

# EXHIBITOR'S MANUAL

Name of Exhibiting Company: \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_

Company Address: \_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

We acknowledge receipt of the Exhibitor's Service Manual for  
**"10th QS-APPLE 2014" Exhibition**

\_\_\_\_\_  
Signature / Company Stamp

\_\_\_\_\_  
Date

Please return this page by email or fax upon receipt of this Exhibitor Service Manual to:

**10th QS-APPLE 2014**

**c/o QS Asia Quacquarelli Symonds Pte Ltd**

**20 Sin Ming Lane #02-61**

**Midview City, Singapore 573968**

**Tel: (65) 6457 4822**

**Fax: (65) 6457 7832**

**Attention: Ms Crystal Tan/Ms Kim Tan**

**Email: [crystal.tan@qs-asia.com](mailto:crystal.tan@qs-asia.com)/[kim.tan@qs-asia.com](mailto:kim.tan@qs-asia.com)**

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This Exhibitor Service Manual is designed to assist in your preparation for the upcoming “10th QS-APPLE 2014” Exhibition. You should have a full set of the Exhibitor Service Manual which comprises of the following:

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### ***Note:***

*Exhibitors are strongly recommended to study the contents of this Exhibitor Service Manual carefully and act on all relevant matters promptly so that your requests can be processed smoothly. Please remember to make a copy of the order forms for your reference before submission.*

## **CONTACT LIST**

### **ORGANIZER:**

**c/o QS Asia Quacquarelli Symonds Pte Ltd**

**Address:**

20 Sin Ming Lane, #02-61

Midview City, Singapore 573968

### **Ms Crystal Tan**

**Events Executive**

Tel: +65 6457 4822

Fax: +65 6457 7832

Mobile: +65 9697 1799

Email: [crystal.tan@qs-asia.com](mailto:crystal.tan@qs-asia.com)

### **Ms Kim Tan**

**Events Manager**

Tel: +65 6457 4822

Fax: +65 6457 7832

Mobile: +65 9766 1090

E-mail: [kim.tan@qs-asia.com](mailto:kim.tan@qs-asia.com)

**For all inquiries about technical matters and on-site operations,  
please contact Pico Int'l Taiwan Ltd  
Mr Ray Sheng**

### **OFFICIAL STAND BUILDER/CONTRACTOR: -**

Pico Int'l Taiwan Ltd.

3F, No.343, Sec.5, Nanking East Road

Taipei 105, Taiwan, R.O.C.

**Hall operations, shell scheme package enhancements, bare space stand design,  
exhibitor's queries and orders**

Mr. Ray Sheng

Tel: 886.2.2753.5990 #107

Fax: 886.2.2766.6900

Email: [ray.sheng@tw.pico.com](mailto:ray.sheng@tw.pico.com)

### **Official Freight Forwarder**

Schenker Singapore Pte Ltd

Fairs & Exhibitions Dept.

Tel: +65-6245-5395 / 5355

CTC: Ms. Serena Chew / Mr. Joseph Lam

e-mail: [serena.chew@dbschenker.com](mailto:serena.chew@dbschenker.com) / [joseph.lam@dbschenker.com](mailto:joseph.lam@dbschenker.com)

# CHECKLIST

## IMPORTANT

All forms must be completed and returned by exhibitors, even if the services are not required or not applicable. For services not required, simply indicate **“Not Required”** across the forms. Services cannot be guaranteed for forms returned late. Exhibitors who contract for space after the stipulated deadlines are to return the forms immediately.

Rates reflected in this manual are subject to a 5% VAT charge unless indicated otherwise.

Orders are valid only when accompanied with payment received in **FULL**. Orders without payment will not be entertained.

S/N	DESCRIPTION	SUBMISSION DEADLINE
1	Hotel reservation form	October 9, 2014
2	Exhibitor profile form	October 9, 2014
3	Freight forwarding/Shipping of materials	October 11, 2014 (Please kindly check with Schenker on the actual deadline)
4	Fascia name form	October 17, 2014
5	Furniture rental form	October 17, 2014
6	Electrical / Water drainage service rental form	October 17, 2014
7	Location plan form	October 17, 2014
8	Audio / Visual equipment / Computer rental form	October 17, 2014
9	Complimentary delegate registration form (Registration fee waived for TWO exhibitors / delegate passes)	October 30, 2014

## GENERAL INFORMATION

**THIS EXHIBITOR'S SERVICE MANUAL FORMS PART OF THE TERMS AND CONDITIONS STATED IN THE CONTRACT FORM.**

**1. Venue**

Taipei International Convention Center (TICC)  
1 Hsin-Yi Rd., Sec.5  
Taipei 11049, Taiwan ROC

**2. Operations/Event Schedule**

Build-up : November 10, 2014  
8:30 am – 6:00 pm  
(Official contractor: Pico Int'l Taiwan Ltd)  
  
3:00 pm – 7:00 pm  
(Other non-official booth contractors engaged by exhibitors for special design construction)

Exhibitor registration & move-in : November 10, 2014 3:00 pm – 7:00 pm

Exhibition : November 11, 2014 8:30 am – 9:00 pm  
November 12, 2014 8:30 am – 4:00 pm  
November 13, 2014 8:30 am – 2:00 pm

Teardown : November 13, 2014 2:00pm – 4:00pm

**Admission**

November 11 Open to delegates only  
November 12 Open to delegates only  
November 13 Open to delegates only

**3. Stand Cleaning**

The Organizer is providing general cleaning of stands and gangways. All exhibitors are responsible for their own removal of bulky stand materials or crates/pallets during exhibition build-up and teardown. Exhibitors are reminded not to obstruct the gangways with their exhibits during the build-up. The Organizer reserves the right to invoice any exhibitor for any removal of excessive stand materials that are left behind by them. **No crates, cartons or packing materials are allowed behind the exhibitor's booths along the walls of the exhibition hall.**

**4. Security**

General hall security will be provided by the Organizer during the build-up, show days and tear-down. However, the Organizer is not able to provide protection against theft. It

is the responsibility of the exhibitors to ensure that their valuables i.e. money, handbags, wallets are safely kept (out of sight and reach) and are removed from the hall daily. The exhibitor is fully responsible for any items lost or stolen at their own booth, and to make a police report to file for any necessary claims.

**5. Insurance**

Please be advised that the exhibitor is responsible for any injury sustained by any person/s while working or visiting the booth during this period. All exhibitors are advised to take up insurance coverage against theft or loss of goods and third party injury.

**6. Food and Beverage**

The venue owner does not permit any outside catering within their premises. Please arrange with the Organizer if you need any catering services during the event.

**7. Power Supply and General Lighting**

The Organizer will provide general hall lighting during the exhibition period.

Supplies to stands will be switched off at source 30 minutes after the exhibition closes each day. **Exhibitors requiring 24 hours supply must indicate their request in writing. Any additional costs incurred will be borne by the exhibitor.**

**8. Electrical Installations and Fittings**

Please note that only the Official Stand Builder/Technical Services Provider can execute electrical wiring/fittings in the booths/hall. Exhibitors and independent contractors must note that **all power outlets are for single machine/product use**. These power outlets are not allowed to be used for illumination purposes (e.g. spotlights/downlights affixed in existing display showcases etc). **USAGE OF MULTI-PLUGS AND EXTENSION CORDS IS STRICTLY PROHIBITED.**

The Organizer reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe.

**9. Exhibition Hall Ceiling**

Please note that the ceiling is made of glass, exhibitors are advised to handle the move-in of exhibition items with care. The Organizer will not be responsible for any damage caused by exhibitors.

**10. Freight Forwarding**

Schenker Singapore (Pte) Ltd has been appointed the Official Freight Forwarder for the 10th QS-APPLE conference and exhibition 2014. Please refer to the attached shipping manual for your shipping needs.

Please **DO NOT** send your items to the venue directly without notifying the organizer or Schenker Singapore. It is strongly recommended to use our Official Freight Forwarder for storage and delivery services to ensure your materials arrive on time on the day of move-in. It is important to take note of the consignment deadline indicated in the shipping manual.

The organizers will not be responsible for any shipment delay should you be engaging your own preferred courier/freight forwarding service.

**Consignee (for all exhibition goods):**

All exhibition goods by AIRFREIGHT, SEAFREIGHT and COURIER must be sent as "Freight Prepaid" to:

Consignee: SKY-BRIDGE Express Logistics Co., Ltd.  
7-0 Fl., No 2, Fu Xing North Road,  
Taipei Taiwan 10492  
Tel # 02-87727586

For: 10th QS-Apple Conference 2014  
Notify: Schenker Singapore Pte Ltd  
(Name of exhibitor)  
(Stand #)

**Contact for All International and Domestic freight:**

Schenker Singapore Pte Ltd  
Fairs & Exhibitions Dept.  
Tel: +65-6245-5395 / 5355  
CTC: Ms. Serena Chew / Mr. Joseph Lam  
e-mail: [serena.chew@dbschenker.com](mailto:serena.chew@dbschenker.com) / [joseph.lam@dbschenker.com](mailto:joseph.lam@dbschenker.com)

**11. Exhibitor Badges**

Each exhibition booth package includes **TWO** complimentary full exhibitor/delegate badge which entitles you to all conference sessions, morning/afternoon coffee breaks, lunches and Networking Buffet Dinner from November 11 – 13, 2014. Please complete the registration form(s) for your TWO complimentary passes and paying delegates, if any, and fax or email to the Organizer at +65 6457 7832, [register@qs-asia.com](mailto:register@qs-asia.com) by the stipulated deadline.

Each booth helper is chargeable at US\$450 (*No admission to conference sessions*).

Badges **must be worn at all times** during this period. For security reasons, these badges are **strictly non-transferable**.

**12. Exhibitor Profile in 10th QS-APPLE Conference Program Book**

All exhibitors will receive a 50-word profile listing in the conference program book.

This book is the official conference program and exhibition guide. Every delegate will be given a copy and it will also be circulated to the press and distributed widely for publicity purposes.

Please email your profile within a week upon receipt of email confirmation to Ms Crystal Tan at [crystal.tan@qs-asia.com](mailto:crystal.tan@qs-asia.com) or Ms Kim Tan at [kim.tan@qs-asia.com](mailto:kim.tan@qs-asia.com)

### 13. Internet Access

Complimentary internet access will be provided to the delegates at the exhibition area throughout the whole event. We also do provide 5 Internet kiosks, should you wish to do a quick email-checking.

### 14. Travel and Accommodation

QS-APPLE has negotiated for special rates with our five official hotels that are within proximity of the conference venue. To enjoy this special rate, please select from the five hotel options:

<http://www.qsapple.org/10thqsapple/index.php/host-city-2014/official-hotels>,

complete and fax or email the reservation form to the hotel directly with the fax number or email address given on the form itself.

Please note the deadline on the reservation forms. All late bookings will be subject to availability at a higher room rate.

Foreign travelers may obtain tourist visas if they hold foreign passports or travel documents valid for more than six months in the Republic of China, Taiwan for purposes of sightseeing, business, family visits, study or training, medical treatments, or other legitimate activities. Visa requirements include one completed application form, incoming and outgoing travel tickets, one photo, documents verifying the purpose of the visit, and other relevant documents. The Visitor Visa Application Form can be downloaded from the website of the Bureau of Consular Affairs, Ministry of Foreign Affairs. The completed form should be submitted to an overseas mission of the Republic of China, Taiwan for visa issuances.

[Bureau of Consular Affairs, Ministry of Foreign Affairs](#)

[Visa-Exempt Entry and Landing Visas List](#)

[Taiwan Taoyuan International Airport](#)

The nationals of the following countries are eligible for the visa exemption program, which permits a duration of stay up to 90 days: Andorra, Austria, Belgium, Bulgaria, Canada, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Israel, Italy, Japan, Republic of Korea, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Monaco, the Netherlands, New Zealand, Norway, Poland, Portugal, Romania, San Marino, Slovakia, Slovenia, Spain, Sweden, Switzerland, U.K., U.S.A. and Vatican City State.

The nationals of the following countries are eligible for the visa exemption program, which permits a duration of stay up to 30 days: Australia, Malaysia, Singapore.

For more information, please visit the website of the Bureau of Consular Affairs, Ministry of Foreign Affairs. For enquiries about visa application, please contact: e-mail: [post@boca.gov.tw](mailto:post@boca.gov.tw) TEL: +886-2-2343-2891 or +886-3-398-2629.

Should you require an invitation letter to facilitate your visa application, please write to [register@qs-asia.com](mailto:register@qs-asia.com) with the following information:



Salutation:  
Full Name:  
Designation:  
Department (if any):  
Organization:  
Country

## IN-HALL OPERATIONS SCHEDULE

BUILD-UP PERIOD	DATE	TIME
Moving-in of Official Stand Builder / Technical Services Provider	Nov 10, 2014	8.30 am – 6.00 pm
Exhibitor Registration & Move-in	Nov 10, 2014	3.00 pm – 7.00 pm
All booths to be ready by	Nov 10, 2014	7.00 pm

EXHIBITION PERIOD	DATE	TIME
Exhibition	Nov 11, 2014	8.30 am – 9.00 pm
Exhibition	Nov 12, 2014	8.30 am – 4.00 pm
Exhibition	Nov 13, 2014	8.30 am – 2.00 pm

TEAR-DOWN PERIOD	DATE	TIME
Exhibitors move out from hall	Nov 13, 2014	2.00 pm – 4.00 pm

*\*The above timing is accurate at time of print and is subject to changes.*

**Note:**

1. No late work is permitted. Independent stand fitting contractors must complete their work according to the schedule list. Overtime work may not be permitted, and if permission is sought from the Organizer, the contractor has to pay the hall owner the required overtime charges.
2. All exhibits must be in place by **19:00 hours, November 10, 2014**. Please have all crates and cartons unpacked rapidly so they may be removed to storage to keep the aisles clear.
3. Exhibitors will be allowed in the exhibit hall 30 minutes before it opens and may also leave 30 minutes after closing.
4. Exhibitors may begin to pack materials, supplies and literature when the exhibit closes on **November 13, 2014 at 14:00 hours**. It is strictly forbidden to begin dismantling before this time.
5. All display material must be cleared from the exhibit hall by **16:00, November 13, 2014**. Should an exhibitor fail to remove their exhibit, the Organizer reserves the right to remove it at the exhibitor's expense.

# RULES & REGULATIONS

The Rules and Regulations listed below are designed for the protection of all exhibitors. Exhibitors and their appointed agents/contractors must observe the rules and regulations stated in this Exhibitor Manual.

## Default in Occupancy

Any exhibitor failing to occupy the contracted space is not relieved of the occupation or payment of the full rental of such space. All display systems and equipment/products must be installed completely by **19:00, November 10, 2014**. Unoccupied space may be repossessed by the Organizer for any purpose as they may see fit. Failure to notify the Organizer of cancellation in advance will cause exhibitor to lose the exhibit space.

## Reselling/Use of Space

The exhibitor may not assign, sublet or resell; in whole or in part, their contracted space without prior permission from the Organizer. The contracted exhibitor may share this space with affiliated co-exhibitors, providing that the primary identification on the structure is that of the primary exhibitor. All co-exhibitors must comply with all exhibitor conditions and rules and regulations. The contracting exhibitor will be primarily liable for all financial and performance covenants to all parties involved.

## Violations and Penalties

The Organizer may, at its discretion, reduce priority points for violation of these rules and regulations. In addition, substantial violations of any of these rules and regulations by the exhibitor shall forfeit to the Organizer all monies paid. It is to the exhibitor's advantage to contact the relevant parties prior to arriving on the show site with any questions.

Upon evidence of any substantial violation, the Organizer may enter and take possession of the space occupied by the exhibitor and may remove all persons and goods at the exhibitor's risk. The exhibitor shall pay all expenses and damages, which the Organizer may thereby incur.

THE ORGANIZER RESERVES THE RIGHT TO PURSUE ANY ACTION IT DEEMS NECESSARY IN THE BEST INTEREST OF THE SHOW AND IN FAIRNESS TO ALL EXHIBITORS.

## Liabilities

The exhibitor assumes the full financial liability for damage to the facility or neighboring exhibits caused by the construction of the exhibitor's stand structure. The exhibitor may not apply paint, lacquer, adhesives or other coating to columns, walls or floors of the venue or material provided by the Official Stand Builder on rental basis.

In the event any part of the exhibit hall or material is destroyed or damaged, the Organizer reserves the right to cease permitting any exhibitor to occupy the assigned space during any part or the whole exhibition period, or in the event occupation of assigned space during any part or the whole exhibition period is prevented by strike, acts of nature, national emergency or other cause beyond the control of the Organizer, the exhibitor hereby waives any claim against the Organizer beyond a refund of rent paid for the period it was prevented from using the space, less proportionate share of the exposition expenses incurred by the Organizer.

#### Limitation of Liability/Insurance

The Organizer would like to remind the exhibitor of the limits of liability as agreed to on the original signed contract for the exhibition space.

### **FILM AND AV DEMONSTRATIONS/CENSORSHIP/COPYRIGHTS**

It is the responsibility of the exhibitor who wishes to play audiovisual material at their booth to secure the necessary copyright permit if necessary. The Organizer bears no responsibility for any legal actions, fines, litigation etc incurred by any exhibitor who has not obtained the said permit.

Sound levels must be set at a level that will not interfere with or annoy other exhibitors. The Organizer reserves the right to reduce the sound level and/or switch off any audio/visual display that raises complaints. The Organizer's decision is final if such a dispute arises.

### **PROMOTION DURING THE SHOW**

Exhibitors are not permitted to place stickers, signs or posters anywhere in the hall other than within their own stand. Likewise, exhibitors' representatives are not allowed to distribute brochures, pamphlets etc along the gangways, near entrances/exits and escalators. The Organizer and venue owner have the right to remove anyone flouting this order.

### **BALLOONS AND FLYING OBJECTS**

Exhibitors wishing to use balloons as part of their display must notify the Organizer one month prior to move-in date followed by a written request to the venue owner. The written request should be accompanied by the following details:

- Location of stand displaying the balloons
- Types of balloons on display
- Size/diameter/length of balloons on display
- 3D photo of balloons
- Type of gas used in the balloons
- Material from which the balloon is constructed

The use of balloons filled with safety gas and remote-controlled flying objects in the halls and the grounds are not permitted.

## EMERGENCY AND EVACUATION PROCEDURES

Taipei International Convention Center (TICC)  
Important Fire & Earthquake Safety

In the event of a fire:

1. Evacuate the area immediately
2. Use the exit stairways, not the elevators
3. Do not attempt to open any door without testing it with the palm of your hand (If the door feels warm, do not open it. If it feels cool, open it slightly and check for smoke).
4. If smoke is present, stay low to the floor during evacuation.
5. If you are in an area that is free of smoke, use the nearest phone to call Ext. 3000 or 3119, or alert the TICC Emergency Station on the 1<sup>st</sup> floor Control Room.
6. If your personal safety is at risk, pull the nearest fire alarm. (Learn their locations before an emergency occurs).
7. Do not attempt to fight fires using a fire extinguisher unless you know how, nor should you delay reporting a fire by making an attempt to use an extinguisher. (Fire extinguishers are designed for small fires and should be properly matched with the type of fire in order to be effective).
8. If there is a considerable amount of smoke or fire in the hallways, stay in the room and call the emergency extension numbers.
9. Seal the cracks and small openings around the door to keep the smoke out.
10. If smoke enters the room, stay close to the floor and breathe slowly.
11. Remain calm and wait for help to arrive.

In the event of an earthquake:

1. Stay calm. Even a major earthquake will stop within a few seconds or minutes.
2. Take cover under a secured table or other sturdy furniture. Be prepared to move if your cover moves.
3. If no sturdy cover is present, kneel or stay close to the floor next to a structurally sound interior wall, and place your hands on the floor for balance.
4. Do not stand in doorways. Violent tremor could cause doors to slam or swing open. You may also be hit by flying or falling objects.
5. Move away from windows, mirror, and other unsecured heavy objects.
6. Never use the lift or elevator.
7. Remain in your position until the tremor stops. Do not rush outside immediately to avoid the possible danger of falling objects.
8. Evacuate the building in case you smell gas or chemical fumes, or hear hissing noise. Call for emergency.

Emergency Station: (886-2) 2725-5200 Ext. 3000, 3119

Technical Support Section: (886-2) 2725-5200 Ext. 3543, 3547

Police Station: (886-2) 2758-7261, 2729-5561

Emergency: 119

## **SMOKING POLICY**

Smoking is strictly prohibited in Taipei International Convention Center (TICC). All public areas, inclusive of foyers, registration counters, meeting rooms, Organizer's office, restrooms, hospitality lounges and exhibition halls are designated as non-smoking zones.

## **PHOTOGRAPHY OF EXHIBITS**

Photography of exhibits and displayed equipment (other than your own) is strictly prohibited. Please note that other exhibitors have the right to request that photographs are not to be taken without prior permission.

Audio/tape recordings within the exhibit hall or meeting rooms are prohibited. The appointed photographer by the Organizer and the press are exempted from this rule.

## **STORAGE**

The Organizer is unable to provide storage facilities in the hall for any packing cases, surplus materials or other property of the exhibitor. Arrangements for its safekeeping must be made with the Official Freight Forwarder.

## **REMOVAL OF WASTE**

During the build-up and break-down days of the exhibition the aisles of the hall must not be obstructed with packing and construction materials or debris. "Bare Space" independent stand contractors or stand interior decorators are responsible for removing their own building waste and off-cuts from the site at the end of each day.

At the end of the exhibition, contractors must remove from the site all the materials, especially the double-sided carpet tape used from their clients' stands, by the respective timings stated in the "In-Hall Operations Time-Table". Should the contractors fail to do so, the funds of their Performance Bond will be used to pay for such removal by the Official Cleaning Agency.

The Organizer reserves the right to charge any exhibitor concerned who has no Performance Bond placed with the Official Stand Builder for removal of excessive waste (stand construction debris, crates/pallets, cartons, packing materials or literature) on the show floor. Exhibitors are advised to remind the stand contractor hired (other than the Official Stand Builder) to remove all material before leaving the hall. Removal of crates and/or cartons remains the responsibility of the exhibitor.

## **DILAPIDATION**

Exhibitors are responsible for the cost of replacing any damage or dilapidation to the Exhibition premises, whether caused by themselves, their agents, and contractors or by any person or persons employed or engaged on their behalf by such agents or contractors.

## **OPERATION OF STANDS/CONDUCT AND BEHAVIOUR**

All exhibition stands must be fully staffed and operational throughout the opening hours of the Exhibition. Exhibitors must not participate in any activity that causes, or is likely to cause, annoyance to visitors or other exhibitors.

All activities of the exhibitor and the exhibiting staff must be confined to the stand or site allocated. No advertising or canvassing for business may take place elsewhere in the Exhibition Hall. This includes the distribution of leaflets, brochures, journals, etc.

## **FORCE MAJEURE**

The exhibition may be postponed, shortened or extended due to any cause whatsoever outside the control of the Organizer. In such an event, the Organizer shall not be responsible for any loss sustained by the exhibitor directly or indirectly attributable to the elements of nature, force majeure or orders and directives by any governmental authority and fees paid by the exhibitor, in full or any part thereof, are refundable at the sole discretion of the Organizer.

## **AUTHORITY OF PREMISES**

In the event of any problems or disputes on-site, the decision of the Organizer, being lessee of the premises, will be final. The Organizer also reserves the right to amend any earlier decision made in order to meet and satisfy any unforeseen or prevailing circumstance for the benefit of the Exhibition and the concerned parties.

## **PAYMENT OF EXHIBITION SPACE**

No exhibitor may begin stand construction or move their exhibits into the Hall or surrounding area until the Organizer has received full payment.

## **ELECTRICAL SUPPLIES AND INSTALLATION**

The standard voltage in Taiwan is 110 volts at 60 cycles, appliances from Europe, Australia or South-East Asia will need an adaptor or transformer.



For safety reasons and the protection of electrical installation at the exhibition premises, all power main installations from source to outlet (exhibition stands) must only be carried out by the appointed Technical Services Provider. All distribution boxes where required and deemed necessary by the Technical Services Provider will be hung or mounted on the walls or structures of the stand. Please inform your stand contractor the positions where such distribution boxes can be mounted. Any deviation from this regulation will only result in supplies not being switched on until the exhibitor submits in writing to the Organizer or the Technical Services Provider to discharge us from any liability whatsoever. The Organizer seeks your kind cooperation in this matter, as it is beneficial to all parties concerned.

Connection of exhibits within the stands may be carried out by the exhibitor's technician, but the Technical Services Provider must inspect them before circuits will be made live.

Each electrical supply provided is intended for one equipment or machine on display. Multipoint socket outlets are not permitted as an overload may be caused, leading to a trip in the incoming power supply. Severe trips may take hours to rectify, thereby causing inconvenience to all exhibitors.

No electrical installation or fittings may be suspended from the ceiling of the hall or fixed to any part of the building structure without the prior permission of the Organizer and the venue owner. If permitted, a fee may be levied.

The Technical Services Provider (in consultation with the Organizer) reserves the right to disconnect electrical supply to any installation, which in the opinion of the Electrical/Safety Officer is dangerous or will cause annoyance to visitors or to other exhibitors.

Please place orders early to facilitate submission of electrical plans to the relevant authority for approval. Late or wrong orders will cause delays in the supply to your stand. Please note that the physical conditions of the exhibition, being different from those of the exhibitor's premises, may affect the electrical supplies and installations and thus allowances must be factored into the orders made.

Exhibitors requiring 24-hour supply must submit in writing their requirement to the Technical Services Provider, at least two (2) weeks prior to the build-up date, and any additional cost due to wiring, consumption, inspection fees, levies, etc, must be borne by the exhibitor concerned.

Requests for any item not listed in the form can be directed to the Pico Int'l Taiwan Ltd.

Supplies to stands will be from 30 minutes before and 30 minutes after exhibition hours each day. Supplies to stands during the build-up and teardown period are stated in the Time Table of In-Hall Operations.



## STAND CONSTRUCTION

Exhibitors and their contractors must take note and adhere to the timings for the build-up and teardown periods stated in the In-Hall Operations Schedule when preparing and constructing their stands and exhibit displays. Extension of these timings may not be possible. If extensions are granted the charges involved would be very costly, and must be borne by the exhibitor or their contractor concerned.

The Organizer has appointed Pico Int'l Taiwan Ltd as the Official Stand Builder for all Shell Scheme Package stands. An exhibitor may employ a contractor of his choice to construct stand interiors and any free-standing displays or fitments that may be required, subject to the following rules and regulations: -

Exhibitors are responsible for the cost of restoring any damages or dilapidation to the stand structure, floor covering, light fitting, or any part thereof, caused by themselves, their agents or by any person employed or engaged on their behalf.

The fascia graphic print out is 30x300cm. A corporate logo may be attached to the fascia (at Exhibitor's expense), but may not be wider than the 200mm fascia in-fill panel nor thicker than 10mm. Please send a sample for quotation by the Official Stand Builder. Any changes in the type or color of the floor covering provided, must be negotiated with the Official Stand Builder. All costs incurred must be borne by the exhibitor.

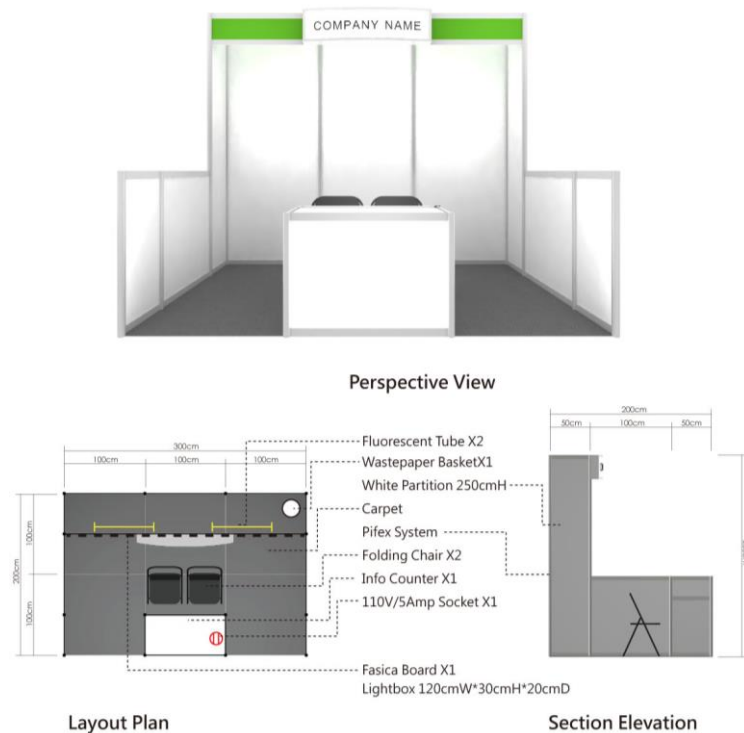
No additional fittings or displays, including additional name boards, covers, logos, balloons etc are to be attached, nailed, screwed or drilled to the stand structure provided by the Official Stand Builder. If this instruction is ignored, the Official Stand Builder (Pico Int'l Taiwan Ltd) reserves the right to charge the exhibitor or contractor concerned for any damages to their materials. The Official Stand Builder may provide assistance in hanging or displaying exhibits on the stand structure whenever possible. Please consult them if you require their assistance. Any costs incurred will be borne by the exhibitor.

No painting, wallpapering or pasting on panels is allowed. Exhibitors who wish to have such work done on the panels must inform the Official Stand Builder, who will provide a quotation and carry out the work. Any double-sided or adhesive tapes belonging to the exhibitor or contractor **must be removed from the panels after the exhibition before leaving the premises.**

No financial credit or item-exchange will be given by the Organizer or the Official Stand Builder for any Shell Scheme package items not utilized.



## Shell Scheme Package



*\*For illustration purpose only*

*\*Subject to change*

Shell scheme stands will be built from Pifex system. The following items will be provided in the package based on a 6 sqm stand (300(L) X 200(W) X 250(H) cm):

### **Rear and Dividing Walls:**

Wall is made of laminated plywood, with aluminum structure. Posters can only be attached using double-sided adhesive tape. No screws, nails, bolts, paints, or glue are allowed.

### **Fascia board:**

Your preferred maximum 24-character fascia name will be printed on the board in block letters

### **Floor Covering:**

Floor covering will be needle punch carpet laid directly on the floor

### **Electrical Items and Furniture:**

- One 110V power socket
- Two fluorescent lamps
- One lockable cupboard (100x50x75Hcm)
- Two folding chairs
- One waste paper bin

## **EXHIBITOR APPOINTED STAND FITTING CONTRACTOR**

Exhibitors may appoint their own contractor for stand construction, but not for electrical which must be carried out by the Organizer's official contractor. Exhibitors are responsible and liable for their appointed contractor's observance of all rules and regulations, including the strict observance of the build-up and teardown schedule. The Organizer reserves the right to charge any such exhibitor and/or contractor who have violated any rule or regulation or delay in the build-up or teardown, for additional works required as a result of the violation.

## **STAND BOUNDARIES AND DESIGN RESTRICTIONS**

No exhibitor may place any display material and exhibit or allow a dividing wall or any part of their stand design and fitting beyond their contracted boundary. Any design for a structure exceeding 2.5 meters in height must be submitted for approval in advance and will be considered on a case-to-case basis. Open frontages: All stands, irrespective of height must have at least one half of any frontage facing an open aisle. Exhibitors occupying perimeter space must include in their design a back wall for their stand. Failure to do this will result in the Organizer building this wall on the exhibitor's behalf and charging the cost to the exhibitor.