



Dear Exhibitors

Welcome to Software Expo Asia 2014 (SEA 2014)

The Steering Committee for the Organization of **Software Expo Asia 2014 (SEA 2014)** has the great pleasure to welcome all exhibitors to **Software Expo Asia 2014** during 28 August – 30 August 2014 at Plenary Hall 1-3, Ball Room & Reception Hall Zone A, Lotus Room and Meeting Room 1-4 at Queen Sirikit National Convention Center.

This is your personal copy of the Exhibitor Service Manual, which has been carefully compiled to assist you in your preparation for the event. We recommend a careful study of its content to ensure that **Software Expo Asia 2014** will be a successful experience for your company. The manual will provide you with information required for the preparation of your exhibition stand.

The “**Index of Forms**” lists every individual form included in the manual and shows you, which forms have to be returned to ensure that the services/forms you require are duly received. The other forms are for your attention and completion where necessary. Please return the order forms on or before the stipulated dates stated to ensure that the services required are arranged before the exhibition.

We look forward to welcoming you at **Software Expo Asia 2014**



Software Industry Promotion Agency

(Public Organization)



Organized By:



CONTENT

A General Information	Page
A 1 Fair Name	1
A 2 Venue	1
A 3 Fair Duration	1
A 4 Organizer & Supporters	1-2
A 5 Product Segments	2
A 6 Special Activities	3
A 7 Visitor Admission	3
A 8 Contact Address of Relevant Organization	4-5
A 9 In-Hall Operation Schedule	5-6
A10 Services and Facilities	6-7
A11 Official Freight Forwarder Service Details	8-12
B Rules & Regulations	
B 1 Participation Rights	14
B 2 Stand Constructions and Decoration	14-16
B 3 Electrical Supplies and Lightings	16-17
B 4 Exhibitors Badges / Contractor Badges	17-18
B 5 Security Services	18
B 6 Cleaning Services	19
B 7 Air Conditioning System	19
B 8 Overtime Operations in the Exhibition Halls	19
B 9 Demonstrations and Presentation of Products and Services	19
B 10 Message Announcement	19
B 11 Photos / Video Shooting	19
B 12 Unforeseen Occurrences	20
B 13 Warning	20
C Maps / Floor Plan	
C 1 Software Expo Asia 2014 – Site Map	22
C 2 Software Expo Asia 2014 Floor Plan – Plenary Hall 1-3	23
C 3 Registration Counter and Exhibitor Service Center	24
C 4 Software Expo Asia 2014 – Exhibitor & Visitor Car Park Location	25
C 5 Queen Sirikit National Convention Center Map	26
D Rules and Regulations working in QSNCC	27



Organized By:



CONTENT

F Order Forms		Page
Order Forms & Deadlines		29
Form 1	Raw Space Exhibitors or Special Design Booths	30
Form 2	Contractor Badge	31
Form 3	Fascia Name for Standard Booth	32
	• Standard Booth Size 3x3 m. (9 sq m.)	33
Form 4	Furniture & Accessories Services	34
	• Furniture & Accessories Image	35
Form 5	Miscellaneous Services	36
	• Miscellaneous	37
Form 6	Electricity for Set-up & Tear down	38
Form 7	Electrical Service (For Exhibitor)	39
	• Electrical Equipment Image	40
	• Electrical Services' Rules & Regulations	41
Form 8	Utility Point	42
Form 9	Audio / Visual Equipment Rental	43
Form 10	Security Services	44
Form 11	Cleaning Services	45
Form 12	Telephone & Internet	46
Form 13	ADSL Internet Service	47
Form 14	Wi-Fi Internet Service	48
Form 15	Flower & Plant Order Form	49
Form 16	NCCTV Media advertisement	50
Form 17	Freight Forwarder Service	51
SPECIAL CASE 1	Moving out Exhibits before the Show End	52

A General Information

A1 Fair Name

Software Expo Asia 2014

Software Expo Asia aspires to be a major annual event in Asia's software industry. It provides a great platform for business networking among software and digital content providers and professionals.

A2 Venue

Plenary Hall 1-3, Ball Room & Reception Hall Zone A, Lotus Room and Meeting Room 1-4
Queen Sirikit National Convention Center
60 New Rachadapisek Rd., Klongtoey, Bangkok 10110, Thailand

A3 Fair Duration

August 28-30, 2014

Trade Day : 28th August 2014 (10.00 - 19.00 hrs.)

Public Days : 29th-30th August 2014 (10.00 - 19.00 hrs.)

A4 Organizer & Supporters

Organizer : Ministry of Information and Communication Technology and
Software Industry Promotion Agency (Public Organization)

Supporter: Local Government Agency

- Ministry of Information and Communication Technology
- Department of Industrial Promotion, Ministry of Industry
- National Innovation Agency (NIA)
- National Electronics and Computer Technology Center (NECTEC)
- Software Park Thailand
- Office of Small and Medium Enterprises Promotion (OSMEP)
- Department of International Trade Promotion (DITP)
- Software Industry Club, The Federation of Thai Industries (F.T.I.)

Supporters: Local Association

- The Association of Thai ICT Industry (ATCI)
- The Software Association of Thailand (ATSI)
- Thai Game Software Industry Association (TGA)
- Open Source Education and Development Association (OSED)

- Bangkok ACM SIGGRAPH Association (BASA)
- Thai Software Export Promotion Association (TSEP)
- Tourism Technology Association (TTA)
- Thai Animation and Computer Graphics Association (TACGA)
- Digital Content Association of Thailand (DCAT)
- Thai Animation & Multimedia Association (TAMMA)
- E-learning Association of Thailand (E-LAT)
- Thailand Tech Startup Association (TTSA)

Supporters: International Government / Association

- National IT Industry Promotion Agency (NIPA), South Korea
- The National ICT Association of Malaysia (PIKOM), Malaysia
- Vietnam Trade Promotion Agency, Vietnam
- Quang Trung Software City, Vietnam
- ASEAN-Japan Centre, Japan

A5 Product profile

1. Enterprise software for 6 industries
 - Logistics
 - Food & Agriculture
 - Hospital and Spa
 - Tourism
 - Retail
 - Education
2. Digital content software companies
 - Animation
 - Mobile application
 - Games
 - E-learning
 - New media
3. Software developers
4. Innovation research and development organization

A6 Special Activities

Activities	Details	Date/Time	Location
1. Opening Ceremony	Guest opening speaker	28 th August 2014 09.00 Hrs.	Ball Room Zone A
2. Exhibition	Check for the information at www.softwareexpoasia.com	28 th August 2014 10.00 – 19.00 Hrs.	Plenary Hall 1-3
3. Software Expo Asia international Conference		28 th -30 th August 2014 10.00 – 19.00 Hrs.	Ball Room Zone A
4. World class Champion Pavilion 5. Innovative Software from Start Up 6. Rising Star Pavilion 7. Student Innovation Pavilion 8. Open Source Pavilion 9. Excellence Software Service Provider		28 th -30 th August 2014 10.00 – 19.00 Hrs.	Plenary Hall 1 - 3
10. Business Match Making	Served as catalyst for your business opportunity advancement, the business matchmaking session will connect you face to face with your choice of qualified professional and companies.	29 th -30 th August 2014 10.00 – 18.00 Hrs.	Lotus Room, Zone B

A7 Visitor Admission

Trade Days : 28th August 2014 (10.00 - 19.00 hrs.)
Public Days : 29th-30th August 2014 (10.00 - 19.00 hrs.)

Visitors are requested to register at the Registration Counter in front of Plenary Hall 2

1. No fee for visiting the Software Expo Asia 2014 moreover visitors from both in Thailand and overseas are able to register through the Software Expo Asia 2014's official website, free of charge, at <http://www.softwareexpoasia.com/>
2. Organizer reserves the right to decline any visitor to the Software Expo Asia 2014 with no reason informed.
3. Organizer does not allow any photo or video shooting in the Software Expo Asia 2014 without the permission from the Organizer.
4. Organizer does not allow those who below 15 years of age, or with not appropriate dressing manner, e.g. wearing shorts, scandals etc. to enter the Software Expo Asia 2014 during the trade days.

A8 Contact Address of Relevant Organization

8.1 Organizer

Software Industry Promotion Agency (Public Organization)
120 Moo 3, 9th Floor, Rattaprasasanabhakti Building,
The Government Complex Commemorating His Majesty The King's 80th Birthday Anniversary,
5th December, B.E.2550 (2007), Chaengwattana Road, Thung Song Hong, Laksi, Bangkok 10210, Thailand
Tel : +662-141-7100 Fax : +662-143-8059

8.2 Organizer Contact Person

Department	Contact	Tel
PR & Media	Mrs. Sutthipun Nujjaya	+662-141-7217
	Mrs. Wipawadee Chunhacha	+662-141-7157
Exhibition	Mr. Monchai Sricharoensak	+662-141-7241
	Ms. Poolsiri Chandhasavee	+662-141-7161
Conference	Mr. Priya Chatnukrob	+662-141-7155
	Mr. Porapol Changmongkol	+662-141-7230
Business Match Making	Mr. Meetham Na Ranong	+662-141-7150

Note: The exhibitor can contact the Organizer at Executive Room 2, Queen Sirikit National Convention Center during 28th-30th August 2014 from 9.00-19.00 Hrs.

8.3 Official Service Providers

Responsibility	Contact	E-Mail	Telephone & Fax
Official Exhibitor Services: N.C.C. Exhibition Organizer Co., Ltd. Queen Sirikit National Convention Center, 60 New Rachadapisek Road, Klongtoey, Bangkok 10110, Thailand	Group Project Manager Ms.Daranee T.	daranee@qsncc.com	Tel: +662-203-4210
	Ass.Project Manager Ms.Yupha D.	yupha@qsncc.com	Tel: +662-203-4212
	Project Coordinator Mr.Patit S.	patit.sar@qsncc.com	Tel: +662-203-4211 Fax: +662-203-4250-1
Official Stand and Electrical Contractor: N.C.C. Image Co., Ltd. Queen Sirikit National Convention Center, 60 New Rachadapisek Road, Klongtoey, Bangkok 10110, Thailand	Stand Contractor Ms. Pattaratorn T.	pattaratorn.tor@nccimage.com	Tel: +662-203-4147 Fax: +662-203-4117
	Electrical Contractor Ms.Kewalee P.	Kewalee.phe@nccimage.com	Tel: +662-203-4163 Fax: +662-203-4118

Telephone, Internet Service N.C.C. management and Development Co., Ltd. Queen Sirikit National Convention Center, 60 New Rachadapisek Road, Klongtoey, Bangkok 10110	Ms. Neeranuch C. Ms. Massupa W.	neeranuch.chu@qsncc.com massupa.won@qsncc.com	Tel: +662-229-3214 Fax: +662-229-3222
Official Freight Forwarder APT Showfreight (Thailand) Limited 11/24, Ratchadapisek Road, Chongnonsee, Yannawa, Bangkok 10120, Thailand	Ms Darunee N.	darunee@aptshowfreight.com	Tel: +662-2285-3060 # 208 Fax: +662-285-3068

A9 In-Hall Operation Schedule

Construction Period : 26 th – 27 th August 2014		
Activities	Date	Time
Move-in of official stand contractor	26 th August 2014	07.00-24.00 hrs.
Special design, Approved stand contractors move-in	26 th August 2014	13.00-22.00 hrs.
Special design, Approved stand contractors move-in	27 th August 2014	08.00-22.00 hrs.
Exhibitors with standard booth move-in	27 th August 2014	08.00-22.00 hrs.
Carpet installation by official contractor	27 th August 2014	19.00-24.00 hrs.
Exhibition Period : 28 th – 30 th August 2014		
Activities	Date	Time
Hall opens for exhibitors	28 th – 30 th August 2014	08.00-10.00 hrs.
Opening hours of exhibition		10.00-19.00 hrs.
Exhibitors preparing to close their booth		19.00-20.00 hrs.
Exhibition hall closes and clean up by official contractor		21.00 hr.
Dismantling Period : 30 th August 2014		
Activities	Date	Time
Carpet removal by official contractor	30 th August 2014	19.00-19.45 hrs.
Dismantling stand and construction	30 th August 2014	19.45-24.00 hrs.

Note:

- 1) All exhibitors must **build up and decorate their stand within 22.00 hr. of 27th August 2014.**
It is prohibited for construction/decoration after that time because the exhibition hall will be cleaned.
- 2) **It is prohibited to dismantle the stand and construction before 19.00 hr. of 30th August 2014.**

- 3) All exhibitors must store their products in their stand and instantly move out in the last show day. The construction and decoration parts will be also dismantled on 30th August 2014
- 4) In case the exhibitors fail to move out all exhibits and displayed materials from the exhibition halls by the due times, if there are any incidental errors or losses of the exhibits or displayed materials, the exhibitors have to be responsible for all related expenses without any claims to the Organizer.

A10 Services and Facilities

List	Location	Date	Opening Hrs.	Details
1. Organizer Room Software Industry Promotion Agency (SIPA)	Executive Room 2	26 th -30 th Aug 14	09.00-20.00 Hrs.	For contact with SIPA's officers.
2. Exhibitor Service Center N.C.C. Exhibition Organizer Co., Ltd.	Organizer room 1	26 th -27 th Aug 14 28 th -29 th Aug 14 30 th Aug 14	08.30-22.00 Hrs. 08.30-20.00 Hrs. 08.30-24.00 Hrs.	<ul style="list-style-type: none"> ● Contractor badge ● Contact official stand and electrical contractor
3. Registration <ul style="list-style-type: none"> ● Pre-registration ● On-site registration ● Conference ● Business Match Making ● International Exhibitor 	In front of Plenary Hall	28 th -30 th Aug 14	10.00-19.00 Hrs.	<ul style="list-style-type: none"> ● Conference registration ● Business Match Making registration ● International Exhibitor collect Exhibitor badge ● Collect exhibitor
4. Speaker reception room	VIP Room 2, Reception Hall, Zone A	28 th -30 th Aug 14	10.00-19.00 Hrs.	Private Reception room for speaker
5. The Executive board reception room	VIP Room 1, Reception Hall, Zone A	28 th -30 th Aug 14	10.00-19.00 Hrs.	Private reception room for the board of committee.
6. VIP Lounge	Plenary Hall 3 near Loading B	28 th -30 th Aug 14	10.00-19.00 Hrs.	Exclusive reception area for international buyer.
7. Press Room	Next to Organizer Room 1, Zone D	28 th -30 th Aug 14	10.00-19.00 Hrs.	Provide fair information for Press (Promotional material of exhibitors can be placed in this center)
8. Business Match Making	Lotus Room	28 th -30 th Aug 14	10.00-19.00 Hrs.	For pre-registered Business Match Making visitors.
9. Internet Cafe	1. Plenary Hall, near Loading Atrium 2. Ball Room 3. Lotus Hall	28 th -30 th Aug 14	10.00-19.00 Hrs.	Private area for on-site business match making.
10. First Aid	Main Foyer	28 th -30 th Aug 14	10.00-19.00 Hrs.	First Aid service from Paolo Memorial Hospital
11. Prayer Room	Zone E Ground	28 th -30 th Aug 14	10.00-19.00 Hrs.	For a quiet devotional moment

12. Kid's Corner	Zone E Ground	28 th -30 th Aug 14	10.00-19.00 Hrs.	Kid's play ground for under 15 of age children
13. Food & Beverage				
<ul style="list-style-type: none"> Retro Live Cafe 	Zone B Ground Lake side		11.00-14.00 Hrs. 15.00-23.00 Hrs.	Lunch buffet and international food restaurant.
<ul style="list-style-type: none"> Food Court 	Zone D Ground		08.00-19.00 Hrs.	Fast food with variety of good food choice
<ul style="list-style-type: none"> Black Canyon 	Zone A Ground	28 th -30 th Aug 14	09.00-19.00 Hrs.	Thai and international cuisine
<ul style="list-style-type: none"> Starbucks Coffee 	Zone A Ground		07.00-19.00 Hrs. (Mon – Fri)	Coffee and drinks from the world famous cafe
<ul style="list-style-type: none"> True Coffee Shop 			08.00-20.00 Hrs. (Sat-Sun) 09.00-18.00 Hrs.	
14. ATM	Zone D Ground, Zone A Ground, Loading Atrium	28 th -30 th Aug 14	24 Hours	ATM service
15. Bank / Currency Exchange				
<ul style="list-style-type: none"> Krung Thai Bank 	Zone D Ground	28 th -30 th Aug 14	10.00-16.00 Hrs. 10.00-15.30 Hrs.	Provide currency exchange service and transactions
<ul style="list-style-type: none"> Bank of Ayudhya 	Zone A Ground			
16. Taxi Service	Zone A Ground	28 th -30 th Aug 14	10.00-18.00 Hrs.	Taxi drop off point and Taxi service
17. Car Park	Behind Loading Atrium & B	28 th -30 th Aug 14	08.30-19.00 Hrs.	Parking area for exhibitor and visitor
18. Business Center	Zone A Ground	28 th -30 th Aug 14	08.30-18.00 Hrs.	Tel & Fax Local and IDD communication Photocopying Internet Service International Call
19. Post Office	Zone A Ground	28 th -30 th Aug 14	08.30-16.30 Hrs.	Domestic and international postal service



Software Expo Asia 2014

28-30 August 2014

QSNCC, Bangkok, Thailand

1. DEADLINES

a. DOCUMENT DEADLINES:

The shipping documents must be sent to us not later than the deadlines given below or at least 3 (three) days prior to the arrival of vessel and/or aircraft in Bangkok.

- Sea freight: 31 July 2014

- Air freight: 7 August 2014

2 originals and 3 copies of Bill of Lading/ Airway Bill, 3 originals and 2 copies of Commercial Invoice, 2 originals and 3 copies of Packing List, 1 copy of Insurance Policy and 1 copy of invoice for the premium if insured at origin

A pre-alert message via e-mail or fax, indicating consignment details such as the flight numbers, Airway Bill numbers, number of packages, weights and dimensions, is required to be provided to us upon uplift of the consignment.

b. CONSIGNMENT DEADLINES:

- Sea freight: 7 August 2014

- Air freight: 14 August 2014

Consignment arrives after the above deadlines will be subjected to 30% Late arrival surcharges (based on the basic handling rate) to cover our extraordinary efforts to speed up clearance of your consignment before the show opens. But we will not guarantee delivery date for your late arrival consignment

2. CONSIGNMENT INSTRUCTION

All exhibition goods dispatched either by seafreight or airfreight, shall be consigned "**Freight Prepaid**" as follows:

Consignee & Notify Party in BL or AWB (in Block letters):

APT SHOWFREIGHT (THAILAND) LIMITED

11/24, RATCHADAPISEK ROAD, CHONGNONSEE

YANNAWA, BANGKOK 10120, THAILAND

All documents such as the Bill of Lading and Airway Bill must show the consignee as indicated above. Shipment sent under 'Freight collect' term may not be proceed until we receive confirmation for the payment

3. CUSTOMS DECLARATION

All declarations in your Commercial Invoice/ Packing List, must be in the **English** Language. A full description of the item must be given.

To assist the approval of importation by Royal Thai Customs, please provide 2 (two) copies of descriptive/illustrative brochures together with your Commercial Invoice/ Packing List.

4. CONTROLLED GOODS

Exhibitors are advised to contact us as soon as you have signed to participate for the exhibition as there are many items required for import license, to be approved before arrival of consignment in Bangkok. Failure to have import license available, a high Customs fine/ penalty will be imposed on exhibitors.

Here are some items that require Import & Export license prior to their importation into Thailand for exhibition purpose: Communication Equipment, Defense Equipment (such as weapons, etc.), Electric Appliance (such as TV, lighting, etc.), Food & Beverage, Radio Equipment, Medical Equipment, Medicine, Motorbikes, Toys, Used Cars, Weighting & Measuring equipment, & all dangerous goods. All these goods must be re-exported at the end of exhibition.

Exhibitors are to furnish to us the details of the items such as brand, serial number, ingredients or materials made of for each item that you intend to import into Thailand at least **45 days** prior to the arrival of shipment.

5. CASE MARKING/ STORAGE OF EMPTY & FUMIGATION

All packages shall be marked as follows:

Software Expo Asia 2014
c/o APT SHOWFREIGHT (THAILAND) LIMITED

Name of Exhibitor :

Stand Numbers :

Case Numbers :

Gross Weight/Net Weight :

Dimensions :

We will store your empty cases within the exhibition site under shelter during the exhibition if space is available.

For wooden cases returning to some European & Asian Countries at the end of exhibition, they will be required for fumigation before they can be exported as per import regulation of destination country. A fumigation fee will be charged to your account. (if required)

6. ATA Carnet

Exhibitor who wish to import their exhibition goods temporary into Thailand by using ATA Carnet document. Please make sure that the ATA Carnet is issued accordingly as below:

On the LEFT hand side of ATA Carnet Cover Page:

Column B “Represented by”: **APT Showfreight (Thailand) LTD, and, or any other Authorized Rep.**

Column C “Intended use of goods”, please listed all conditions that your Chamber of Commerce has committed under ATA Carnet: For example, ATA Carnet from France to list: “Professional, Exhibition Goods, Commercial Samples” in this column.

On the RIGHT hand side of ATA Carnet Cover Page:

Column C “Valid Until”: expiry date must have at least 6 months from date of arrival of goods.

At the bottom of ATA Carnet Cover Page

Signature: Please make sure that the same person, who signs on ATA Carnet, is the same person to sign on Power of Attorney. If there is any company seal/stamp on ATA carnet, the same company seal/stamp is also required on the Power of Attorney (See Appendix B), is required by Royal Thai Customs.

LANGUAGE: Please use only “ENGLISH” language in ATA Carnet.

As per customs regulation on ATA Carnet shipment, shipment **MUST** be packed and shipped separately from Permanent import items or different type of temporary import items. Please issue Commercial Invoice for Permanent import items. Separate HAWB/ HBL need to be issued for each shipment.

7. **COURIER SHIPMENT**

Exhibitor who intends to send their small value of exhibition materials such as giveaways or brochures via courier services (DHL, FEDEX, UPS, etc.).

As Thailand is not a “Free Port” country, all shipment import via Courier is subject to import duty/tax. In most of the case, the courier company will hold shipment at customs till arrival of delegates which may too late for in-time delivery for the exhibition. We suggest shipment to be consigned to:

APT Showfreight (Thailand) Limited,

11/24 Ratchadapisek Road, Chongnonsee,

Yannawa, Bangkok 10120, Thailand

Attention: Ms. Darunee Ngaosi0

For : Software Expo Asia 2014

Booth no :

Please contact us as earlier as possible for full advice on using courier service. Our service fee for courier shipment as follows:

- a. Handling fee to co-ordination with courier company for your courier shipment, to be delivered to our premise and arrange delivery to your exhibition stand : US\$75.00 for shipment under 50 kgs. For shipment above 50 kg, additional charge at the rate of US\$ 40/50kg will be applied
- b. For High value shipment or requires for import license or requires for customs clearance as air cargo, Courier company will not be able to arrange customs clearance of your shipment. Our handling charge for airfreight shipment and late arrival surcharge will be applied.

8. **INSURANCE COVERAGE**

It is the responsibility of each exhibitor to arrange Marine (Transport) Insurance covering all transport you may have in Thailand

Our liability will be limited as per our Standard Trading Conditions as our tariff is computed on the basis of volume or weight and has no correlation with the value of exhibits, it follows that the cost of insurance cover is not included in our charges. In the event that you want us to cover insurance on your consignment, a written instruction must be given to us.

9. TERMS & CONDITIONS

Inward Consignment: Upon presentation of invoice/prior to delivery to stand.

Outward Consignment: Upon presentation of invoice/prior to return exhibits.

All payments must be made without any deduction or deferment on account of any claim or off-set.

Our bank account is as follows:

account: Bangkok Bank PLC
Trok Chan Branch,
Bangkok 10120, Thailand
Swift Code : BKKBTHBK
Account No. : 133-3-16645-0

Remitting bank charges are to be borne by the exhibitor.

For additional information or clarification, please contact us at:

APT SHOWFREIGHT (THAILAND) LIMITED

11/24, Ratchadapisek road, Chongnonsee,

Yannawa, Bangkok 10120, Thailand

Telephone : (66)(2) 285 3060 (auto)

Fax : (66)(2) 285 3068

E-mail : darunee@aptshowfreight.com

Contact : Ms. Darunee Ngaosi

B Rules & Regulations

- B 1 Participation Rights
- B 2 Stand Constructions and Decoration
- B 3 Electrical Supplies and Lightings
- B 4 Exhibitors Badges / Contractor Badges
- B 5 Security Services
- B 6 Cleaning Services
- B 7 Air Conditioning System
- B 8 Overtime Operations in the Exhibition Halls
- B 9 Demonstrations and Presentation of Products and Services
- B 10 Message Announcement
- B 11 Photo / Video Shooting
- B 12 Unforeseen Occurrences
- B 13 Warning

B1 Participation Rights and Allocation of Exhibition Spaces

- 1.1 Exhibition space is licensed to the exhibitors only. **The Organizer will not allow any other individuals or companies those do not apply to participate in the Software Expo Asia 2014 directly with the Organizer or the appointed parties to bringing in their exhibits** in the exhibition halls during the whole period of the Software Expo Asia 2014.
- 1.2 All exhibitors are not able to sublicense the exhibition space in the Software Expo Asia 2014 and exhibiting space wholly or partially to others during the whole period of the Software Expo Asia 2014.
- 1.3 All exhibits in the Software Expo Asia 2014 must be those notified in the application document. The Organizer has the right to remove non-approved exhibits that are not subjected to the Rule and Regulation of the Software Expo Asia 2014 from the exhibition halls any time at the cost of the exhibitors.
- 1.4 All exhibitors must show exact and precise information of exhibiting products and services, concerning product quality subject to the Consumers Protection Act.
- 1.5 All exhibitors are able to sell products and service in their own exhibiting stands only.
- 1.6 There should not be any retail sale during Trade days.
- 1.7 All exhibitors are able to stick on banners, stickers, posture in their own exhibiting stands only.
- 1.8 All exhibitors are not allowed to disseminate flyers, invitation card on the gang ways and hall ways or any other public walk ways.
- 1.9 All exhibitors are requested to arrange appropriate personnel in exhibiting stands during the whole period of the Show.
- 1.10 All exhibitors' personnel attending the exhibiting stands should have ability to communicate with foreign buyers. However please provide at least one English speaking personnel to attend the exhibiting stands.
- 1.11 In cases that your display of stand decoration is an inflammable object e.g. increase, candles or paper that can catch fire easily, you must take full caution and responsibility before you leave your stand every day

B2 Stand Construction and Decoration

Exhibitors may choose to use a standard booth package or build their own stands or use other contractor companies to build their stand. Nevertheless, all exhibitors must comply with the regulations of stand construction and decoration below.

2.1 Using Standard Booth System

2.1.1 Standard Booths

2.1.1.1 Standard Booth in Plenary Hall (3 m. x 3 m. = 9 sq m)

2.1.1.2 Standard Booth in Reception Hall, Zone A (2 m. x 2 m. = 4 sq m)

Consisting of following equipment:

- 3 sided system partition with panel (or 2 sided for corner booths)
- 3 Spotlights
- 1 Socket 5 Amp.
- 1 Reception Table
- 2 Upright Chairs
- Fascia board with exhibitor's name
- 1 Waste Basket
- Booth carpeting

2.1.2 Exhibitors who would like to order the standard booths package must contact Official Contractor (N.C.C Image Co., Ltd.) before **19 August 2014**

2.1.3 Regulations concerning the use of standard booth package include:

- If you want to change the design of standard booths, for instance, no fascia, no partition, please fill your enquiry in **Form 3**, and send it to N.C.C. Image before **19 August 2014** for the approval form the contractor. If you want to alter during the set-up day(s), then there will be the fee of 500 Baht/ change. Moreover, you may not get the immediate service during the days.
- It is prohibited to alter, paint, nail, or screw any part of the booth's panels. Otherwise, must be responsible for the damages or lose that may occur both during and after the exhibitor.
- Exhibitors have to inspect the quality of stand/decorative equipment/furniture and electrical equipment before using them. If there are any defects or missing parts, please inform the contractor for correcting/changing, otherwise, it is the exhibitors' own responsibility in case of any damage of their exhibits/products.
- If exhibitors do not want any item in the standard booth package, they must accept that the cost of the package will not change and there will be no compensation by other equipment.
- **Company names on the fascia must be the same as stated in the application form.**

2.2 Special Stand Construction (Exhibitor's who apply for raw space)

Exhibitors who apply for raw space only may hire the official contractor or other contractors to build a special stand. In any case, they must comply with the following regulations.

2.2.1 Fill in **FORM 1** and return it with stand construction plan including the electrical equipment setting to the official contractor (N.C.C Exhibition Organizer Co., Ltd.) for approval before **19 August 2014**. If the plan cannot be approved in time, the organizer and QSNCC (Exhibition Center) will not allow access to the exhibition hall.

Construction Plan submission must include;

- Perspective
- Floor Plan
- Elevation
- Cross Section
- Utility Point

2.2.2 Exhibitor stand structure must not be height over 5 m. (standard high 2.5 m). If any panel is higher than 2.5 m, reasonable decoration or material must cover the back of the panel.

2.2.3 Each booth must have its own panels. **It is not permitted to use the neighbor's panels.** If any panel is higher than the one behind it, acceptable decoration or material must cover the back of that panel.

2.2.4 The organizer reserves the right at any time to order the alteration or removal of any stand which differs from the approved specifications or which does not conform the Rules and Regulations. The costs of such alteration and removal shall be entirely borne by the exhibitor and any sums of money, which may have been paid by the exhibitors for rent and charges, shall not be refunded.

2.2.5 The Organizer will mark the space for stand construction for each exhibitor on the floor of the exhibition halls. Any enquiry concerning the spaces, please contact the Official Contractor.

- 2.2.6 Before any construction or moving any furniture/parts of booths, exhibitors/contractors must **put some covering on the moving pathways to prevent any damage to the exhibition floor**. Also, exhibitors must be responsible for any misconduct of their contractors and compensate for any damage caused by them.
- 2.2.7 There will not be any electrical setting or electric power in raw space order, exhibitors must place contact directly with Official Contractor (N.C.C Image Co., Ltd.) within **19 August 2014** by filling in **Form 6.7**
- 2.2.8 All booths must be carpeted or laid with some form of flooring.
- 2.2.9 It is not permitted to paint, color-spray, or using any equipment that makes sparks on any parts of the exhibition building.
- 2.2.10 It is not permitted to use any wire to secure booth structures to the floor or walls of the exhibition hall.
- 2.2.11 It is not permitted to place any material blocking the walkway. All rubbish must be put away outside the exhibition area.
- 2.2.12 It is not permitted to put any sign or product outside the exhibitor's own stand.
- 2.2.13 It is not permitted to hang anything from the roof and its surrounding.

Exhibition Hall	Plenary 1	Plenary 2	Plenary 3	Zone A
Area (sq m.)	1,458	1,740	1,458	1,000
Floor Loading (kg/sq m)	1,700	1,700	1,700	500
Floor Type	Concrete			Carpet
Ceiling Height	10 m.			6 m.
Exhibition Booth Height	5 m.			3.5 m.
Voltage	220/380 Volt			80 amp/3 phase
Loading Dock (W x H)				Zone A
◆ Loading Atrium	2.96x 2.96 m.			5.5x2.5 m.
◆ Loading B	5.6x 3.6 m.			
Cooling System	Air-conditioning			Air-conditioning

B3 Electrical Supplies and Lighting

- 3.1 The organizer will provide general lighting in the exhibition hall **during show time only**.
- 3.2 The electrical power in the exhibition halls are 220 volts.
- 3.3 N.C.C. Image Co., Ltd. is the official electrical supplier who is in charge of every electrical installation.
- 3.4 Electrical supply will be available about 30 minutes before any after the show time. If exhibitors require 24 hours electrical supply or additional electrical equipment, **Form 7** must be filled out and sent directly to N.C.C. Image Co., Ltd., before **19 August 2014**.
- 3.5 No permission for any electrical connection to the main power supply of the exhibition halls without consulting the Official Electrical Contractor.

- 3.6 If there is any electrical connection / modification or using multiple sockets without permission, the electrical supply will be cut without any warning.
- 3.7 The Organizer reserves the right to cut power supply to any booths in case of improper usage of electrical equipment or other dangerous conducts.
- 3.8 No permission for the use of electric saws, welding machines or any other equipment that will cause fire sparking.

B4 Exhibitor Badges / Contractor Badges

4.1 Contractor Badge

- 4.1.1 The contractor badge is **valid only on the construction period (26-27 Aug 2014) and dismantling day (30 Aug 2014)**, it cannot be used during the exhibition period (28-30 Aug 2014).
- 4.1.2 Exhibitor who will build their own stands must submit **Form 1, Unofficial Stand Contractor**, to their organizer of the official stand contractor, in order to receive contractor badges. Otherwise, unofficial stand contractors will not have access to the exhibition hall.
- 4.1.3 Please complete and present **Form 3** to collect the contractor badges from 26-27 Aug 2014 during 08.00 - 20.00 hrs. at your nearest Exhibitor Service Centers available at;
 - Exhibitor service counter

4.2 Exhibitor Badge

- 4.2.1 Please collect the exhibitor badges from 27-28 Aug 2014 during 08.00 - 21.00 hrs. at the Official Exhibitor Services Counter at Organizer Room 1.
- 4.2.2 The Exhibitor Badge is valid from construction period until dismantling period.
- 4.2.3 Exhibitors are entitled to receive **7 badges** per company.
- 4.2.4 Exhibitors must wear the exhibitor badges at all time in the exhibition hall, for security reasons. Exhibitors without exhibitor badges will not have access to the exhibition hall.

Sample of Contractor & Exhibitor Badge



B5 Security Service

- 5.1 The organizer will provide security round the clock in the exhibition hall, entrances/exits and general area of the fair.
- 5.2 During the construction and dismantling periods, the entrances/exits will be at the back of the exhibition hall only
- 5.3 The organizer will allows only authorized personnel with proper I.D. such as exhibitor / contractor badges to have access to the exhibition hall.
- 5.4 If exhibitors wish to hire security personnel to attend to their stand exclusively, please fill in **Form 10** and return it to Event Services Department (N.C.C. Management and Development Co., Ltd.) before **19 August 2014**. Exhibitors are advised to fully insure all exhibits against loss and damage. The organizer will not be held responsible in any way.
- 5.5 It is prohibited to leave high value exhibits in the exhibition hall pass the official hours of the fair each day. Exhibitors are advised to hire the specialized security service providers, as listed in this manual, to avoid any risk of lost or stolen exhibits.
- 5.6 It is prohibited to bring explosives, dangerous materials, weapons, or gas tanks to the exhibition hall.

B6 Cleaning Service

- 6.1 The fair organizer will be responsible for the general cleaning of the exhibition hall and gangways only.
- 6.2 Exhibitors must clean their booths spaces and put their rubbish in front of their booths after show time daily to be picked up by cleaners.
- 6.3 If exhibitors would like to hire cleaners to their booths, please fill in **Form 11** and directly return it to Event Services Department (N.C.C. Management & Development Co., Ltd.) before **19 August 2014**

B7 Air Conditioning System

- 7.1 The organizer will not open compressed air in exhibition hall on 26 – 27 August 2014 (Construction period).
- 7.2 The organizer will open compressed air only on 28-30 August 2014 (the exhibition period) by switch on one hour before show time and switch off at close time of the fair. Smoking is prohibited throughout the exhibition hall.

B8 Overtime Operation

During 26-27 August 2014, organizer will allow exhibitors to construct and decorate their stands during 8.30-22.00 hrs. **If any exhibitor (or contractor) wishes to work exceeding that time, please contact the Official exhibitor service counter before 15.00 hrs. of that day and must be responsible for expenditure of overtime operation up to Queen Sirikit National Convention Center's rating.**

B9 Demonstration and Presentation

- 9.1 The organizer reserves the right to warn/to advice or cancels any demonstration that disturbs other exhibitors. Exhibitors must inform the organizer in advance of any sales promotion that includes competition with prizes.
- 9.2 To avoid disturbance, the use of any sound amplifier is prohibited. The use of TV or VCR must be under an acceptable sound level.
- 9.3 No activities which, in the opinion of the organizer, cause a nuisance or annoyance to visitors or other exhibitors, shall be conducted by exhibitors within the vicinity of the fair.

B10 Message Announcement

The organizer will reserve announcement only on the general message. There will not be any announcement for personal purposes because the voice can disturb the business discussion.

B11 Photo/Video Shooting

Unauthorized photo/video shooting at the venue is prohibited. **Authorized personnel must wear PRESS Badges at all times.**

B12 Unforeseen Occurrences

In the event of any occurrence unforeseen in these rules and regulations, the decision of the organizer would take as final.

B13 Warning

No person under any circumstances shall cut into or through any floor covering or wall nor alter any structure of the exhibition hall. Any such damage to the exhibition hall will be invoiced to the exhibitor.



Organized By:



สำนักงานส่งเสริมอุตสาหกรรมซอฟต์แวร์แห่งชาติ (องค์การมหาชน)
Software Industry Promotion Agency (Public Organization)

C Maps / Floor Plan

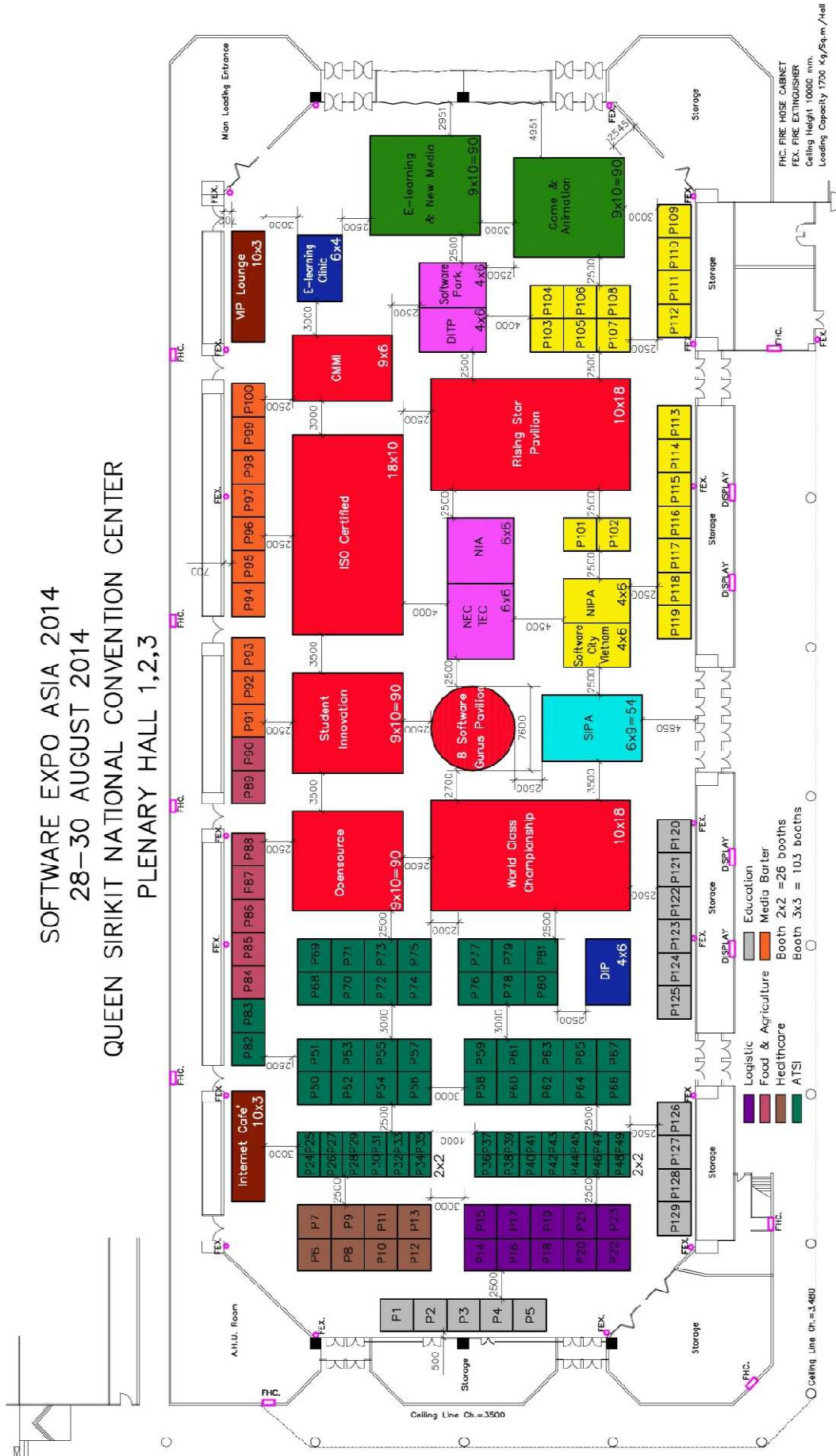
- C 1 Site Map
- C 2 Floor plan – Plenary Hall 1-3
- C 3 Exhibitor Service Center Location & registration Counter
- C 4 Exhibitor & Visitor Car park Location
- C 5 Queen Sirikit National Convention Center Map

C 1 Software Expo Asia 2014 - Site Map

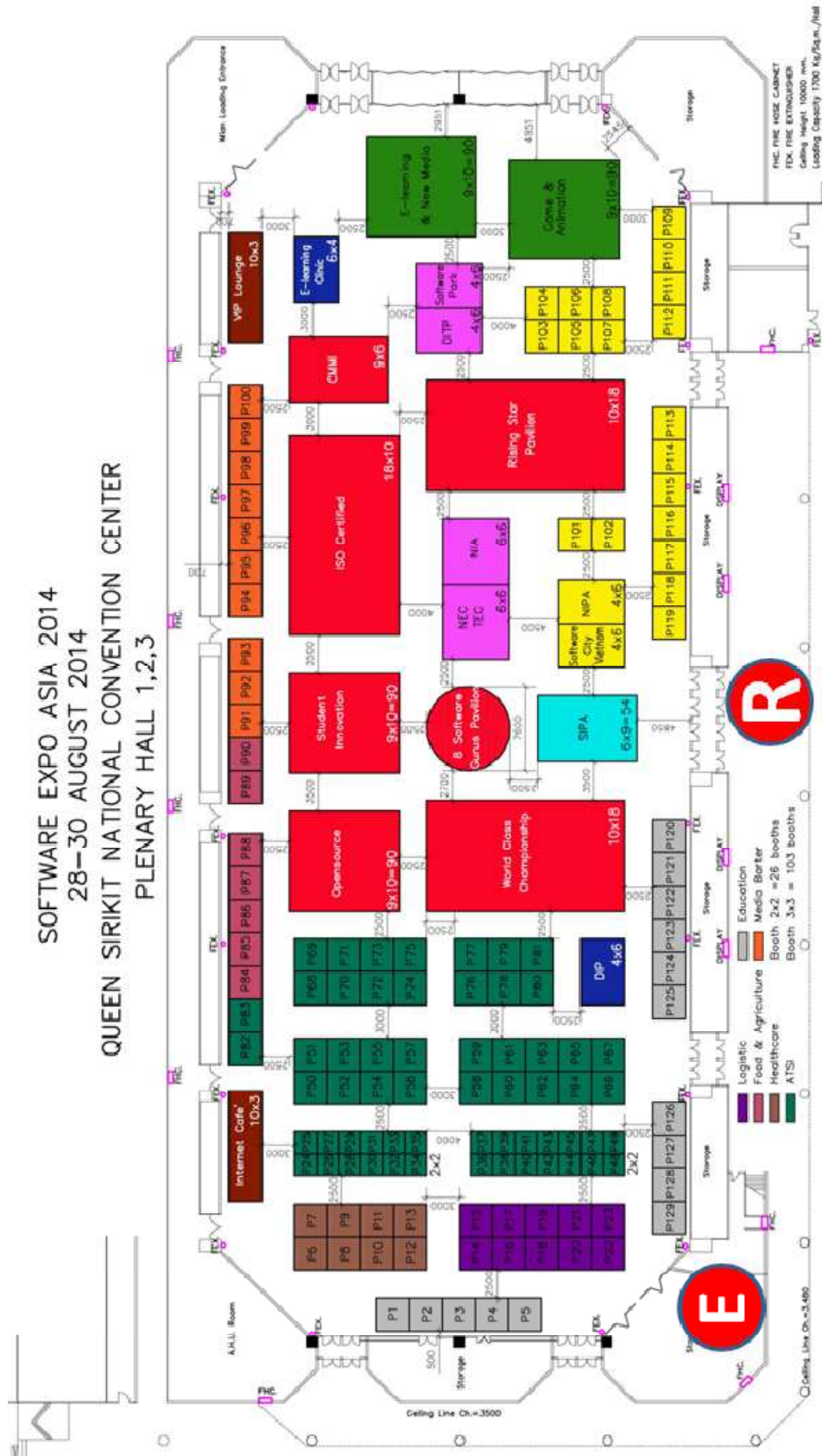


C 2 Software Expo Asia 2014 Floor Plan

SOFTWARE EXPO ASIA 2014
28-30 AUGUST 2014
QUEEN SIRIKIT NATIONAL CONVENTION CENTER
PLENARY HALL 1,2,3



C 3 Registration Counter and Exhibitor Service Center Location

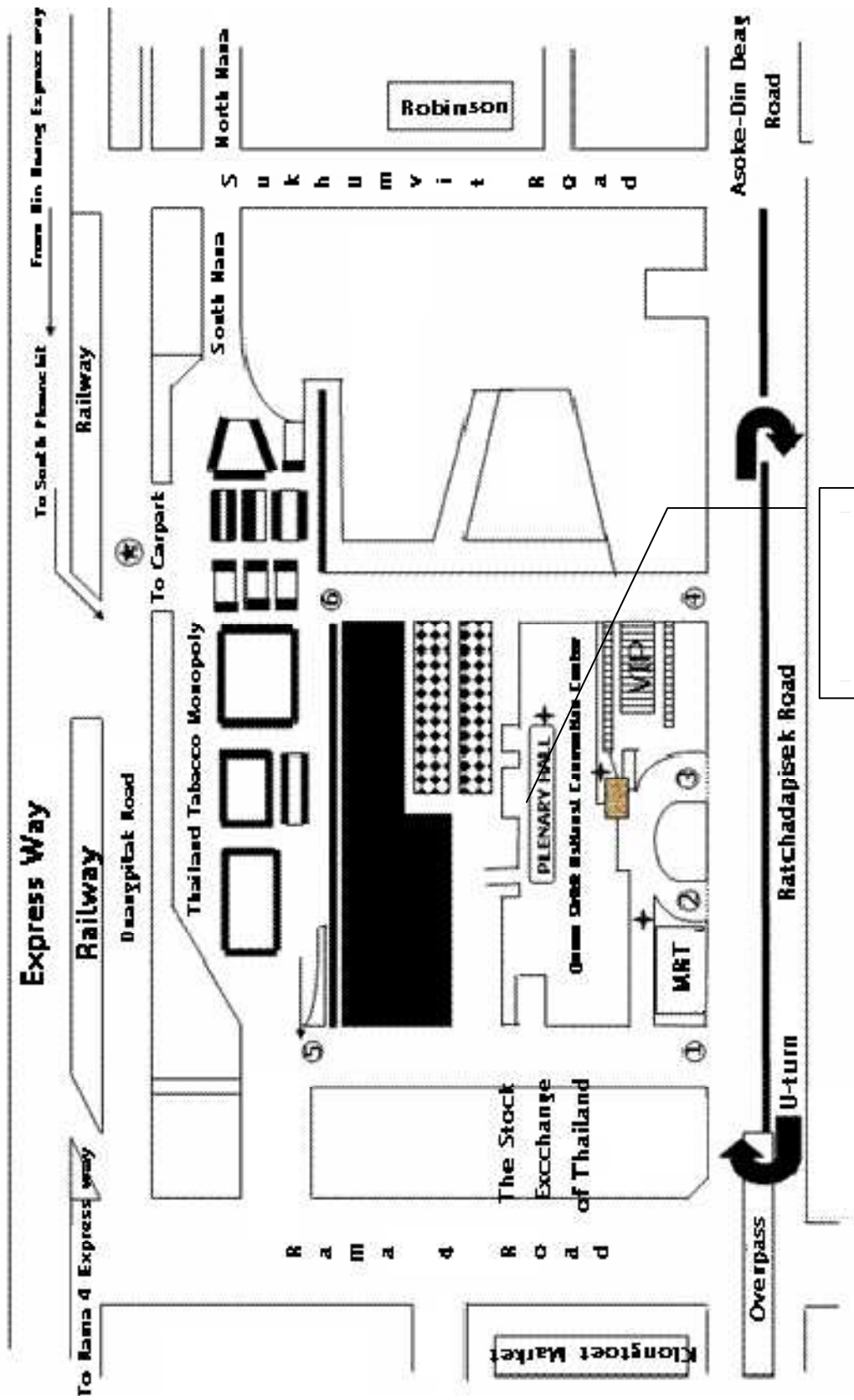


R : Registration Counter
E : Exhibitor Service Center

C 4 Software Expo Asia 2014 – Exhibitor & Visitor Car Park Location



C 5 Queen Sirikit National Convention Center Map



D Rules and Regulations working in QSNCC

Rules & Regulations

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

- ❖ NOT TO...drive in concrete nails or dry bit rivals into floor, wall, and post surfaces of QSNCC.
- ❖ NOT TO...paint or spray directly onto floor, wall, and poet surfaces of QSNCC.
- ❖ NOT TO...leave materials, packing cases, rubbish, and equipment to block gangways, entrances and exits, fire hoses and emergency exits.
- ❖ NOT TO...spray any constructing materials in the Hall. This can be done at the loading entrance.
- ❖ NOT TO...hang anything from electrical tube and fire extinguisher of QSNCC.
- ❖ NOT TO...switch on/off or connect electrical unit from QSNCC Electrical Main Distribution.
- ❖ NOT TO...operate electrical sawing machine or any dangerous working machinery in QSNCC. This can be done at the loading entrance.
- ❖ Exhibitors who reserve space-only booth
- ❖ NOT TO...use walls of other connected booth.
- ❖ NOT TO...operate trolley inside the QSNCC without covering the floor.
- ❖ NOT TO...bring in gas, explosives, radioactive, highly inflammable or other dangerous substance into the building. This can be done at the loading entrance.
- ❖ NOT TO ... operate any constructing tools that may cause toxic and inflammable consequences. This can be done at the loading entrance.
- ❖ NOT TO...bring in animal into the building unless authorized by Event Services Department.
- ❖ NOT TO...smoke or drink alcohols when working in the Hall. Smoking areas are provided outside the building.
- ❖ NOT TO...construct, remove, or replace exhibits during the opening hours.
- ❖ Please clean the place, clear all the construction materials, rubbish and debris immediately after the event.
- ❖ Please wear badge at all times when in the exhibition hall.
- ❖ Parking overnight at the QSNCC is prohibited unless authorized by Event Services Department.
- ❖ All exhibitors and contractors are request to abide by the venue's rules and regulations. N.C.C Development & Development Co., Ltd. have all the rights to stop , suspend and/or charges for any damages caused by the construction when exhibitors or contractors overrules.

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

F Order Forms

- Form 1 Raw Space Exhibitors or Special Design Booths
- Form 2 Contractor Badge
- Form 3 Fascia Name for Standard Booth
- Form 4 Furniture & Accessories Service
- Form 5 Miscellaneous Service
- Form 6 Electricity for Set-up & Tear down
- Form 7 Electrical Service (For Exhibitor)
- Form 8 Utility Point
- Form 9 Audio / Visual Equipment Rental
- Form 10 Security Service
- Form 11 Cleaning Service
- Form 12 Telephone & Internet
- Form 13 ADSL Internet Service
- Form 14 Wi-Fi Internet Service
- Form 15 Flower & Plant Order Form
- Form 16 NCCTV Advertising Media
- Form 17 Freight Forwarder Service
- SPECIAL CASE 1 Moving out Exhibits before the Show End

Order Forms & Deadlines

Form	Title	Deadline	Condition	Return to
Form 1	Raw Space Exhibitors or Special Design Booths	19 th Aug 14	Compulsory	N.C.C. Exhibition Organizer Co., Ltd.
Form 2	Contractor Badge	19 th Aug 14	Compulsory (Please present Form 3 at the Exhibition Service Centers to Collect Contractor Badge)	Organizer Room 1 (N.C.C. Exhibition Organizer Co., Ltd.)
Form 3	Fascia Name for Standard Booth	19 th Aug 14	Compulsory	N.C.C. Image Co., Ltd.
Form 4	Furniture & Accessories Service	19 th Aug 14	Optional	N.C.C. Image Co., Ltd.
Form 5	Miscellaneous Service	19 th Aug 14	Optional	N.C.C. Image Co., Ltd.
Form 6	Electricity for Set-up & Tear down	19 th Aug 14	Optional	N.C.C. Image Co., Ltd.
Form 7	Electrical Service (For Exhibitor)	19 th Aug 14	Optional	N.C.C. Image Co., Ltd.
Form 8	Utility Point	19 th Aug 14	Optional	N.C.C. Image Co., Ltd.
Form 9	Audio / Visual Equipment Rental	19 th Aug 14	Optional	N.C.C. Image Co., Ltd.
Form 10	Security Service	19 th Aug 14	Optional	N.C.C. Management & Development Co., Ltd.
Form 11	Cleaning Service	19 th Aug 14	Optional	N.C.C. Management & Development Co., Ltd.
Form 12	Telephone & Internet	19 th Aug 14	Optional	N.C.C. Management & Development Co., Ltd.
Form 13	ADSL Internet Service	19 th Aug 14	Optional	N.C.C. Management & Development Co., Ltd.
Form 14	Wi-Fi Internet Service	19 th Aug 14	Optional	N.C.C. Management & Development Co., Ltd.
Form 15	Flower & Plant Order Form	19 th Aug 14	Optional	N.C.C. Management & Development Co., Ltd.
Form 16	NCCTV Advertising Service	19 th Aug 14	Optional	N.C.C. Management & Development Co., Ltd.
Form 17	Freight Forwarder Service	19 th Aug 14	Optional	N.C.C. Exhibition Organizer Co., Ltd.
SPECIAL CASE	Moving out Exhibits before the Show End	30 th Aug 14	Optional	Organizer Room 1 (N.C.C. Exhibition Organizer Co., Ltd.)



Organized By:



Raw Space Exhibitors or Special Design Booths	DEADLINE 19th Aug 14	FORM 1
--	--	---------------

Please complete and return this form to :
 N.C.C. Exhibition Organizer Co., Ltd. 60 New Rachadapisek Road, Klongtoey, Bangkok 10110
 Contact: Mr.Patit Saravasee
 Tel : +662-203-4211 Fax : +662-203-4250-1 E-mail : patit.sar@qsncc.com

For exhibitors renting bare space and hire their own stand contractor that is not the Official Stand Contractor.

Exhibitors must send the floor plan and perspective, construction materials, stand dimensions and all electricity outlet positions to the Organizer for approval before **19th Aug 14**. The contractors will not be allowed to work in the exhibition halls without the approval from the Organizer.

Contractor Information

Contractor Company Name:.....

Address:.....

Tel:.....Fax :.....

Project Manager

Name :.....ID Card No :

Mobile No:E-mail :

Chief of workers Name :ID Card No:

Number of workers (including Chief and Project manager):people

We submitted the design of special stand construction for approval as follow :

- Perspective Page (s)
- Floor Plan Page (s)
- Elevation Page (s)
- Cross Section Page (s)
- Other (please specify) Page (s)

Remarks:

- If the plan cannot be approved in time, the organizer and Event Services Department of Qsncc will not allow access to the exhibition hall.
- The Organizer and the Official Stand Contractor reserve the right to reject the construction plan or require the exhibitor or his own contractor to make modifications.

Exhibitors Authorization:

COMPANY:.....	STAND NO:.....
ADDRESS :.....	
TEL :.....	FAX :.....
CONTACT PERSON :.....	E-MAIL :.....
SIGNATURE :.....	DATE :.....

Contractor Badge	DEADLINE 19th Aug 14	FORM 2
<p>Please complete and return this form to :</p> <p>N.C.C. Exhibition Organizer Co., Ltd. 60 New Rachadapisek Road, Klongtoey, Bangkok 10110</p> <p>Contact: Mr.Patit Saravasee</p> <p>Tel : +662-203-4211 Fax : +662-203-4250-1 E-mail : patit.sar@qsncc.com</p>		

In order to avoid misunderstanding of your contractor who may receive your exhibitor badges, relevant documents and fair catalogue. Please fill out this form and sent it to your contractors for collecting badges during the construction period. Only the Contractor who presents this form can collect the Contractor badges by the number of workers.

Exhibitor Company _____ Booth No. _____
 Name of Authorized Person: _____ Position _____

Request to obtain Contractor Badge:

Will collect the _____ (number) contractor badges by myself.

Authorized to
 Mr./Ms./Mrs. _____

Company _____

as an exhibitor's contractor to receive Contractor Badge _____ (number) badges.

Signature _____

()

Date _____


Company Stamp

Remarks: Contractor badges are valid only on the construction and dismantling period.

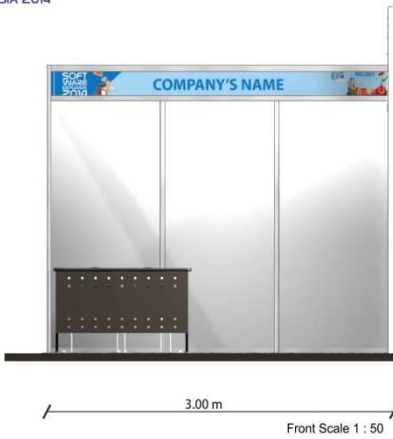
Please collect the contractor badge at Organizer Room 1
 (N.C.C. Exhibition Organizer Co., Ltd.)

Standard Booth Size 3x3 m. (9 sq m.)

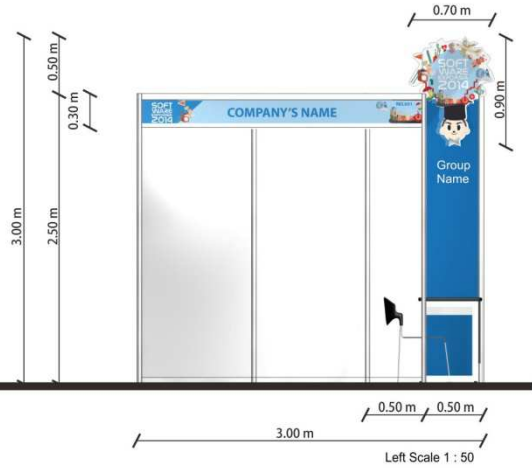
Plenary Hall 1-3



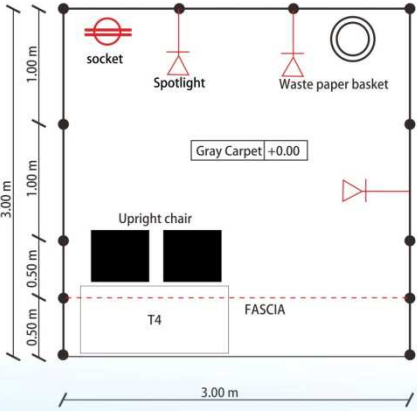
Standard Booth 3.00x3.00x2.50 m.



Front Scale 1 : 50




Left Scale 1 : 50



Plan Scale 1 : 50

No.	DESCRIPTION	UNIT.
1.	WHITE BACK AND SIDE WALLS HIGH 2.50 M.	1
2.	FASCIA BOARD HIGH 30 CM.	1
3.	T4	1
4.	FIBER CHAIR	2
5.	SPOTLIGHT	3
6.	SOCKET 5 AMP.	1
7.	WASTE BASKET	1
8.	GRAY CARPET (w) 3.00x(D) 3.00 m.	



Furniture & Accessories Service	DEADLINE 19th Aug 14	FORM 4
--	--	---------------

Please complete and return this form to :
 N.C.C. Image Company Limited, 60 New Rachadapisek Road, Klongtoey, Bangkok 10110 TAX ID: 0105538011258
 Ms. Pattaratorn tronranatum Tel: +662-203-4147 Fax: +662-203-4117 E-mail address :
 phattaraporn.tor@nccimage.com

Ref	Description	Color	Size WxLxH (cm.)	Within	After	Number required	Total (Baht)
				08-19-14 rate (Baht)	08-19-14 rate (Baht)		
F01	Counter showcase	White	50x100x100	2,500	2,750
F02	Tall showcase(without light)	White	50x50x250	2,800	3,080
F03	Big showcase (without light)	White	50x100x250	4,000	4,400
F04	Lockable cabinet	White	50x100x75	1,100	1,210
F05	2-tier counter	White	50x100x100/120	1,300	1,430
F06	Counter	White	50x100x75	1,300	1,430
F07	TV & VDO stand	White	60x60x120	800	880
F08	Display stand	White	50x50x50or75/100	600	660
F09	Receptionist desk	White	60x120x75	600	660
F10	Round table	White	75x75	600	660
F11	Low table	Wood	65x65x40	500	550
F12	Wall shelf(Flat or Slope)	White	25x100	300	330
F13	Steel upright chair	Black	50x50x50/80	350	385
F14	Fiber chair	Gray	50x50x50/80	350	385
F15	Lounge chair (sofa)	Black leather	60x80x40/70	700	770
F16	Stool	Black	50x50x85/120	650	715
F17	Refrigerator (without outlet)	White	4.4 cu. ft.	3,000	3,300
F18	Brochure stand	Chromium	30x40x170	1,300	1,430
F19	Cloth rack	Wood	40x40x180	900	1,000
F20	S Hook	-	6.5 cm. (Long)	50	55
Sub total							
7% VAT							
Grand Total							

Remark:

- Amendment or reproduction during set-up or showday will cause us to charge directly to requester.
- There'll be no refund for any cancellation during set-up and showday.
- Orders are valid only when accompanied with full payment by cash, company cheque or transfer in favor of "N.C.C. Image Co., Ltd." A payment must be received by N.C.C. Image Co., Ltd. within the deadline to use the "within deadline" rate. Late order will be subject to use the after deadline rate or 30% for surcharge on-site order with full cash payment only.
- Please note that 7% VAT is applicable in Thailand and must be included in your payment.
- Our banking information is as follows : 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 Office
 Address : 60 New Rachadapisek Road, Klongtoey, Bangkok 10110

** Withholding tax of 3% of services may be deducted only when applying with an official withholding tax form upon placing order.

COMPANY:.....	STAND NO:.....
ADDRESS :	
TEL :	FAX :
CONTACT PERSON :	E-MAIL :
SIGNATURE :	DATE :

FURNITURE AND ACCESSORIES



- | | | | |
|--|---|---|---|
|  <p>F-01 50X100X100 CM
COUNTER SHOWCASE</p> |  <p>F-02 50X50X250 CM
TALL SHOWCASE</p> |  <p>F-03 50X100X250 CM
BIG SHOWCASE</p> |  <p>F-04 50X100X75 CM
LOCKABLE CABINET</p> |
|  <p>F-05 50X100X120 CM
2-TIER COUNTER</p> |  <p>F-06 50X100X100 CM
COUNTER</p> |  <p>F-07 60X60X120 CM
TV & VDO STAND</p> |  <p>F-08 60x60x60/75/100 CM
DISPLAY STAND</p> |
|  <p>F-09 60X120X75 CM
RECEPTIONIST DESK</p> |  <p>F-10 DIA. 75X75 CM
ROUND TABLE</p> |  <p>F-11 65X65X40 CM
COFFEE TABLE</p> |  <p>F-12 25X100 CM
WALL SHELF</p> |
|  <p>F-13 50X50X80 CM
STEEL UPRIGHT CHAIR</p> |  <p>F-14 50X50X80 CM
CHAIR</p> |  <p>F-15 60X80X70 CM
LOUNGE CHAIR (SOFA)</p> |  <p>F-16 50X50X85 CM
BLACK STOOL</p> |
|  <p>F-17 50X50X100 CM
REFRIGERATOR</p> |  <p>F-18 40x30x170 CM
BROCHURE RACK</p> |  <p>F-19 40X40X180 CM
CLOTH RACK</p> |  <p>F-20 6.5 CM
S-HOOK</p> |

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

Miscellaneous Service	DEADLINE 19th Aug 14	FORM 5
------------------------------	--	---------------

Please complete and return this form to :
 N.C.C. Image Company Limited, 60 New Rachadapisek Road, Klongtoey, Bangkok 10110 TAX ID: 0105538011258
 Ms. Pattaratorn tronranatum Tel: +662-203-4147 Fax: +662-203-4117 E-mail address :
 phattaraporn.tor@nccimage.com

Description	Color	Size WxLxH	Within 19 th Aug 14 (Baht)	After 19 th Aug 14 (Baht)	Number required	Total (Baht)
Panel (system-built)	White	1.0x2.5 m. high	800.-/unit	880.-/unit		
Fascia board with standard lettering 10 cm. high	-	30 cm. wide	400.-/running m.	440.-/running m.		
Folding door (system-built)	Light grey	1.0x2.0 m.	1,500.-/unit	1,650.-/unit		
Wood platform without carpet	-	15 mm. thick	350.-/sq m.	385.-/sq m.		
Needle punch carpet	Red/ Blue/	-	250.-/sq m.	275.-/sq m.		
Sub total						
7% VAT						
Grand Total						

Remark:

6. Amendment or reproduction during set-up or showday will cause us to charge directly to requester.
7. There'll be no refund for any cancellation during set-up and showday.
8. Orders are valid only when accompanied with full payment by cash, company cheque or transfer in favor of "N.C.C. Image Co., Ltd." A payment must be received by N.C.C. Image Co., Ltd. within the deadline to use the "within deadline" rate. Late order will be subject to use the after deadline rate or 30% for surcharge on-site order with full cash payment only.
9. Please note that 7% VAT is applicable in Thailand and must be included in your payment.
10. Our banking information is as follows : 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 Office
 Address : 60 New Rachadapisek Road, Klongtoey, Bangkok 10110

** Withholding tax of 3% of services may be deducted only when applying with an official withholding tax form upon placing order.

COMPANY:.....	STAND NO:.....
ADDRESS :.....	
TEL :.....	FAX :.....
CONTACT PERSON :.....E-MAIL :.....	
SIGNATURE :.....DATE :.....	

MISCELLANEOUS



PANEL 100x250 CM (SYSTEM BUILT)



FOLDING DOOR 100x200 CM (SYSTEM BUILT)



FASCIA BOARD WITH STANDARD LETTERING 10CM. HIGH 100x30 CM



WOOD PLATFORM WITHOUT CARPET



NEEDLE PUNCH CARPET RED/BLUE/GREY/GREEN

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



Organized By:



Electricity for Set-up & Tear down	DEADLINE 19th Aug 14	FORM 6
---	--	---------------

Please complete and return this form to :
 N.C.C. Image Company Limited 60 New Rachadapisek Road, Klongtoey, Bangkok 10110 TAX ID: 0105538011258
 Contact Person: Ms.Kewalee Phenprayul Direct: +662-203-4163 Tel: +662-203-4162-66
 Fax: +662-203-4118 E-mail: kewalee.phe@nccimage.com
 Accounts: Ms.Nonlapan Siri , Ms.Onsiri , Direct: +662-203-4127-8
 Fax: +662-203-4119 E-mail: ar.nccimage@nccimage.com

DESCRIPTION	Early discount Within 19 th Aug 14 (Baht/Day)	Standard rate After 19 th Aug 14 (Baht / Day)	On-site 26 th -30 th Aug 14 (Baht / Day)	NO. OF DAYS	QTY (UNIT)	Amount
Breaker 15Amp / 220V. Single Phase.	800	880	1,040			
Breaker 30 Amp / 220 V. Single Phase	1,600	1,760	2,080			
Total						
Please indicate the date requires:						VAT 7%
(DD/MM/YY)						Grand Total

Remarks :

- 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.
- Orders cancelled between set-up days, the exhibitor will be liable for full cost of rental.
- A surcharge of 100% of electrical equipment if you require after midnight operating services.
- Orders are valid only when accompanied with full payment by cash, company cheque or transfer in favor of "N.C.C. Image Co., Ltd." Please fax us a copy of evidence of your payment (copy of cheque, transfer document etc.)
- Please note that 7% VAT is applicable in Thailand and must be included in your payment. Our banking information is as follows:

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

** Withholding tax of 3% of services may be deducted only when applying with an official withholding tax form upon placing order.

THIS FORM MUST BE RETURNED TO N.C.C. IMAGE NO LATER THAN 19th Aug 2014

AUTHORIZED BY: (REMARK : The company's address "which we can use for the invoice".)

COMPANY:.....	STAND NO:.....
ADDRESS :	
TEL :	FAX :
CONTACT PERSON :	E-MAIL :
SIGNATURE :	DATE :

Electrical Service (For Exhibitor)	DEADLINE 19th Aug 14	FORM 7
---	--	---------------

Please complete and return this form to :
 N.C.C. Image Company Limited 60 New Rachadapisek Road, Klongtoey, Bangkok 10110 TAX ID: 0105538011258
 Contact Person: Ms.Kewalee Phenprayon Direct: +662-203-4163 Tel: +662-203-4162-66 Fax: +662-203-4118 E-mail: kewalee.phe@nccimage.com
 Accounts: Ms.Nonlapan Siri , Ms.Onsiri , Direct: +662-203-4127-8 Fax: +662-203-4119 E-mail: ar.nccimage@nccimage.com

Service / Item	Early Discount Before 19 th Aug 14 (Baht)	Standard After 19 th Aug 14 (Baht)	On site 26 th -30 th Aug 14 (Baht)	QTY	Amount
Section A Equipment rental/plus individual fitting, inclusive of power consumption					
Spotlight 100 W. standard	450	570	810		
Spotlight 100 W. with arm	450	570	810		
Fluorescent Light 1.2 m. 40 W.	400	480	720		
Down Light 60 W.	450	570	810		
Spotlight Halogen 50 W. with arm	450	570	810		
Halogen Lamp 300 W. 220 V.	1,050	1,350	1,860		
Section B Breaker for Exhibits (for machinery, engine, motor), inclusive of power consumption					
Socket 5 Amp (5 Amp fuse) 220 V. 50 Hz.	560	630	820		
Socket 5 Amp (5 Amp fuse) 220 V. 50 Hz., 24 Hr.	1,120	1,260	1,640		
Breaker 15 Amp / 220 V. Single Phase 50 Hz.	2,900	3,200	3,900		
Breaker 15 Amp / 380 V. Three Phase 50 Hz.	8,250	9,300	10,300		
Breaker 30 Amp / 220 V. Single Phase 50 Hz.	5,800	6,400	7,800		
Breaker 30 Amp / 380 V. Three Phase 50 Hz.	11,650	12,790	14,800		
Breaker 60 Amp / 380 V. Three Phase 50 Hz.	22,230	23,940	27,880		
Section C Breaker for lighting / Power point charge for exhibitors using their own equipment					
Breaker 15 Amp / 220 V. Single Phase 50 Hz.	3,600	4,250	5,300		
Breaker 30 Amp / 220 V. Single Phase 50 Hz.	7,200	8,500	10,600		
Breaker 15 Amp / 380 V. Three Phase 50 Hz.	10,800	11,880	14,040		
Breaker 30 Amp / 380 V. Three Phase 50 Hz.	21,600	23,760	28,080		
Connecting (by exhibitor) per unit of 100W.	280	320	420		
Connecting (by Image) per unit of 100 W.	320	380	480		

Orders are valid only when accompanied with full payment by cash, company cheque or transfer in favor of "N.C.C. Image Co., Ltd."	Sub Total	
A/C Name : N.C.C. Image Co.,Ltd. A/C No. : 009-1-70976-8 (Savings Account)	7% VAT	
Bank's Name : Krung Thai Bank Public Co.,Ltd. / Queen Sirikit Convention Center Branch	Grand Total	
Address : 60 Rachdapisek Road, Klongtoey, Bangkok 10110		

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

Remark:

- 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 prevent the risk of power overload.
- After the deadline, late orders may not be accommodated. If accepted, a surcharge of 10% after deadline and 30% for onsite order will be charged.
- The customer will receive 50% refund for any cancellation during set up time. There will be no refund for cancellation during show days.
- The standard supply is 110V, 220V or 380V with approximately 10% fluctuation. For the safety of your equipment, please use a stabilizer.
- A surcharge of 100% of electrical equipment will be added if you require 24-hour operating services.
- Please also note that 7% VAT is applicable in Thailand and must be included in your payment.
- Please follow according to regulations manual strictly.

AUTHORIZED BY: (Remark: The company's address which we can use for the invoice.)

COMPANY:.....	STAND NO:.....
ADDRESS :.....	
TEL :.....	FAX :.....
CONTACT PERSON :.....E-MAIL :.....	
SIGNATURE :.....DATE :.....	

ELECTRIC EQUIPMENT



E-01 SPOTLIGHT 100W. STANDARD



E-02 SPOTLIGHT 100W. WITH ARM



E-03 SPOTLIGHT HALOGEN 50W.



E-04 DOWNLIGHT 60W.



E-05 DOWNLIGHT HALOGEN 50W.



E-06 FLUORESCENT LIGHT 40W.



E-07 SPOTLIGHT 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 : 0-2203-1100 FAX : 0-2203-1117

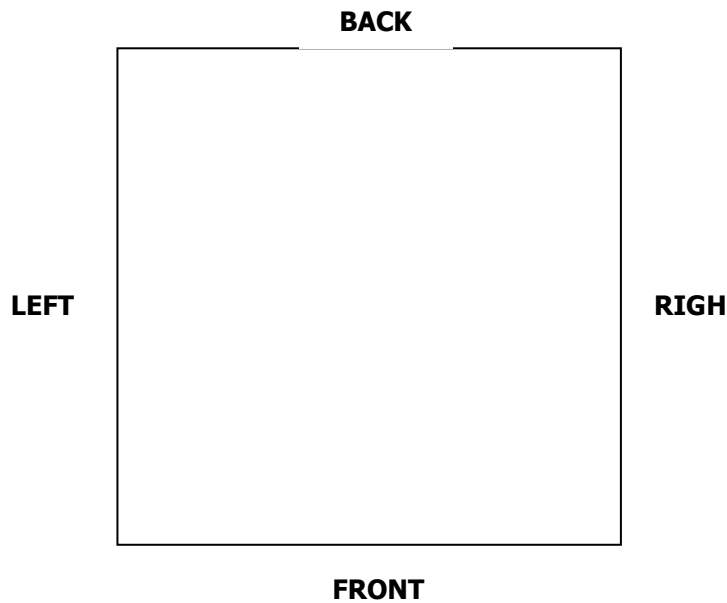
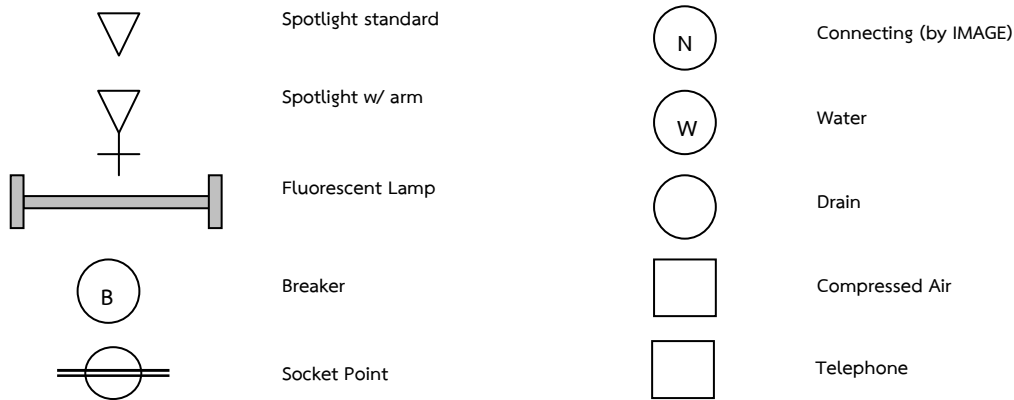
RULES AND REGULATIONS RELATED TO ELECTRICAL SERVICES

1. The standard shell scheme includes: 2 unit(s) of Fluorescent, 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.
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 Exhibitor 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 :
 - 4.1. Standard supply of electricity
 - 4.1.1. - 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.
 - 4.1.2. Other requirements such as single phase 110V/50Hz or three phase 220V/50Hz can be specially arranged for if requested in the electrical order form.
 - 4.1.3. There are two main power supply circuits: "Lighting Power Circuit" and "For Exhibit Power Circuit".
 - 4.2. All electrical motors have independent automatic protection against excessive current surge. The following starter systems should therefore be used :
 - 4.2.1. Direct on line : up to 5 HP
 - 4.2.2. Star delta : 5 to 25 HP
 - 4.2.3. Auto transformer : above 25 HP
 - 4.3. Power supplies to the exhibits will be switched off at source 30 minutes after the exhibition closes every evening and 60 minutes after close on the final day of the exhibition.
 - 4.4. Exhibitors who require 24 hours electricity supply for their specific requirements should indicate accordingly on the electrical order form before the deadline.
 - 4.5. The two units of Fluorescents and a 5-Amp fused socket point which are included in the shell scheme package include electricity supply.
 - 4.6. Cost of electricity consumption is inclusive in all items offered in Section A, B and C (I+II)
 - 4.7. All electrical installations must conform strictly to the required standard safety regulations without exception.
5. Electrical Installation
 - 5.1. General Hall lighting will be provided by 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 within the stated deadline. For safety sake, exhibitors are not allowed to connect their exhibits or lighting to the building's main distribution. The Organizer reserves the right to stop power supply in case of improper connections.
 - 5.2. All electrical installation works must be carried out solely by the Organizer's official contractor, or authorized electricians.
 - 5.3. Exhibitors who will use their own contractors to install lighting in their booth must submit the names of their electricians prior to the set-up days for authorization.
 - 5.4. The contractors appointed by an exhibitor must submit details of electrical installations, layout and specifications to the Organizer within the deadline indicated on the Order Form.
The following requirements must be stated, otherwise, the application may not be considered.
 - 5.4.1. Specifications and rating in watts/unit of the light fitting
 - 5.4.2. Total units to be installed
 - 5.4.3. Layout drawings of the electrical installation
 - 5.4.4. Company name of the contractor
 - 5.4.5. Names and identity card/passport number of the attending electrical personnel
 - 5.4.6. Electrical order form duly completed.
 - 5.5. Approved electricians can collect their personal entry/working passes from the Organizer's show management office in the exhibition hall, by providing their own identity card in exchange.
 - 5.6. A proper power input terminal must be installed by the contractor for inspection by the Official electrical contractor prior to connection to the supply line.
 - 5.7. All socket points must be ordered through the electrical order form, otherwise, no other socket point is allowed in the booth.
 - 5.8. Priority will be given to those exhibitors who order their electrical items from the Organizer's official electrical contractor.
 - 5.9. Any illegal connection/adaptation found will be disconnected without prior notice. This will also include multi-outlet adapters and any extension from the socket point.
 - 5.10. No flashing lights will be permitted unless they form an integral part.
 - 5.11. Exhibitors who apply for "Space Only" or special designed stands must submit their electrical order together with their layout plan before the deadline.
An inspection on site will carried out before turning on the power supply.
 - 5.12. All additional electrical orders in the electrical order form must show location behind the form. Please read the terms and conditions stipulated on this form.
 - 5.13. All electrical orders after the deadline will be subjected to :
 - Availability of electrical fittings and power suppliers
 - A surcharge of 10% after deadline and 30% for on site order
 - 50% charge for cancellation of the order
 - 5.14. Those exhibitors who have been approved to use their own special lighting must order electrical sources from the electrical order form either through Section C (1) based upon total power supply or using Section C (2) based upon the number of units of light fitting at maximum up to 100W or part therefore per unit of lighting fitting.
 - 5.15. The 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.
 - 5.15.1. Exhibitor are not permitted to perform any electrical connection, to modify, amend or reinstall any out electrical devices with out consulting the official electrical contractor.
6. The official electrical contractor reserves the right for installation of electrical supply system including all socket points which must be ordered from the official electrical contractor only.
 - 6.1. Socket point: it is strictly prohibited for exhibitors to connect their light fitting to the socket point.
 - 6.2. Exhibitors are not allowed to connect their power exhibit and breaker for lighting to the socket point by themselves.
The violation of these rules may result in the immediate disconnection by authorized agents.

Utility Point	DEADLINE 19th Aug 14	FORM 8
----------------------	--	---------------

Please complete and return this form to :
 N.C.C. Image Company Limited 60 New Rachadapisek Road, Klongtoey, Bangkok 10110 TAX ID: 0105538011258
 Contact Person: Ms.Kewalee Phenprayoon Direct: +662-203-4163 Tel: +662-203-4162-66
 Fax: +662-203-4118 E-mail: kewalee.phe@nccimage.com
 Accounts: Ms.Nonlapan Siri , Ms.Onsiri , Direct: +662-203-4127-8Fax: +662-203-4119 E-mail: ar.nccimage@nccimage.com

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



COMPANY:.....	STAND NO:.....
ADDRESS :.....	
TEL :.....	FAX :.....
CONTACT PERSON :.....	E-MAIL :.....
SIGNATURE :.....	DATE :.....



Organized By:



Audio / Visual Equipment Rental	DEADLINE 19th Aug 14	FORM 9
--	--	---------------

Please complete and return this form to :
 N.C.C. Image Company Limited 60 New Rachadapisek Road, Klongtoey, Bangkok 10110 TAX ID: 0105538011258
 Contact Person: Ms.Voranuch Sakdanuphap Direct: +662-203-4164 Tel: +662-203-4162-66 Fax: +662-203-4118 E-mail: voranuch@nccimage.com
 Accounts: Ms.Nonlapan Siri , Ms.Onsiri , Direct: +662-203-4127-8 Fax: +662-203-4119 E-mail: ar.nccimage@nccimage.com

AUDIO/VISUAL				
DESCRIPTIONS	COST/DAY (BAHT)	QTY (UNIT)	NOS. OF DAY	AMOUNT
Plasma and LCD Screens				
32 inch LCD.	2,300			
42 inch Plasma/ 42 inch LCD.	3,300			
50 inch Plasma.	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			
Laptop Hi Spec.	2,800			
PC (Personal Computer) + 19 inch LCD	1,900			
17 inch LCD flat screen monitor.	850			
19 inch LCD flat screen monitor.	980			
Projectors				
Data Projector 2000 ANSI Lm, XGA	4,200			
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	
			7% VAT	
			Grand Total	

- 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.
- Orders cancelled between set-up days, the exhibitor will be liable for full cost of rental.
- For Video Projection Walls, quotation will be submitted upon request.
- Orders are valid only when accompanied with full payment by cash, company cheque or transfer in favor of "N.C.C. Image Co., Ltd." Please fax us a copy of evidence of your payment (copy of cheque, transfer document etc.)
- Please note that 7% VAT is applicable in Thailand and must be included in your payment. Our banking information is as follows:

A/C Name : N.C.C. Image Co., Ltd. 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 Rachdapisek Road, Klongtoey, Bangkok 10110

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

Remark : The company's address which we can use for the invoice.

COMPANY:.....	STAND NO:.....
ADDRESS :.....	
TEL :.....	FAX :.....
CONTACT PERSON :.....	E-MAIL :.....
SIGNATURE :.....	DATE :.....



Organized By:



Telephone & Internet	DEADLINE 19th Aug 14	FORM 12
---------------------------------	--	----------------

Please complete and return this form to :
 N.C.C. Management and Development Co., Ltd. 60 New Rachadapisek Road, Klongtoey, Bangkok 10110 TAX ID: 0105534007639
 Contact Person: Ms.Neeranuch Chusing , Ms.Massupa Wongrung
 Direct: +662-229-3214-5 Fax: +662-229-3222 E-mail: neeranuch.chu@nccimage.com, massupa.won@qsnc.com

Description	Service Fee Per Day	Service Fee Per Event (3-5 show days)		No. of Order	Deposit (Baht)	Amount (Baht)
		within deadline	after deadline			
1. Telephone						
- Internal Line	1,500	1,500	2,000			
- Local Call (BKK & Metropolis)	2,000	4,500	6,000			
- Long Distance Call / ISD Line (Mobile, Domestic, International)	2,500	5,000	6,500		10,000	
- ISDN 128 Kbps. (Local) *	2,000	8,000	10,500			
- ISDN 128 Kbps. (Long Distance) *	2,000	8,000	10,500		10,000	
- Internal Leased Line	4,000	10,000	13,000			
2. Facsimile with 100 pcs. of A4 paper (No call restriction)	3,500	6,500	8,500		10,000	
3. Credit Card Vibraphone : Network Automatic System Control (NAC)						
- 1 on line, 5 hunting	--	4,500	6,000			
- 1 on line, 10 hunting	--	8,500	11,000			
- 2 on line, 16 hunting	--	11,000	14,500			

Remarks :	
- The above rate is subject to change without notice	TOTAL
- * Additional charge Baht 1,000 per day if more than 5 show days	Plus 7% V.A.T.
- * For ISDN Line : NCC provides only the NT Box and Adapter (the internet account not included)	GRAND TOTAL

Payment Instructions

- Cash Electronic Wire Transfer (ONLY for total amount of Baht 4,000.- up)
 Bank Draft (ONLY for total amount of Baht 4,000.- up) Company Cheque (ONLY for total amount of Baht 4,000.- up)
 Credit Card Master Visa

Credit Card No.....Expiry Date.....

(Totally 19digits, including the last 3digits number appearing on the signature panel.)

Cardholder's Name.....Cardholder's Signature.....

(For payment amount over THB 50,000 the card holder shall be responsible for the Bank Fee of %5-3accordingly to the Bank Regulations)

Terms & Conditions

- Long distance call charges/ fax transmission charges are not included and to be deducted from the deposit before refunding by Bank Draft within 21 days.
- A charge of Baht 5,000. will be imposed for any lost and/ or damaged telephone set ; Baht 10,000. for facsimile set.
- The applicants should contact N.C.C. Event Services Department Representative and give his requirements for any date line satellite path and video link service. Necessary handling charge will be forwarded to the applicants.
- N.C.C. shall be under no liability for any loss or damages, whether direct or indirect consequential which the applicants by reasons of equipment failure or defects, sudden illness or accidents suffered by the service technician or any causes beyond the direct and reasonable control of N.C.C. Any claim against N.C.C. should be in no case exceed the total amount paid / payable to N.C.C. for the services provided.
- Placing of Orders:Orders will only be accepted when made in writing and accompanied with full payment no later than the DEADLINE. Payment by Electronic Wire Transfer must be certified by a proof of payment attached to orders.
- Deadline for Orders: All orders shall be placed with Event Services Department no later than the date specified in order form
- Late order may not be provided and, if available, will be subject to a surcharge with full cash payment.
- Cancellation of Orders: Cancellation of orders will only be accepted when made in writing to Event Services Department no later than 7 days prior to the commencement of tenancy period. Late cancellation of order is subject to a charge at a half standard rate.
- Payment Terms: The company reserves the right to refuse any order until payment has been received. Payment may be made by Cash, Credit Card, Bank Draft, Company Cheque payable to "N.C.C. Management & Development Co., Ltd., or Electronic Wire Transfer to the KASIKORN BANK , SILOM BRANCH , SAVING ACCOUNT, NUMBER 789-2-01746-2
- 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.

AUTHORIZED BY : (REMARK : The company's address "which we can use for the invoice".)

COMPANY:.....	STAND NO:.....
ADDRESS :	
TEL :	FAX :
CONTACT PERSON :	E-MAIL :
SIGNATURE :	DATE :



Organized By:



Wi-Fi Internet Service	DEADLINE 19th Aug 14	FORM 14		
Please complete and return this form to : N.C.C. Management and Development Co., Ltd. 60 New Rachadapisek Road, Klongtoey, Bangkok 10110 TAX ID: 0105534007639 Contact Person: Ms.Neeranuch Chusing , Ms.Massupa Wongrung Direct: +662-229-3214-5 Fax: +662-229-3222 E-mail: neeranuch.chu@nccimage.com, massupa.won@qsncc.com				
Wi-Fi (Wireless Fidelity) Internet Card		<input type="checkbox"/> KIRZ <input type="checkbox"/> TOT		
KIRZ	TOT	No. of day	No. of Order	Amount
Internet Card (Baht)	Internet Card (Baht)			
Unlimited Usage	Unlimited Usage			
(1 Card : 1 User)	(1 Card : 1 User)			
350	350	1		
900	900	3		
1,200	1,200	5		
Speed : shared speed 10 Mb / 2 Mb	Speed : shared speed 8 Mb / 2 Mb	GRAND TOTAL		
		(7% VAT included)		

Payment Instructions

- Cash
- Bank Draft (ONLY for total amount of Baht 4,000.- up)
- Credit Card
- Electronic Wire Transfer (ONLY for total amount of Baht 4,000.- up)
- Company Cheque (ONLY for total amount of Baht 4,000.- up)
- Master
- Visa

Credit Card No.....Expiry Date.....

(Totally 19digits, including the last 3digits number appearing on the signature panel.)

Cardholder's Name.....Cardholder's Signature.....

(For payment amount over THB 50,000 the card holder shall be responsible for the Bank Fee of 3-5% accordingly to the Bank Regulations)

Terms & Conditions

1. QSNCC does not allow the use of "Bring Your Own" Wireless routers or Wireless Access Point Any equipment that is found to be causing disruption to any part of QSNCC infrastructure will be removed.
2. Placing of Orders: Orders will only be accepted when made in writing and accompanied with full payment no later than the DEADLINE. Payment by Electronic Wire Transfer must be certified by a proof of payment attached to orders.
3. Deadline for Orders: All orders shall be placed with Event Services Department no later than the date specified in order form.
4. Late order may not be provided and, if available, will be subject to a surcharge with full cash payment.
5. Cancellation of Orders: Cancellation of orders will only be accepted when made in writing to Event Services Department no later than 7 days prior to the commencement of tenancy period. Late cancellation of order is 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. Payment may be made by Cash, Credit Card, Bank Draft, Company Cheque payable to "N.C.C. Management & Development Co., Ltd. or Electronic Wire Transfer to the KASIKORN BANK, SILOM BRANCH, SAVING ACCOUNT, and NUMBER 789-2-01746-2
7. 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 CANNOT be deducted.

AUTHORIZED BY: (REMARK: The company's address "which we can use for the invoice".)

COMPANY:.....	STAND NO:.....
ADDRESS :.....	
TEL :.....	FAX :.....
CONTACT PERSON :.....E-MAIL :.....	
SIGNATURE :.....DATE :.....	



Organized By:



Flower & Plant Order Form	DEADLINE 19th Aug 14	FORM 15
--------------------------------------	--	----------------

Please complete and return this form to :
 N.C.C. Management and Development Co., Ltd. 60 New Rachadapisek Road, Klongtoey, Bangkok 10110 TAX ID: 0105534007639
 Contact Person: Ms.Neeranuch Chusing , Ms.Kulvadee Phatanakaew
 Direct: +662-229-3214 Fax: +662-229-3222 E-mail: neeranuch.chu@nccimage.com, massupa.won@qsnc.com

Description of Flower	Service Fee (MEDIUM size)			Service Fee (LARGE size)			Amount
	Unit Price Within deadline	Unit Price After deadline	No. of Order	Unit Price Within deadline	Unit Price After deadline	No. of Order	
1. Flower in Basket	800	1,050		1,000	1,300		
2. Flower in Ceramic Vase	600	780		800	1,050		
3. Bouquet	600	780		800	1,050		
4. Fruit Basket with Flower	1,000	1,300		1,200	1,550		
5. Corsage	150	200		200	300		
6. Flower for Ribbon Cutting	7,000	9,100		8,000	10,500		

Description of Plant	Unit Price Within deadline	Unit Price After deadline	No. of Order	Amount
1. Height 0.30-0.80 m.	200	250		
2. Height 0.81-1.50 m.	250	350		
3. Height 1.51-2.00 m.	350	450		
4. Special Arrangement as per quotation				

Remark : The above rate is subject to change without notice	Total			
	Plus V.A.T. 7%			
	GRAND TOTAL			

Payment Instructions

- Cash
- Bank Draft (ONLY for total amount of Baht 4,000.- up)
- Credit Card
- Electronic Wire Transfer (ONLY for total amount of Baht 4,000.- up)
- Company Cheque (ONLY for total amount of Baht 4,000.- up)
- Master
- Visa

Credit Card No.....Expiry Date.....

(Totally 19digits, including the last 3digits number appearing on the signature panel.)

Cardholder's Name.....Cardholder's Signature.....

(For payment amount over THB 50,000 the card holder shall be responsible for the Bank Fee of 3-5% accordingly to the Bank Regulations)

Terms & Conditions

1. Service Fee covers the set up prior to the event and subsequent removal.
2. Placing of Orders: Orders will only be accepted when made in writing and accompanied with full payment no later than the DEADLINE. Payment by Electronic Wire Transfer must be certified by a proof of payment attached to orders.
3. Deadline for Orders: All orders shall be placed with Event Services Department no later than the date specified in order form.
4. Late order may not be provided and, if available, will be subject to a surcharge with full cash payment.
5. Cancellation of Orders: Cancellation of orders will only be accepted when made in writing to Event Services Department no later than 7 days prior to the commencement of tenancy period. Late cancellation of order is 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. Payment may be made by Cash, Credit Card, Bank Draft, Company Cheque payable to "N.C.C. Management & Development Co., Ltd. or Electronic Wire Transfer to the KASIKORN BANK , SILOM BRANCH , SAVING ACCOUNT, NUMBER 789-2-01746-2
7. 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

AUTHORIZED BY: (REMARK: The company's address "which we can use for the invoice".)

COMPANY:.....	STAND NO:.....
ADDRESS :.....	
TEL :.....	FAX :.....
CONTACT PERSON :.....	E-MAIL :.....
SIGNATURE :.....	DATE :.....



Organized By:



Freight Forwarder Service	Deadline 19th Aug 14	FORM 17
<p>Please complete and return this form to : N.C.C. Exhibition Organizer Co., Ltd. 60 New Rachadapisek Road, Klongtoey, Bangkok, Thailand 10110 Contact: Mr.Patit Saravasee Tel : +662-203-4211 Fax : +662-203-4250-1 E-mail : patit.sar@qsncc.com</p>		

Please indicate your shipping agent by tick in the block below

APT Showfreight (Thailand) Limited

Contact: Darunee Ngaosri
Address: 11/24, Ratchadapisek road, Chongnonsee, Yannawa, Bangkok, Thailand 10120
Tel: +662-285-3060 ext 208
Fax: +662-285-3068
E-mail: darunee@aptshowfreight.com
HP: +66 (0)80 613 3633

Other

Contact:
Address:
Tel:
Fax:
E-mail:

AUTHORIZED BY: (REMARK: The company's address "which we can use for the invoice".)

COMPANY:.....	STAND NO:.....
ADDRESS :	
TEL :	FAX :
CONTACT PERSON :	E-MAIL :
SIGNATURE :	DATE :



Organized By:



SIPA	Moving out Exhibits before the Show End	SPECIAL CASE 1
	Submitted Date : 30 August 2014	

Exhibitor Company Booth No.....

Telephone.....

We would like to move in-out the exhibits / decoration items the Exhibition Halls at.....Hr.

For exhibitors who want to exhibit during trade days ONLY, please fill the form and send to address below:

Details of exhibits / Decoration Items to move in- out.....

.....

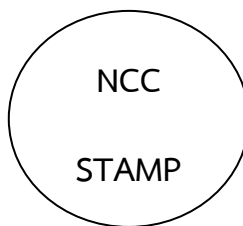
Signature.....

Date/...../.....



Organizer Approved by Date/...../.....

Not Approved



Please submit this form at:
Exhibitor Service Counter (N.C.C. Exhibition Organizer Co., Ltd.) Organizer Room 1

Organized by :



Local Government Supports :



International Government / Association Supports :



Local Association Supports :



Software Industry Promotion Agency (Public Organization)

120 Moo 3, 9th Floor, Rattaprasasanabhakti Building,
The Government Complex Commemorating His Majesty
the King's 80th Birthday Anniversary, 5th December, B.E. 2550
(2007), Chaengwattana Road, Thung Song Hong, Laksi,
Bangkok 10210, Thailand
Tel: +66 (0) 2141 7100 Fax: +66 (0) 2143 8059
Website: www.sipa.or.th