

Special design

Raw space only



Checklist for Special design

| Form | No. / Email to | Deadline | |
|--|------------------------------|-----------------|--------------------------|
| Unofficial stand contractor form | Form no 1 | 09 January 2017 | <input type="checkbox"/> |
| Submit booth design to the official stand contractor | N.C.C. Image | 16 January 2017 | <input type="checkbox"/> |

Construction hours:

| Building – up (March 12-14, 2017) | Date | Time |
|--|--------------------|--------------------|
| Move-in all other halls of Official Stand Contractor (NCC IMAGE) | March 12-14, 2017 | 08.00 – 22.00 hrs. |
| Move-in all other halls of Special Design, Approved Stand Contractors, Other Contractors | March 12, 2017 | 13.00 – 22.00 hrs. |
| | March 13-14 , 2017 | 08.00 – 22.00 hrs. |
| Exhibitor Registration | March 13, 2017 | 11.00 – 17.00 hrs. |
| | March 14, 2017 | 09.00 – 17.00 hrs. |

| Dismantling Period (March 17-18, 2017) | Date | Time |
|---|----------------|--------------------|
| Move-out of exhibits and stands | March 17, 2017 | 18.00 – 22.00 hrs. |
| | March 18, 2017 | 08.00 – 18.00 hrs. |
| Switching off power supply | March 15, 2017 | 20.00 hrs. |
| Switching off power supply and Dismantling electrical Equipment | March 16, 2017 | 20.00 hrs. |
| | March 17, 2017 | 18.00 hrs. |
| Move out of Heavy and/or Large Exhibits, Stand Fitting Material | March 17, 2017 | 18.00 – 22.00 hrs. |
| | March 18, 2017 | 08.00 – 18.00 hrs. |
| Hall Closes | March 18, 2017 | 18.00 hrs. |

Please take note of the following points:

- 1) During the exhibition period, exhibitors are allowed to enter the hall an hour before the opening time and remain not more than an hour after the closing time.
- 2) Large & heavy machines need to enter the exhibition hall on the first day of the construction.
- 3) Only trolleys must be used to move-in and move-out of any exhibits or decoration items at the loading doors of the exhibition hall (Event Hall).
- 4) Exhibitors are advised to commence packing their exhibits as soon as the exhibition ends on March 17, 2017 at 18.00 hrs. To avoid delay and traffic congestion, special arrangements have to be made in advance with the Official on-site freight forwarders.

For VIV Asia 2017 the following stand constructors for special design have been selected:

Contractors:

Official Contractor & Official Electrical Contractor:

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

Contact: Ms. Rungnapa Chitanuwat
Address: 60 New Rachadapisek Road, Klongtoey, Bangkok 10110, Thailand
Tel: +66 (0) 2 203 4145
Fax: +66 (0) 2 203 4117
E-mail: rungnapa.chi@nccimage.com

Approved Stand Contractors:

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

Contact: Mr. Surawat Weoprasert
Address: 60 New Rachadapisek Road, Klongtoey, Bangkok 10110, Thailand
Tel: +66 (0) 2 203 4146
Fax: +66 (0) 2 203 4117
E-mail: surawat.weo@nccimage.com

Design Ex Co., Ltd.

Contact: Ms. Anchane Rodjinda
Address: 50/301 Moo 9, Soi C9, Bond Street, Bangpud, Pakkred, Nontaburi 11120, Thailand
Tel: +66 (0) 2 961 2426-8 ext. 14, +66 (0) 81 565 8635
Fax: +66 (0) 2 961 2429
E-mail: anchanee@dx.co.th
Website: www.dx.co.th

PX System Co., Ltd.

Contact: Ms. Rawiwan Roipornkasemsuk / Ms. Minmunta Phusitchotiwat
Address: 12 Soi Lasalle 56, Sukhumvit Road, Bangna, Bangkok 10260
Tel: +65 2748 7625-9
Fax: +65 2748 7630
Email: rawiwan@pxsystem.com, minmunta@pxsystem.com
Website: www.pxsystem.com

Right Man Co., Ltd.

Contact: Mr. Wiwat Eurvongvaranont
Address: 118, 120 Sukhapiban 2 Road, Praves, Praves, Bangkok 10250
Tel: +66 2726 – 4500, +66 (0) 81 372 0538
Fax: +66 2726 – 4700
Email: tuwivat@yahoo.com
Website: www.rightman.co.th

Kingsmen C.M.T.I. Co., Ltd.

Contact: Ms. Sakun Weeramontri
Address: 122/4 Krungthep-Kreeta Road, Sapansoong, Bangkok 10250, Thailand
Tel: +66 (0) 2 735 8000 ext. 309, +66 (0) 85 222 3986
Fax: +66 (0) 2 735 8484
E-mail: sakun@kingsmen-cmti.com
Website: www.kingsmen-cmti.com

Exhibitors and their selected contractor (all stand contractors but NCC Image) are requested to submit form no 1 on the following page. Please submit **before the 9th of January**. Exhibitors may also appoint their own stand fitting contractors subject to approval from the organizers. Please refer to form no 1 for approval from the organization. *The exhibitor is required to return all the forms to the relevant parties otherwise on-site services may not be guaranteed.*

Contractors

Exhibitors' contractors will-in the construction, erection decoration of stand-use only those materials acceptable to the local authorities. Each contractor shall guarantee that the stand will be finished and all rubbish will be removed by the opening of the exhibition and he shall dismantle and remove the stand together with all rubbish within the breakdown dates specified. Absolutely no construction work or stand fitting will be allowed during the open hours of the exhibition.

The services of official contractor and approved stand contractors are for the convenience of exhibitors, and the Organizers will accept no liability in respect of any contract between exhibitors and such contractors for the negligence or default of any such persons, their servants and agents.

Where mechanical handling within the exhibition halls is required, only the official freight forwarder will be appointed.

Contractors are required to deposit a non-refundable management fee of THB 100 sq.m. (minimum THB 100 and maximum THB 50,000) with VNU Exhibitions Asia Pacific Co., Ltd. (please refer to Form No.1)

Stand Cleaning

The Organizers will be responsible for cleaning the hall and gangways each day. Exhibitors who need booth cleaning, please go the the BITEC online ordering system.

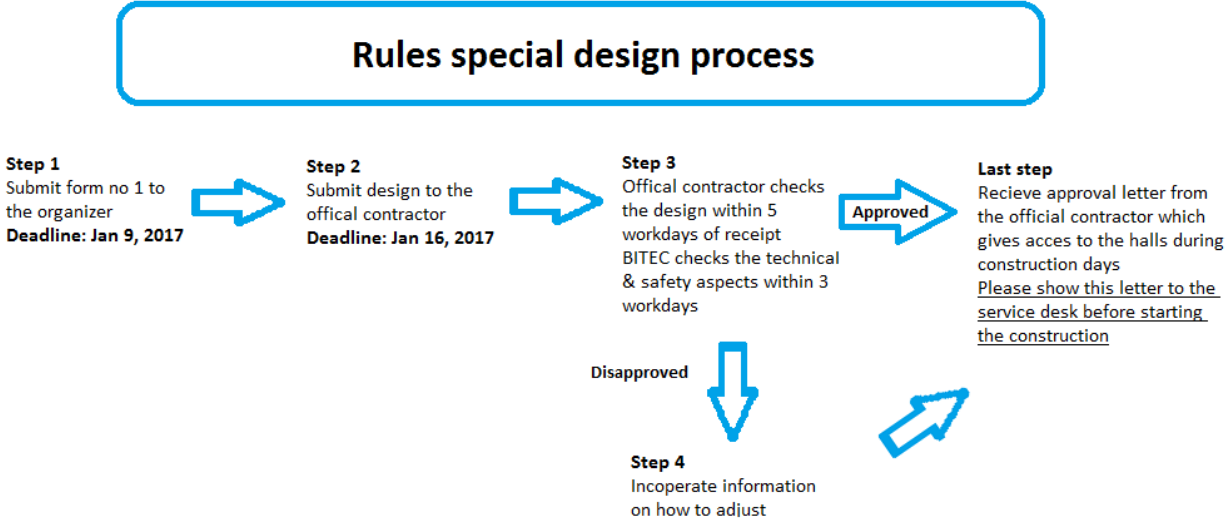
Design and Stand Approval

Exhibitors are responsible and liable for their own appointed contractor's observance of all rules and regulations.

Please provide us with the number of workmen, so that Passes will be prepared accordingly. For security season, all workers are advised to wear their Passes at all time during the construction period.

Exhibitors and their selected contractor are requested to submit Form No. 1 Unofficial Stand Contractor (For Raw Space Only) and their **stand's design and layout in 3 dimensional sketch, showing the width, the height and equipment inside for approval before January 16, 2017.**

Special design rules



* Please submit the design in a 3-dimensional sketch, perspective and technical drawing with showing the length, width and height of the booth construction including details of connecting points for technique and location of large equipment to viv.nccimage@gmail.com or call +662 203 41 45.

All special design stands needs to be approved by the organizers. Please make sure to submit form number 1 before January 9 to viv@vnuexhibitionsap.com and your design drawings to viv.nccimage@gmail.com before January 16

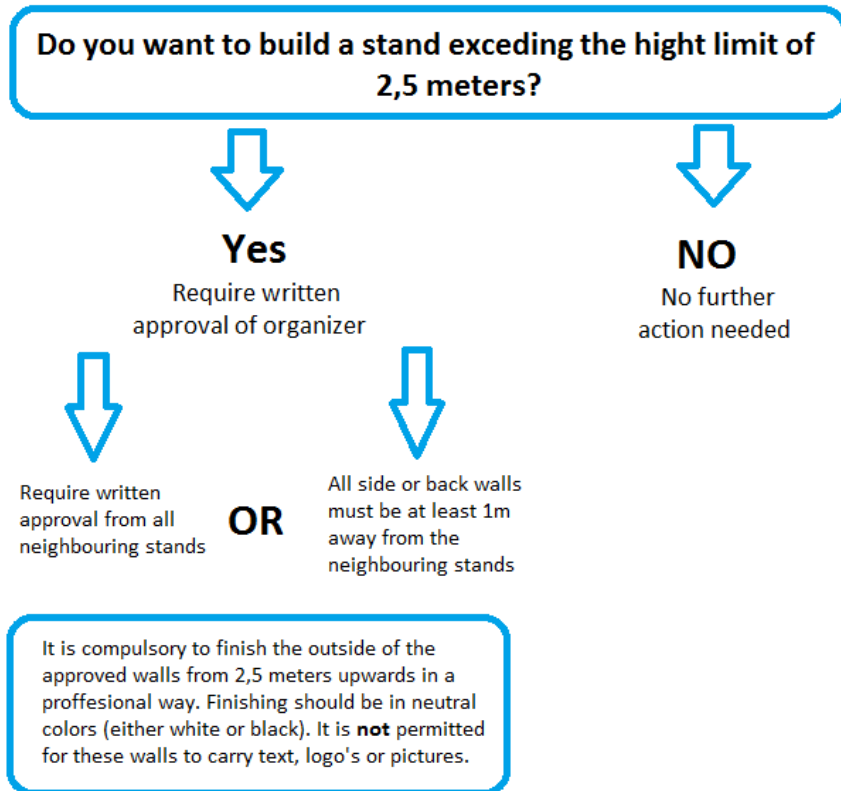
The stand design drawings must compromise:

- *Perspective view*: showing the stand view from all sides, plus material specifications, and also the equipment inside
- *Scaled floorplan*: utilities points showing the power and water supply and the location of larger equipment
- *Dimensions plan*: showing the length, width, and height of the stand construction.

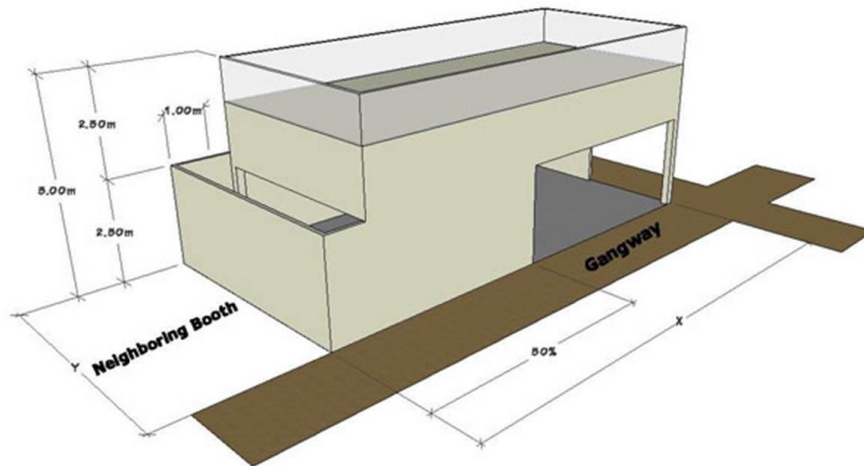
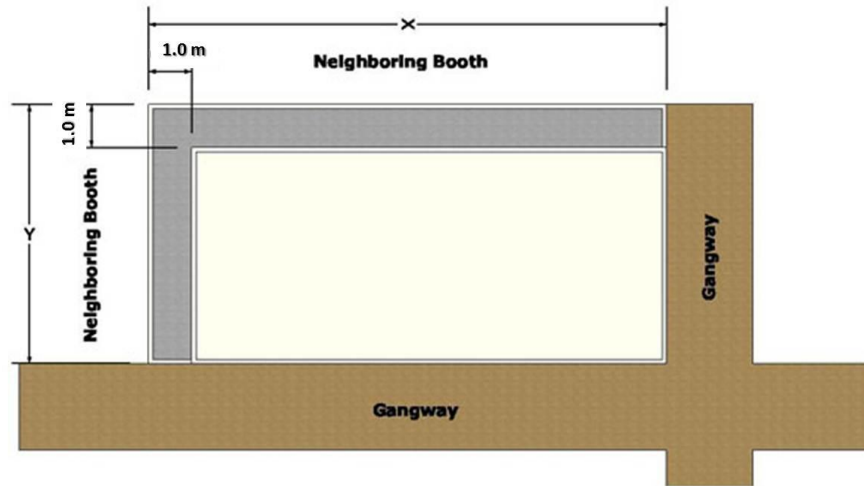
Exhibitor should construct their own stand or exhibition raw space with the name of their company and booth number clearly shown. If they are not present at the time the exhibition commences, the organizer reserves the right to install them for you. All expenses incurred will be levied on to the exhibitor or contractor.

Please note that unclear or incomplete details may potentially not be approved and may be rejected. Without written approval from the organizer, contractors will not be allowed to start the construction of the booth and access to the halls. Late submissions may be subject to a longer period of approval or even a disapproval.

- 1) The following rules apply if a booth will be build which exceeds the 2.5 meter height restriction:



- 2) No part of any stand or exhibit, including any fascia, sign, corner post, etc. shall overhang or be over the aisle or obscure any fire or exit signs. It is strictly forbidden to build or hang any items across gangways.
- 3) Stand construction should not obstruct accessibility from the aisles: every side of the stand facing the aisle should be open, unless otherwise approved in writing by the organizer. In such case, the stand side can be closed, but should have at least 50% visibility clearing from floor level up to the height restriction of each hall, and the closed part should not be over a total length of 5 meters.
- 4) Double-story stand construction rules:
 - This is subject to the space rental fee of € 100 per square meter.
 - A double-story must be set at least 1 meter away from the wall of the neighbouring stand. The total height of the stand cannot exceed 5 meters for hall 98 – 104.
 - The design should be submitted before the 16th of January and design drawings must compromise the dimensions mentioned on page and also:
 - Ground level and upper-story plan
 - Plan with the details of the staircases and all steel works
 - Structural calculations and drawings proving structural stability, weight loading etc. endorsed by a certified engineer



5) Hanging truss structures rules:

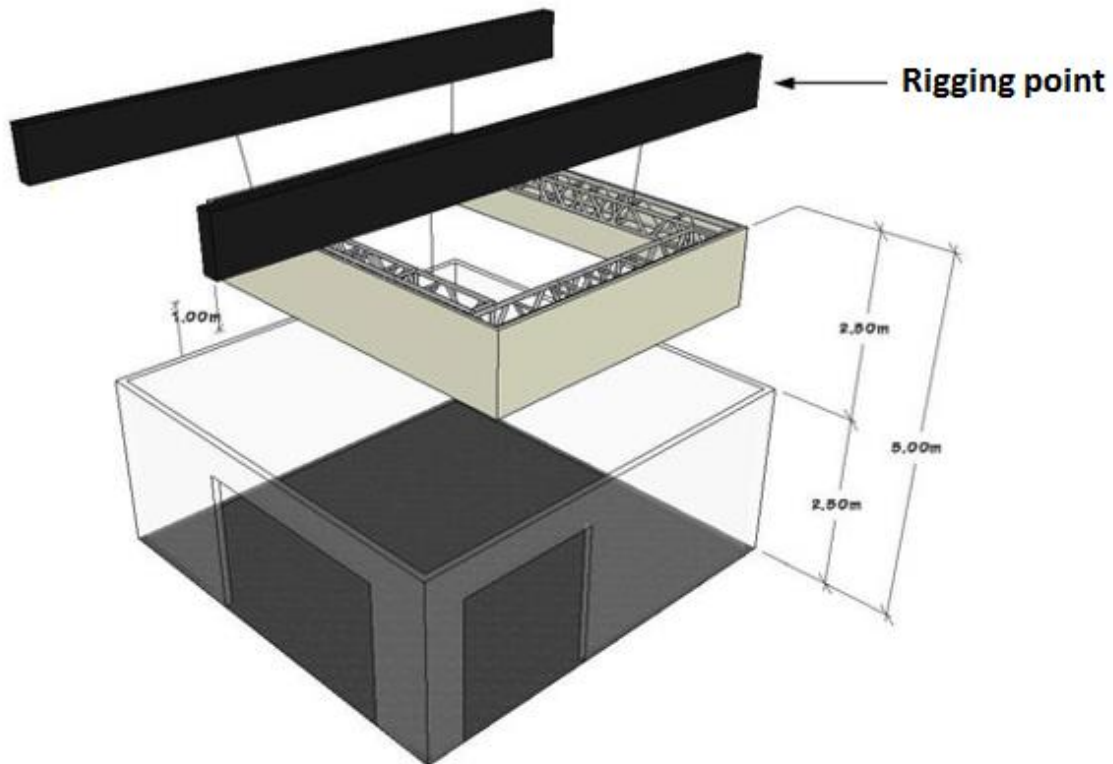
Below and not exceeding 5.0m:

- All structures require written approval from the organizer
- The structure must be hung at least 1m away from the wall of the neighbouring stand.
- It may not extend beyond the contracted stand area on the side that is facing the aisle
- The structure must be hung from rigging points only and must not obstruct other exhibitors
- Hanging from the catwalk is not allowed

Above and exceeding 5.0m up to 7.0m:

- This is subject to an air space usage / advertising fee per 1.0 m length for €50, for example 10.0 m truss length will be charge $50 \times 10 = €500$, this is a space only fee and the structure must hung only by the exhibitor's assigned contractor
- All structures require written approval from the organizers
- The structure must be hung only from rigging points within your stand area

- On-site order is not available



6) Hanging banner rules:

Below and not exceeding 5.0m:

- The banner must be hung by the official stand contractor; N.C.C. Image only
- The banner must arrive to N.C.C. Image no later than March 2, 2017
- All banners require written approval from the organizers
- The banner must be hung only from rigging points within your own stand area
- Maximum size 3 x 2 vertical or horizontal oriented
- Material: vinyl or fabric
- On-site order is not available

Above and exceeding 5.0m up to 7.0m:

- This is subject to the air space rental fee of €250 per piece, this is a space only fee
- The banner must arrive to N.C.C. Image no later than March 2, 2017
- The banner must be hung by the official stand contractor; N.C.C. Image only
- All banners require written approval from the organizers
- The banner must be hung only from rigging points within your own stand area
- Maximum size 3 x 2 vertical or horizontal oriented
- Material: vinyl or fabric

- On-site order is not available

Important for both hanging structures & banners: it must be approved by the organizers, rigging points are limited, it is not allowed to hang heavy equipment or any other stand construction items, the organizer reserves the right to disallow, adjust or remove any decoration deemed unsuitable or unsafe and inflatable objects using gas are prohibited

- 7) Inflatable object using gas are prohibited