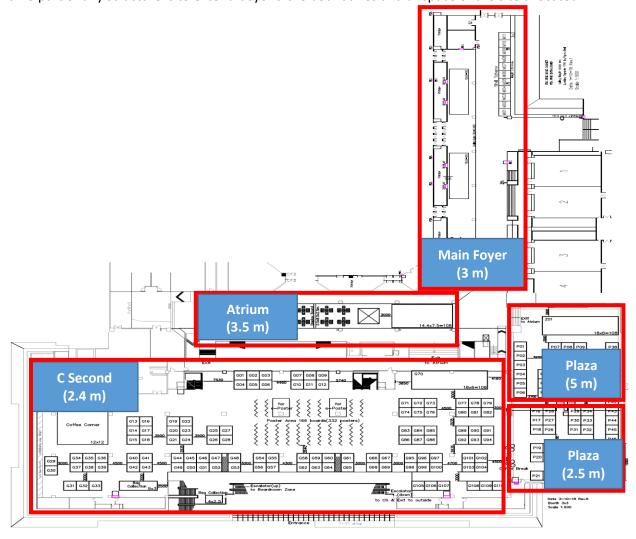


### **MATERIALS**

- 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.
- <u>Without Logo:</u> 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.
- <u>With Logo:</u> 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.
- It is also strongly suggested to contact the Official Contractor, N.C.C. Management & Development Co., Ltd. for assistance by email at apao.bkk2019@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 <a href="mailto:patthamaporn.boon@nccimage.com">patthamaporn.boon@nccimage.com</a> 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 contactor 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 <a href="mailto:siriwan@sunexpothai.com">siriwan@sunexpothai.com</a> 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:

Consignee
 Notify
 Purpose
 Item number
 Case Number
 Dimensions

7. Volume (Cubic meters)

8. Gross Weight9. Net Weight

10. Harmonized Code11. Description of goods

12. Quantity13. 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 Ophthalm	ology Congress-APAO 2019
EXHIBITOR	<u>:</u>	
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: 16<sup>th</sup> January, 2019
- Goods not require import permit: 1st February, 2019

Shipments arrival deadlines are as follow:

O/F LCL shipment arrival deadline : 18<sup>th</sup> February, 2019 O/F FCL shipment arrival deadline : 18<sup>th</sup> February, 2019 Air freight shipment arrival deadline : 18<sup>th</sup> 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:

Consignee 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:

Consignee 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.
 For shipment weighing 51-100 kgs.
 USD 250.00 / exhibitor
 USD 350.00 / exhibitor



- For shipment weighing over 100 kgs.

Import duty (if any)
Duty Handling (if any)
Customs Inspection (If any)
VAT

Please contact us

per actual receipt + 15 % per actual receipt + 15 % per actual receipt + 15 %

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 <a href="mailto:siriwan@sunexpothai.com">siriwan@sunexpothai.com</a>

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.

No.	Description	Return Form to	Deadline	Check
FORM 1	Acknowledgement of Queen Sirikit National Convention Center Rules and Regulations (Compulsory Submission)	N.C.C. Management & Development	15 /1/ 2019	
FORM 2	Exhibitor Indemnity (Compulsory Submission)	Co., Ltd.  apao.bkk2019@gmail.com  Ms. Nattaya PRADITPONG	15 /1/ 2019	
FORM 3	Contractor Indemnity (Compulsory Submission for Raw Space)	Nis. Nattaya i NADIII ONG	15 /1/ 2019	
FORM 4	Custom Booth Design (BY N.C.C. IMAGE) (Compulsory Submission for Raw Space)	N.C.C. Image Co., Ltd.  patthamaporn.boon@nccimage.com  Ms Patthamaporn BOONPHO	15 /1/ 2019	
FORM 5	Fascia Board Information (Compulsory Submission for Standard Shell Scheme Booth)		15 /1/ 2019	
FORM 6	Rental of Furniture & Accessories		15 /1/ 2019	
FORM 7	Rental of Audio Visual Items	N.C.C. Image Co., Ltd. vittachai.yuw@nccimage.com Mr Vittachai YUWAPHAN	15 /1/ 2019	
FORM 8	Rental of Electricity for Set-up and Tear- down		15 /1/ 2019	
FORM 8A	Rental of Electrical Service		15 /1/ 2019	
FORM 8B	Rental of Utility Point		15 /1/ 2019	



FORM 9	Inkjet Printing Service	N.C.C. Image Co., Ltd.  - patthamaporn.boon@nccimage.com  Ms Patthamaporn BOONPHO	15 /1/ 2019	
FORM 10	Miscellaneous		15 /1/ 2019	
FORM 11	Official Freight Forwarder	Sun Expo Services Co., Ltd. siriwan@sunexpothai.com Ms Fair THONKHAM	16 /1/ 2019	
FORM 12	Commercial Invoice & Packing List		16 /1/ 2019	
FORM 13	Telephone Service	N.C.C. Management & Development Co., Ltd. pailin.mun@qsncc.com Ms. Pailin MUNWICHACHAI	20/2/2019	
FORM 14	VDSL LAN Service		20/2/2019	
FORM 15	WIFI Card		20/2/2019	
FORM 16	Security & CCTV Service		20/2/2019	
FORM 17	Cleaning Service		20/2/2019	

### 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.

Name of Exhibiting Company:			Booth No.
Address:			
Country:			
Tel: (include country & Area code)	Fax: (include country & Area code)	En	nail:
		w	ebsite:
Name of Authorized Person:		Sig	gnature & Date:

Please return FORM 1 to:

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

Email: <a href="mailto:apao.bkk2019@gmail.com">apao.bkk2019@gmail.com</a> Attn: Ms. Nattaya PRADITPONG

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



## **FORM 2: Exhibitor Indemnity**



Name of Exhibiting Company:			Booth No.	
Address:			<u> </u>	
Country:				
Tel: (include country & Area code)	Fax: (include country & Area code)	En	nail:	
		w	ebsite:	
Name of Authorized Person:		Sig	gnature & Date:	
he Organizing Committee shall not unde lamage, theft, water, storms, strikes, riot			• ,	

nt 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

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:
We appoint N.C.C. Image Co., Ltd We appoint an Independent Contetails of Independent Contractor:	. as our Booth Contractor. cractor as our Booth Contractor (please co	omplete the fields below).
We appoint an Independent Contetails of Independent Contractor:  Independent Contractor Name (company name)		omplete the fields below).
We appoint an Independent Contector: Independent Contractor Name		omplete the fields below).
We appoint an Independent Contetails of Independent Contractor:  Independent Contractor Name (company name)		omplete the fields below).

### Please return FORM 3 to:

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

Email: apao.bkk2019@gmail.com Attn: Ms. Nattaya PRADITPONG



## **FORM 4: Custom Booth Design (BY N.C.C. IMAGE)**



### Deadline: 15 January 2019

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:

### 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: <a href="mailto:patthamaporn.boon@nccimage.com">patthamaporn.boon@nccimage.com</a>
Attn: Ms. Patthamaporn BOONPHO



## **FORM 5: Fascia Board Information**

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



### Deadline: 15 January 2019

Name of Exhibiting Company:	ompany:						
Address:							
Country:							
Tel: (include country & Area code)	Fax: (include country & Area code)	Ema	il:				
		Web	site:				
Name of Authorized Person:		Sign	ature &	Date:			
	scheme should indicate in the space be	elow the	e compa	ny nam	e (ma	ximu	m
exhibitors who book standard shell racters including spacing in <b>ENGLISH</b> .							
racters including spacing in ENGLISH							7

Please return FORM 5 to:

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

Email : <a href="mailto:patthamaporn.boon@nccimage.com">patthamaporn.boon@nccimage.com</a> Attn : Ms. Patthamaporn BOONPHO



# **FORM 6: Rental of Furniture & Accessories**



## Deadline: 15 January 2019

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

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

Sub total	
Vat 7%	
<b>Grand Total</b>	



### **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 <u>only</u> 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 <u>or 30% for surcharge on-site order with full</u> 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

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

<sup>\*\*</sup> 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)





N.C.C. IMAGE CO.,LTD.

QUEEN SIRIKIT NATIONAL CONVENTION CENTER,

60 NEW RACHADAPISEK ROAD, KLONGTOEY, BANGKOK10110, TEL: 0-2203-4100 FAX: 0-2203-4117

www.nccimage.co.th



# **FORM 7: Rental of Audio Visual Items**



### Deadline: 15 January 2019

Company:	Stan	d no. :		
Address:	_			
**Tax ID. or ID Card no. :	**Head office **Bi	ranch:		(Branch's code
Telephone no.	 Fax	no. :		
Contact	 E-n	nail :		
Signature :	_	Date :		
Audio	/ Visual			
DESCRIPTIONS	COST/DAY	QTY	NOS. OF	AMOUNT
	(BAHT)	(UNIT)	DAY	
Plasma and LCD Screens	, ,	, ,		
42 inch LED TV	3,300			
50 inch LED TV	4,000			
Stand for 42 inch Screen (eye level).	750			
Hanging Brackets for 42 inch Screen (for partition wall)	460			
DVD Blu-ray Player.	970			
Computers + Laptop + Monitors				
Laptop Standard.	2,200			
PC (Personal Computer) + 19 inch LCD	1,900			
Projectors				
Data Projector 3200 ANSI Lm, XGA	5,000			
Data Projector 4500 ANSI Lm, XGA	7,500			
Data Projector 5500 ANSI Lm, XGA	12,500			
Projection Screens				
Screen, 2x 3 m. (150") Projection.	4,000			
Screen, 3x 4 m. (200") Projection.	6,400			
Screen, 4.5x 6 m. (300") Projection.	18,000			
			Sub total	
			Vat 7%	
		G	rand Total	
	, ,		1 / 1	
Please indicate the date require: From:/ To	):/	rotal	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 <u>only</u> 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

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

#### Please return FORM 7 to:

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

Email : <u>vittachai.yuw@nccimage.com</u>
Attn : Mr Vittachai YUWAPHAN

<sup>\*\*</sup> 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)



# **FORM 8: Rental of Electricity for Set-Up and Tear-Down**



## Deadline: 15 January 2019

Company:			Stand no.	:		
Address:						
**Tax ID. or ID Card no. :		**Head o	office **Branch	:		(Branch's code
Telephone no. :			Fax no.	:		
Contact			E-mail			
Signature :			Date	:		
DESCRIPTION	Early Bird (before 15 Jan)	Standard (After 15 Jan)	Onsite (4-5 March)	QTY	NOS. OF	AMOUNT
	ТНВ	ТНВ	ТНВ	(UNIT)	DAY	
Breaker 15 Amp / 220 V. Single Phase 50 Hz.	800	880	1,040			
Breaker 30 Amp / 220 V. Single Phase 50 Hz.	1,600	1,760	2,080			
					Sub Total	
					VAT 7%	
					Grand	
Set-up date:						
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 <u>only</u> 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

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

### Please return FORM 8 to:

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

Email : <u>vittachai.yuw@nccimage.com</u>
Attn : Mr Vittachai YUWAPHAN

<sup>\*\*</sup> 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)



# RULES AND REGULATIONS RELATED TO ELECTRICAL SERVICES

### 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 hooth
- 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 multioutlet 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.
- I. 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.

<sup>\*\*</sup>The violation of these rules may result in the immediate disconnection by authorized agents.



# **FORM 8A: Rental of Electrical Service**



## Deadline: 15 January 2019

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

Service / Item	Early Discount (before 15 Jan) THB	Standard rate (After 15Jan) THB	Onsite rate (4-5 March) THB	QTY (UNIT)	Amount
Spotlight 100 W. standard	600	660	780		
Spotlight 100 W. with arm	650	715	845		
Fluorescent Light 1.2 m. 36 W.	550	605	715		
Down Light 60 W.	650	715	845		
Down Light Halogen 50 W.	750	825	975		
Spotlight Halogen 50 W. with arm	750	825	975		
Halogen Lamp 300 W. 220 V.	1,500	1,650	1,950		
Halogen Lamp 500 W. 220 V.	2,500	2,750	3,250		
Section B Breaker for Exhibits ( for machi	nery, engine, mo	otor), inclusive	of power consu	umption	
Socket 5 Amp (5 Amp fuse) 220 V. 50 Hz.	700	770	910		
Socket 5 Amp (5 Amp fuse) 220 V. 50 Hz., 24 Hr.	1,400	1,540	1,820		
Breaker 15 Amp / 220 V. Single Phase 50 Hz.	2,400	2,640	3,120		



Breaker 15 Amp / 380 V. Three Phase 50 Hz.	4,950	5,445	6,435					
Breaker 30 Amp / 220 V. Single Phase 50 Hz.	4,800	5,280	6,240					
Breaker 30 Amp / 380 V. Three Phase 50 Hz.	9,900	10,890	12,870					
Section C Breaker for lighting / Power point charge for exhibitors using their own equipment								
Breaker 15 Amp / 220 V. Single Phase 50 Hz.	9,400	10,340	12,220					
Breaker 30 Amp / 220 V. Single Phase 50 Hz.	18,800	20,680	24,440					
Breaker 15 Amp / 380 V. Three Phase 50 Hz.	28,200	31,020	36,660					
Breaker 30 Amp / 380 V. Three Phase 50 Hz.	56,400	62,040	73,320					
Connecting (by exhibitor) per unit of 100W.	300	330	390					
Connecting (by Image) per unit of 100 W.	350	385	455					
			•	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

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

<sup>\*\*</sup> 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)



#### **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 manua.

### Please return FORM 8A to:

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

Email : <u>vittachai.yuw@nccimage.com</u>
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 100W.

N.C.C. IMAGE CO.,LTD.

QUEEN SIRIKIT NATIONAL CONVENTION CENTER,

60 NEW RACHADAPISEK ROAD, KLONGTOEY, BANGKOK10110, TEL: 0-2203-4100 FAX: 0-2203-4117



## **FORM 8B: Service Location Plan**



## 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.

Company:				Stand no.	:		
Address:			<del></del>				
**Tax ID. or ID Card	no.:		**Head office	**Branch:	:	(Branch's code)	
Telephone no.				Fax no.	:		
Contact			<del></del>	E-mail	:		
Signature :				Date	:		
	∇	Spotlight standard สปอดไลท์มาตรฐาน Spotlight w/ arm สปอดไลท์พร้อมแขน Fluorescent Lamp หลอดฟลูออเรสเซนท์ Breaker เบรกเกอร์ Socket Point จุดปลักไฟ	N W D C	Connecting จุดต่อไฟ (โด Water น่าประปา Drain พ่อระบายน้ำ Compressed เครื่องปั้มสม Telephone โทรศพท์			
	_	BA	CK/ด้านหลัง				
	LEFT/ซ้าย				RIGHT/ขวา		
		ED.	ONT /				
		FR	ONT/ด้านหน้า				

### Please return FORM 8B to:

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

Email : <u>vittachai.yuw@nccimage.com</u>
Attn : Mr Vittachai YUWAPHAN

Please return to:

1,320

880



## **FORM 9: Inkjet Printing Service**



### Deadline: 15 January 2019

PVC Inkjet sticker on PP board

Company:			Stand no. :				
Address:							
**Tax ID. or ID Card no. :		**Head offic	e **Branch:		(Branch's code)		
Telephone no.			Fax no. :				
Contact			E-mail :				
Signature:			Date :				
Description	Size WxLxH	Within 15 Jan THB/sqm	After 15 Jan THB/sqm	QTY (UNIT)	Amount		
PVC Inkjet sticker	-	800	880				

1,200

800

Sub Total	
Vat 7%	
Grand total	
	Vat 7%

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

#### **REMARK:**

Vinyl Inkjet

- 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. Al 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

Company:				Stand no.:				
Address:								
**Tax ID. or ID Card no. :			**Head offic	**Head office **Branch: (Branch's co			h's code)	
Telephone no.				Fax no. :				
Contact				E-mail :				
Signature:				Date :				
Description	Color	Size WxLxH	Within Deadline Rate THB	After Deadline Rate THB	QTY (UNIT)	Amount		

Description	Color	Size WxLxH	Deadline Rate THB	Deadline Rate THB	QTY (UNIT)	Amount
Panel (system-built)	White	1.0x2.5 m. high	920/unit	1,012/unit		
Folding door (system- built)	Light grey	1.0x2.0 m.	1,725/unit	1,898/unit		
Wood platform without carpet	-	15 mm. thick	400/sqm.	440/sqm.		
Needle punch carpet	Red/ Blue/ Grey/ Green	-	290/sqm.	319/sqm.		
	•				Sub Total	
					Vat 7%	
				G	rand 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 <u>only</u> 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 <u>or 30% for surcharge on-site</u> <u>order with full cash payment only.</u>
- 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 10 to:

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

Email : <a href="mailto:patthamaporn.boon@nccimage.com">patthamaporn.boon@nccimage.com</a>

Attn : Ms. Patthamaporn BOONPHO



# **FORM 11: Official Freight Forwarder**



Name of Exhibiting C	company:	Вос	oth No.			
Address			I			
Country:						
Tel: (include country	& Area code)	Fax: (include country & Area	code) Email:			
			Website	:		
Name of Authorized	Person:		Signature & Date:			
This form should be co	mpleted and return	ned to Sun Expo Services Co.,	Ltd. <b>before 16<sup>th</sup> Januar</b>	y 2019 for goods requiring		
	•	19 for goods that do not requ				
Agent's company name	e: Sun Expo	Services Co., Ltd				
Contact person:	· ·	honkham				
Tel:	+66 2 728					
Fax:						
Mobile:	+66 94 99	4 4240				
Email:		sunexpothai.com				
Please tick where app						
• •	•	tside Thailand and need Sun	Expo made customs cle	earance		
·	•	be delivered to exhibition st	•			
, , , , , , , , , , , , , , , , , , , ,	, , , , , , , , , , , , , , , , , , , ,					
No. of pkgs Descrip	otion of exhibit / carg	go Gross Dimensions (cm)	Gross volume (cbm)	Gross Weight (kg)		
Please note: Sea freight cor	nsignment arrival at the	PAT Port prior to:				
LCL : 18 <sup>th</sup> February 20	_	18 <sup>th</sup> February 2019				
-		tional Airport prior to 18 <sup>th</sup> February	2019			
Mode of Entry	( ) ATA Carnet (	) Temporary Importation ( ) Defi	nitive Importation			
Mode of Arrival		No. : ( ) Sea	·			
Mode of Departure	( ) Airfreight (	) Sea freight	•			



# **FORM 12: Commercial Invoice & Packing List**



Deadline: 16 January 2019

### **COMBINED COMMERCIAL INVOICE & PACKING LIST**

Consignee :			Show Na	ame	Mark & Number.	Invoice N	umber.					
Sun E	xpo Se	ervices Co., Ltd.			APAO 2	2019	EXHIBITION: APAO 2019	Date				
60/107 Moo 9, Dokmai,						EXHIBITOR:	Total Pac	k				
Praves, Bangkok 10250						HALL NO:	Total G. V	Veight				
Tel. +	-662-7	28-4452-4 # 406					STAND NO.:	Total N. V	Veight			
Attn :	Ms. N	ing					C/NO.:	A = Re-ex	cport after	exhibition	1	
								B = dispo	sed/consu	med/give	awa	ay
Item	Case	Dimensions	Volume	Gross	Nett	HS CODE			CIF Val			
No.	No.	L x W x H (cms.)	СВМ	Weight	Weight		Description Of Goods	Quantity	Unit Price	Amount	Α	В
											$\Box$	
											$\perp$	
											$\perp$	
											$\perp$	
											$\perp$	
											$\perp$	
											$\perp$	
											_	
											$\perp$	
											_	
											_	
											_	
											$\dashv$	
											_	
											_	
											$\dashv$	
								TOTAL:	CI	F US\$		

From to
The Invoiced goods are of (countryof 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

Cons	ignee	:			Show Na	ame	Mark & Number.	Invoice N	umber.				
Sun E	xpo S	ervices Co., Ltd.			APAO 2019		EXHIBITION: APAO 2019	Date					
50/1	07 Mod	o 9, Dokmai,				EXHIBITOR: Total Pack					(		
Praves, Bangkok 10250						HALL NO:	Total G. Weight						
ГеІ. +	-662-7	28-4452-4 # 406					STAND NO.:	Total N. V	Total N. Weight				
Attn :	Ms. N	ing					C/NO.:		xport after			_	
								B = dispo	sed/consu	ımed/give	awa	aу	
	Case	Dimensions	Volume		Nett	HS CODE			CIF Value			$\Box$	
No.	No.	L x W x H (cms.)	СВМ	Weight	Weight		Description Of Goods	Quantity	Unit Price	Amount	Α	В	
											$\dashv$	_	
											$\dashv$	$\dashv$	
											$\dashv$	$\dashv$	
											$\dashv$	$\dashv$	
											$\dashv$	$\dashv$	
											$\dashv$	$\exists$	
											$\dashv$	$\dashv$	
											$\dashv$	$\dashv$	
											$\dashv$	$\dashv$	
											$\dashv$	$\dashv$	
											$\dashv$	$\dashv$	
											$\dashv$	$\dashv$	
											$\dashv$	4	
											$\dashv$	_	
											$\dashv$	$\dashv$	
											$\dashv$	$\dashv$	
												_	
								TOTAL:	CI	F US\$		_	

		4 -	
-ro	m	 το	 

The Invoiced goods are of (countryof 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**



Description	Service Fee	Service Fee Per Event (3-5 show days)		No. of Deposit		Amount	DEADLINE		
Description	Per Day	within deadline	after deadline	Order	(Baht)	(Baht)			
1. Telephone									
- Internal Line	1,500	1,500	2,000				20 5-1 2010		
- Local Call (BKK & Metropolis)	2,000	4,500	6,000				20 February 2019		
- Long Distance Call / ISD Line	2,500	5,000	6,500		10,000				
(Mobile, Domestic,							Please complete and return		
International)									
- Internet Leased Line / Fiber Optic	(F	Please refer to Int	ternet Wiring O	der Forr	n Item 3)		this copy to :		
2. Facsimile with 100 pcs. of A4 pap	3,500	6,500	8,500		10,000				
(No call restriction)							N.C.C.Management &		
3. Credit Card Veriphone : Network							Development Co., Ltd.		
Automatic System Control (NAC)							60 Queen Sirikit National		
- 1 on line, 5 hunting		4,500	6,000				Convention Center		
- 1 on line, 10 hunting		8,500	11,000				New Rachadapisek Road		
- 2 on line, 16 hunting		11,000	14,500				Klongtoey, Bangkok, 10110		
Remarks:				TOTAL			Withholding Tax No. 0 10553400763 9		
-The above rate is subject to change withou	ut notice		Plus 79	6 V.A.T.					
- * Additional charge Baht 1,000 per day if n	nore than 5 show	days	GRAND	TOTAL					
- * For ISDN Line : NCC provides only the NT i	Box and Adapter (	ا the internet account	t not included)				Event Services Department		
Payment Instructions							ATTN: Ms.Pailin Munwichachai		
Cash	Electronic Wire	Transfer (ONLY for t	otal amout of Baht	4,000 up	o)		Telephone : 66 (0) 2229 3211		
	- Account Name	: N.C.C. Managemen	nt & Development (	Co., Ltd.			Fax: 66 (0) 2229 3222		
		asikorn Bank, Silom E			46-2		Email: pailin.mun@gsncc.com		
Credit Card : Please contact at Ever			, ,	laster Card	VISA				
(For payment amout over THB 50,000, the	card holder sho	uld be responsible fo	or the Bank Charge	of			Remark:		
of 3-5% accordingly to the Bank Regulations		,					This order form is used as an invoice.		
Terms & Conditions									
Long distance call charges/fax transmiss	sion charges are r	not included and to b	oe deducted from t	he deposit	t before				
refunding by Bank Draft with in 21 days.									
2. A charge of Baht 5,000. will be imposed for									
	3. The applicants should contact N.C.C. Event Services Department Representative and give his requirements for								
any date line satellite path and video link									
N.C.C. shall be under no liability for any liby reasons of equipment failure or defect									
	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.								



4. Placing of Orders: Orders wil	ll 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 orde	ers shall be placed with Event Services Depart	ment no later than the date specified	
in order form.			
6. Late order may not be provi	ded and, if available, will be subject to a surch	narge with full cash payment.	
7. Cancellation of Orders: Cano	ellation of orders will only be accepted when	made in writing to Event Services	
Department no later than 7 o	days prior to the commencement of tenancy p	eriod. Late cancellation of order is	
subject to a charge at a half st	andard rate.		
8. Payment Terms: The compa	ny reserves the right to refuse any order until	payment has been received.	
N.C.C. Management & Devel	opment Co., Ltd. is entitled to add, alter, or ar	mend these terms and conditions at	
its sole and absolute discret	ion without prior notice.		
Remarks: Withholding tax of 3	% may be deducted only when applying with a	n official Withholding Tax Form upon placing order.	
Exhibiting Company:			For NCC Staff Only
Stand No. :		Zone :	
Name of person in charge	:		Acknowledged and Confirmed by
Address :			
Registration Tax No. and E	Branch :		
Tel:	Fax:	Email :	Date
SIGNATURE		Date	



# **FORM 14: VDSL LAN Service**



Item	Internet Service Rate Per Day (Wiring)				No. of Day (s)	No. of Line (s)	Modem Deposit	Amount	DEADLINE	
1. Installation & Modem										
- Installation (Per Event)	2,000	2,000	2,000	2,000	2,000					20 February 2019
- Modem Deposit (Per Event)	5,000	5,000	5,000	5,000	5,000					
2. Internet Service										
2.1 VDSL Shared Speed	5/5 Mbps	10/5 Mbps	20/5 Mbps	20/10 Mbps	30/10 Mbps					
	4,000	5,000	6,000	8,000	12,000					
2.2 Internet (LAN)	5/2 Mbps	10/2 Mbps	20/2 Mbps	50/2 Mbps	100/2 Mbps					Please complete and return
Fixed Speed	5,000	7,000	8,000	10,000	13,000	1				this copy to :
	5/5 Mbps	10/5 Mbps	50/5 Mbps	100/5 Mbps	20/10 Mbps	]				60 Queen Sirikit National
	8,000	10,000	12,000	14,000	17,000					Convention Center
2.3 Internet Leased	5/5 Mbps	10/5 Mbps	50/5 Mbps	10/10 Mbps	100/10 Mbps					New Rachadapisek Road
Line with 8 Fixed IPs	15,000	18,000	25,000	21,000	30,000	1				Klongtoey, Bangkok, 10110
3. Half Circuit Connection	5 Mb	10 Mb	15 Mb	20 Mb	30 Mb					Certificate of Juristic Person
	7,000	8,000	9,000	10,000	11,000	1				Registration 0 10553400763 9
						Total				
Payment Instructions						Plus V.A.T.	7%	$>\!<$		
Cash						GRAND TO	TAL			
Electronic Wire Transfer (ONLY for total amout of Baht 4,000up)									Event Services Department	
- Account Name: N.C.C. Management & Development Co., Ltd.									ATTN: Ms.Pailin Munwichachai	
- Account No. : Kasikorn Bank, Silom Branch, Saving Account No. 789-2-01746-2									Telephone : 66 (0) 2229 3211	
Credit Card : Please contact at Event Services Department									Fax: 66 (0) 2229 3222	
(For payment amout over THB 50,000, the card holder should be responsible for the Bank Charge of 3-5%									Email: pailin.mun@qsncc.com	
accordingly to the Bank Regulation	ns)									
Internet Service Instructions :										
1. VDSL Service is a service that suit	able for Intern	et information	transmission	over coper wir	e,					
data rate transfer both parts of the	Upload and D	ownload can b	e up to 30 Mbp	s shared spee	d.					
2. LAN Internet is a service that suita	able for Interne	t information	transmission o	ver LAN cable	(UTP),					
this LAN internet service is dedicate	ed bandwidth f	or individual c	ustomer who r	need internet	access					
at booth exhibition.										
3. Leased Line Internet is a service that 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 ( KIRZ's) 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.)										
Wi Fi connections will now be provided and managed by <u>KIRZ Co., Ltd only.</u> 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. The above rate include modem router (4 Et	hernet ports switch) set up.		
4. Internet will be available on the last day of	finstallation, and system will be tested at 15:00 h	hrs.	
on the same day unless otherwise agreed.			
5. In case of internet cable relocation after fi	rst installation completed, customer shall be the	relocation cost of Baht 5,000	
pertime perline.			
6. The modem deposit shall be refunded whe	n the modem is returned in proper condition. A cl	harge of 15,000 baht per set	
7. Placing of Orders: Orders will only be accep	ted when made in writing and accompanied with	full payment no later	
than the DEADLINE. Payment by Electronic \	Vire Transfer must be certified by a proof of payme	ent attached to orders.	
8. Deadline for Orders: All orders shall be pla	ced with Event Services Department no later than	the date specified in order form.	
9. Late order may not be provided and, if avail	lable, will be subject to a surcharge with full cash	payment.	
10. Cancellation of Orders: Cancellation of or	ders will only be accepted when made in writing t	to Event Services Department	
no later than 7 days prior to the commence	ment of tenancy period. Late cancellation of orde	er 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 term	s and conditions at its sole	Remark:
and absolute discretion without prior notic	e.		This order form is used as an invoice.
Remarks: Withholding tax of 3% may be dedu	cted only when applying with an official Withhold	ling Tax Form upon placing order.	
Exhibiting Company :			For NCC Staff Only
Stand No. :		Zone :	To Nee stan only
Name of person in charge :			Acknowledged and Confirmed by
Address :			
Registration Tax No. and Branch :			
Telephone :	Fax :	Email :	Date
SIGNATURE			
			· · · · · · · · · · · · · · · · · · ·



# **FORM 15: WIFI Card**



Type of Internet	Price (Baht)	No. of Order	Amount	DEADLINE
Shared Speed	(1 Card : 1 User)			20 February 2019
- 1 Day Wi Fi Card	350			Please complete and return
- 3 Days Wi Fi Card	900			this copy to :
- 5 Days Wi Fi Card	1,200			
- USB Wi Fi Adapter Rental	Baht 535 per Event	GRAND TOTAL		N.C.C. Management &
		(7% VAT i	included)	Development Co., Ltd.
	l			(Head Office)
Payment Instructions	60 Queen Sirikit National			
Cash	Convention Center			
Electronic Wire Transfer (ONLY for total	al amout of Baht 4,000up)			New Rachadapisek Road
- Account Name : N.C.C. Management	& Development Co., Ltd.			Klongtoey, Bangkok, 10110
- Account No. : Kasikorn Bank, Silom B	ranch, Saving Account No. 789-2-01	746-2		Withholding Tax No.0 10553400763 9
Credit Card : Please contact at Event	Services Department	MasterCard VISA		
(For payment amout over THB 50,000, the	e card holder should be responsible	for the Bank Charge of 3-5%		
accordingly to the Bank Regulations)				Event Services Department
New Terms & Conditions (Please read the be	low guidance carefully.)			ATTN: Ms. Pailin Munwichachai
1. Wi Fi connections will now be provided and	d managed by KIRZ Co., Ltd. only.			Telephone : 66 (0) 2229 3211
2. QSNCC does not allow the use of "Bring You	ır Own" Mobile Hot Spot, Wireless Re	outers and Wireless		Fax: 66 (0) 2229 3222
Access Point. Any equipment that is found	I to be causing disruption to any par	t of QSNCC		Email: pailin.mun@qsncc.com
infrastructure will be removed.				
3. Wi-Fi Card use for IPad, Tablet, Mobile Pho				
If internet connectivity is critical to your st				
wired internet service in combination with				
to access Wi Fi 802.11 ac at Baht 535 per				
for any lost / damaged on Wi Fi USD Adapte	r)			
** However 2.4GHz (older devices and laptop	s) does not perform well in busy env	vironments such as		
exhibitions halls. This is not a system fault,	it is simply a limitation of the freque	ency.**		
4. Placing of Orders: Orders will only be accep	ted when made in writing and acco	mpanied with full payment no	later	
than the DEADLINE. Payment by Electronic V				
5. Deadline for Orders: All orders shall be pla	ced with Event Services Department	t no later than the date specif	ied	
in order form.				
6. Late order may not be provided and, if ava	· · · · · ·	• •		Remark:
7. Cancellation of Orders: Cancellation of ord		_		This order form is used as an Invoice.
Department no later than 7 days prior to th	e commencement of tenancy period	d. Late cancellation of order is	<u>5</u>	
subject to a charge at a half standard rate.				
8. Payment Terms: The company reserves the				
N.C.C. Management & Development Co., Lt.				
its sole and absolute discretion without pr	ior notice.			
Exhibiting Company:	For NCC Staff Only			
Stand No. :				
Name of person in charge :	Acknowledged and Confirmed by			
Address :				
Registration Tax No. and Branch :				
Telephone :	Fax	Email:		Date
SIGNATURE			I	1



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



Date	Shift - Night	No. of	Service Fee (Baht / Person / Shift)		Amount (Baht)	<u>DEADLINE</u>		
1	(8.00 p.m8.00 a.m.)	Guard	Within deadline	After deadline	(22)			
1.			950	1,200		20 February 2019		
2.			950	1,200				
3.			950	1,200				
4.			950	1,200		Please complete and return		
5.			950	1,200		this copy to :		
Remark:				Total				
-The above rate is subject to d	hange without notice			Plus V.A.T. 7%		N.C.C. Management &		
- For booth space over 50 sq.m	n., required 2 security staffs			GRAND TOTAL		Development Co., Ltd.		
- For booth space over 100 sq.	m., required 3 security staffs					60 Queen Sirikit National		
-	SERVICE (CCTV CAMERA)					Convention Center		
Item	Service Fee per set (3-5 show	v days) Baht		Amount		New Rachadapisek Road		
** CCTV Service	30,000					Klongtoey, Bangkok, 10110		
Remark: Additional charge Bht.3,000 per day Total						Withholding Tax No. 0 10553400763 9		
(for over 5 show days ev			Plus V.A.T. 7%					
(			GRAND TOTAL					
Payment Instructions	Event Services Department							
Cash	Electronic Wire Transfer (O	NLY for total a	mout of Baht 4,000 up	)		ATTN: Ms.Pailin Munwichachai		
	- Account Name: N.C.C. Man	agement & D	evelopment Co., Ltd.			Telephone : 66 (0) 2229 3211		
	- Account No.: Kasikorn Bank	, Silom Brancl	h, Saving No. 789-2-017	46-2		Fax: 66(0)22293222		
Credit Card : Please co	ontact at Event Services Depa	rtment	VISA°			Email: pailin.mun@qsncc.com		
(For payment amout over THB	50,000, the card holder sho	uld be respor	nsible for the Bank Char	ge of				
of 3-5% accordingly to the Ban	k Regulations)							
Terms & Conditions								
Security services herein are     Dedace Orders with	Paranete							
2. Placing of Orders: Orders wi than the DEADLINE. Payment	Remark: This order form is used as an Invoice.							
3. Deadline for Orders: All order	THIS GLOCAL TOTAL IS USED AS ALL HIVOICE.							
in order form.								
4. Late order may not be provi								
5. Cancellation of Orders: Can								
Department no later than 7	days prior to the commencen	nent of tenano	cy period. Late cancella	tion of order is				
subject to a charge at a half s	subject to a charge at a half standard rate.							



6. 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.	
Exhibiting Company:	For NCC Staff Only
Stand No. : Zone :	Tor Nec Starr Only
Name of person in charge:	Acknowledged and Confirmed by
Address:	
Registration Tax No. and Branch :	
Telephone: Fax: Email:	Date
SIGNATURE	

#### Terms & Conditions of Security Service

- Booth security service shall be solely provided by the security guards of the Convention Center. Any applicants (hereinafter called "The Exhibitor")
  who may wish other company to do such service a 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 intentonally 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 agree 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 or financial documents, credit cards, cheques, book 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**



	No. of Cleaner	Unit Price			DEADLINE	
Date	(Person)	Within deadline	After deadline	Amout (Baht)		
1.		850	1,100		20.5.1	
2.		850	1,100		20 February 201	
3.		850	1,100			
4.		850	1,100			
5.		850	1,100		Please complete and return	
Remark:			Total		this copy to :	
The above rate is subject to change without n	otice		Plus V.A.T. 7%			
For booth space over 50 sq.m., required 2 clea			GRAND TOTAL		N.C.C. Management &	
For booth space over 100 sq.m., required 3 cl	eaners				Development Co., Ltd.	
					60 Queen Sirikit National	
Payment Instructions					Convention Center	
	e Transfer (ONLY for	total amout of Baht 4,	000 up)		New Rachadapisek Road	
_		nt & Development Co.			Klongtoey, Bangkok, 10110	
- Account No.:	Withholding Tax No.0 10553400763					
Credit Card : Please contact at Event Se						
For payment amout over THB 50,000, the car						
of 3-5% accordingly to the Bank Regulations)					Event Services Department	
Terms & Conditions					ATTN: Ms.Pailin Munwichad	
Booth cleaning service includes: floor cleaning	ng with a vacuum clea	aner, mop, broom, emp	oty and clean all waste	paper	Telephone : 66 (0) 2229 3211	
bins and ashtray, wiping counter/ desk top, e	tc. (not exhibit). Once	daily service either af	ter or before exhibition	n hours.	Fax: 66 (0) 2229 3222	
2. Booth cleaning service does not cover remov	al of oil spillage, pair	nts and other liquids de	posited on the floor, w	/alls	Email: pailin.mun@qsncc.com	
and other surfaces.						
3. Placing of Orders: Orders will only be accepted						
than the DEADLINE. Payment by Electronic Wi						
4. Deadline for Orders: All orders shall be place						
in order form.						
5. Late order may not be provided and, if availa						
5. Cancellation of Orders: Cancellation of order						
Department no later than 7 days prior to the	Remark:					
is subject to a charge at a half standard rate.	This order form is used as an invoice.					



7. Payment Terms: The company reserves the right	t to refuse any order until pa	ayment has been received.	
N.C.C. Management & Development Co., Ltd. is e	entitled to add, alter, or ame	end these terms and conditions at	
its sole and absolute discretion without prior no	otice.		
Remarks: Withholding tax of 3% may be deducted	only when applying with an	official Withholding Tax Form upon placing order.	
Exhibiting Company:			For NCC Staff Only
Stand No. :		Zone :	Tor Nee starr only
Name of person in charge :			Acknowledged and Confirmed by
Address:			
Registration Tax No. and Branch :			
Telephone:	Fax:	Email:	Date
SIGNATURE			