

Dear Exhibitor,

Welcome to the 5th Edition of Thailand Auto Parts & Accessories 2014 (TAPA 2014)

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 **Thailand Auto Parts & Accessories 2014 (TAPA 2014)** will be a successful experience for your company. The manual will provide you with information required for the preparation of your exhibition stand. General guidelines, marketing aides and useful addresses are also included in the manual.

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. Do remember to make a copy for your own reference.

We look forward to welcoming you at **Thailand Auto Parts & Accessories 2014 (TAPA 2014)**

Office of Export Promotion Activities,
Department of International Trade Promotion (DITP)
Ministry of Commerce, Royal Thai Government

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A. General Information

A1. Fair Name

Thailand Auto Parts & Accessories 2014 (TAPA 2014)

A2. Venue

The Bangkok International Trade & Exhibition Centre (BITEC)

Address: 8 Bangna - Trad Road (Km. 1), Bangna, Prakanong, Bangkok 10260 Thailand

Tel: +66 2749 3939 Fax: +66 2749 3949, 2749 3951

E-mail: info@bitec.net Website: www.bitec.net

A3. Fair Duration

Trade Days: 28 – 30 April 2014 10.00 – 18.00 hrs

Public Day: 1 May 2014 10.00 – 18.00 hrs

A4. Organizer & Supporters

Organizer

Department of International Trade Promotion (DITP), Ministry of Commerce.

Address: 44/100 Nonthaburi 1 Rd., Muang, Nonthaburi 11000 Thailand

Tel: +66(0) 2507 8374-8 Fax: +66 (0) 2547 4282, 2547 4266

E-mail: autopart@ditp.go.th, tapa@ditp.go.th

Co-organizer

Thai Auto – Parts Manufacturers Association (TAPMA)

Supporters

- Thai Auto Parts Aftermarket Association (TAPAA)
- Worachak Automotive Synergy Association (WASA)
- Thai Subcontracting Promotion Association
- The Federation of Thai Industries
 - Automotive Industry Club
 - Auto Parts Industry Club
 - Agricultural Machinery Manufacturers Industry Club
- The Thai Automotive Industry Association (TAIA)
- Thailand Automotive Institute
- Society of Automotive Engineers Thailand
- The Tool and Die Industry Association (TDIA)
- Department of Industrial Promotion
- Thailand Board of Investment (BOI)
- Thailand Convention & Exhibition Bureau (TCEB)

A5. Exhibit Profiles

Auto Parts & Components (OEM/REM)

- Batteries
- Body Parts
- Brakes/Clutches/Suspensions/
Shock Absorbers/Cables/Transmission
- Cooling Fan/Cooling Systems/Radiators
- Electric/Electronic System
- Engines
- Exhaust and Fuel Systems Components
- Fasteners/Springs/Bearings
- Plastic Parts
- Rubber Parts
- Steering Wheels
- Tires

Auto Accessories

- Aluminums alloy wheel
- Bodywork Equipment & Accessories
- Car Audio
- Equipment for Vehicle
- Interior Equipment & Accessories
- Lighting/Signaling

IT & Management

Petroleum /Lubricants/Maintenance

Product

- Air Fresheners
- Car Cleaning
- Lubricants

Tools / Dies & Machine

- Casting
- Forging
- Testing
- Jigs & Metal Forming
- Moulds & Dies
- Sharpening/Polishing Machine
- Stamping

Vehicle

- Agricultural Trucks & Tractor
- Commercial Cars/Pickup
- Motorcycle/Tuk – Tuks
- Passenger Cars

Repair, Maintenance & Service

- Bodywork Repair & Painting
- Car wash & Car Care Service

A6. Special Activities

Activities	Details	Date and Time	Venue
1. Opening Ceremony	Opening remarks by H.E. Minister of Commerce	28 April 2014 (10.00 hrs)	Main Lobby Hall 103
2. Exhibition	Product Showcase	28 April -1 May 2014	Hall 103
3. Seminar	www.thailandautopartsfair.com	28 – 30 April 2014	2 nd Floor, BITEC
4. Business Matching	Business Matching Services	28 – 30 April 2014 (10.00-18.00 hrs)	DITP Service Center Hall 103

A7. Visitor Admission

Trade Days: 28-30 April 2014 (10.00 – 18.00 hrs)

- Visitors have to register at the Registration Counter in front of Hall 103 or Pre-register at www.thailandautopartsfair.com
- Admission is FREE for professionals, invited guests, trade and business visitors
- For safe and trade negotiation reasons; children under the age of 15 and person with informal attire such as shorts, sandals will not be allowed to enter the fair during trade days
- The Organizer reserves the right to refuse admission or to remove any person from the event without having to specify the reason

Public Days: 1 May 2014 (10.00-18.00 hrs)

The exhibition is open to public on Sunday. Also visitors have to register before visiting the fair

A8. Organizer & Supporters' Contact / Service Suppliers
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List	Sector	Address	Contact
Organizer	Office of Export Promotion Activities, Department of International Trade Promotion (DITP), Ministry of Commerce, Royal Thai Government	44/100 Nonthaburi Rd., Muang, Nonthaburi 11000, Thailand. Tel: +66 (0) 2507 8374-8 Fax: +66 (0) 2547 4282 +66 (0) 2547 4266 E-mail: autopart@ditp.go.th, tapa@ditp.go.th Website: www.thailandautopartsfair.com	Khun Apirak Khun Surasak Khun Thanyanan 2,Lt. Chaitat Khun Peeradej Khun Chura
Remark: 28 April-1 May 2014 (09.00 – 18.00 hrs) Please contact the Organizer's Officer (In front of Hall 102), BITEC			
Co-Organizers	Thai Autoparts Manufacturers Association (TAPMA)	Rajamangala University of Technology Krungthep, Sinrintorn Building , 2 Floor, 2 Nanlinji Road, Tungmahamek, Sathorn, Bangkok 10120 Tel : +66 (0) 86 576 9679 +66 (0) 8 6566 4476 Email : tapma@thaiautoparts.or.th Website : www.thaiautoparts.or.th	Khun Narisara Khun Anekporn
Supporters	Thai Auto Parts Aftermarket Association (TAPAA)	228 Worachak Road, Pom Prap Sattru Phai District. 10100 Tel: +66 (0) 2621 2020 Fac: +66 (0) 2621 2021 Website: www.tapaa.or.th	Khun Yanisa
	Worachak Automotive Synergy Association (WASA)	Sriwarajak Building 222, 2 nd Floor, Room S-25, Highway Road, Pom Prap Sattru Phai District, Bangkok 10100 Tel: +66 (0) 2221 3825 Fax: +66 (0) 2221 3821	Khun Lumpuan

List	Sector	Address	Contact
	Thai subcontracting and promotion association	86/6 1st floor, Bureau of Supporting Industries, Soi Trimit, Rama 4 Rd., Klongtoey Bangkok 10110, Thailand Tel: +66 (0) 2713 6541 Fax: +66 (0)2713 6542 Website: www.thaisubcon.com	Khun Piyachat
	Automotive Industry Club The Federation of Thai Industres	60 Queen Sirikit National Convention Center, Zone C, 4 th Fl., New Rachadapisek Rd., Klongtoey, Bangkok 10110 Tel: +66 (0) 2345 1274 Fax: +66 (0) 2345 1281 to 3 Website: www.fit.or.th	Khun Preeyaporn
	Auto Parts Industry Club The Federation of Thai Industries	60 Queen Sirikit National Convention Center, Zone C, 4 th Fl., New Rachadapisek Rd., Klongtoey, Bangkok 10110 Tel: +66 (0) 2345 1163 Fax: +66 (0) 2345 1281 to 3 Website:www.fit.or.th	Khun Chaliew
	Agricultural Machinery Manufacturers Industry Club The Federation of Thai Industries	Queen Sirikit National Convention Center, Zone C, 4 th Fl., New , 60 Rachadapisek Rd., Klongtoey, Bangkok 10110 Tel: +66 (0) 2345 1161 Fax: +66 (0) 2345 1187 Website: www.fit.or.th	Khun Vipada
	The Thai Automotive Industry Association (TAIA)	60 Queen Sirikit National Convention Center, 201/20 2 nd Fl., Klongtoey, Bangkok 10110 Tel: +66 (0) 2229 4310 to 1 Fax: +66 (0) 2229 4311 Website: www.taia.or.th	Khun Oranuch

List	Sector	Address	Contact
	Thailand Automotive Institute	655 soi 1, Bang Poo Industrial Estate, Moo 2, Sukhumvit Road, Km 34, Muang, Samutprakarn 10280 Tel: +66 (0) 2324 0710 to 9 Fax: +66 (0) 2323 9598 Website: www.thaiauto.or.th	Khun Predee
	Society of Automotive Engineers Thailand	Automotive Engineering Division, Faculty of Engineering, Chulalongkorn University, Phaya Thai Rd., Bangkok 10330 Tel: +66 (0) 2218 6617 Fax: +66 (0) 2218 6617 Website: www.tsae.or.th	Khun Ampa
	Thai Tool and Die Industry Association (TDIA)	86/6 Soi Trimitr, Rama IV Rd., Klongtoey, Bangkok 10110 Thailand Tel: +66 (0) 2712 0162 to 3 Fax: +66 (0) 2712 0164 E-mail: thaitoolanddie@yahoo.com Website: www.tdia.or.th	Khun Sombat Khun Jarunee
	Department of Industrial Promotion	Soi Trimitr, Rama IV Rd., Phakanong, Bangkok 10110 Tel: +66 (0) 2367 8001 to 2 Fax: +66 (0) 2381 1056 Website: www.dip.go.th	Khun Pannee
	Thailand Board of Investment (BOI)	BOI Unit for Industrial Linkage Development (BLUILD) 555 Vibhavadi-Rangsit Rd., Chatuchak, Bangkok 10900, Thailand Tel: +66 (0) 2537 8111 Fax: +66 (0) 2537 8177 Website: www.boi.go.th	Khun Lertchai
	Thailand Convention & Exhibition Bureau (TCEB)	Siam Tower 26 th Fl., 989 Rama I Rd., Phatumwan, Bangkok 10330 Tel: +66 (0) 2694 6030 Fax: +66 (0) 2658 1412 Website: www.tcep.or.th	Ms. Nawaporn

Official Contractor			
List	Sector	Address	Contact
- Standard Booth - Booth Decoration - Security Service	Addex Co., Ltd.	111 Onnuch 64 Road, Suanluang, Bangkok 10250 Thailand. Tel: +66 (0) 2322 2111 Fax: +66 (0) 2322 2145-46 Email: tapa2014@addexthailand.com Website: www.addexthailand.com	Project Manager Ms.Wanida Ext. 111 wanida.s@addexthailand.com Standard Booth/ Security Service Ms.Aor Ext. 214
- Special Design (Raw Space)			Technical drawing of special design stand Mr.Yhutthanin Ext. 211
- Electricity			111 Onnuch 64 Road, Suanluang, Bangkok 10250 Thailand. Tel: +66 (0) 2322 2111 Fax: +66 (0) 2322 2145-46 Email: tapa-elec@addexthailand.com
- Cleaning / Internet / Telephone /Fax Services	BITEC	8 Bangna - Trad Road (Km.1), Bangna, Prakanong, Bangkok 10260 Thailand. Tel: +66 (0) 2749 3939 Fax: +66 (0) 2749 3949 +66 (0) 2749 3951 Email: ops@bitec.com	Ms.Charupa
Freight Forwarders (The company considers appropriate)	ELITE TRANSPORTATION SERVICES LTD.	39/2 At-Narong Road, Klongtoey Klongtoey, Bangkok 10110 Thailand Tel.: +66 (0) 2240 3466-8 Fax.: +66 (0) 2240 346 Email: support@elitethai.com	Ms. PETAI VISESHAKUL Ms. SUPHAWAN Ms. BENJAMART Mr. CRISTOPHER

List	Sector	Address	Contact
	SCHENKER THAI CO.,LTD.	3388/57-61 Sirinrat Building 16 th – 17 th Floor, Rama IV Road, Klongton, Klongtoey, Bangkok 10110 Thailand Tel.: +66 (0) 2269 6500 ext 6723, 6724, 6726, 6727 Fax.: +66 (0) 2367 5351 Email: permduan.sookphan@schenker.com	Ms. PRAPOJ Ms. WANLAPORN Ms. THITIPHAK Ms. KRUAWAN Ms. ORATHAI
	ACT LOGISTICS CO., LTD.	1558/54 Mooban Klangkrung Soi 11 Bangna-Trad KM.2 Bangna, Bangkok, 10260 Thailand. Tel.: +66 (0) 2182 0144 Fax.: +66 (0) 2182 0145 Email: exhibition@actlogistics.co.th	Ms. WANNA Ms. LAKSIKA Ms. ARISA

A9. In-Hall Operation Schedule

Construction Period: 25 - 27 April 2014

Activities	Date	Time	Notes
● Floor Marking by <u>Official Contractors</u>	25 April 2014	08.30 – 12.00 hrs	
● Automobile / Machinery Move-In	26 April 2014	10.00 – 12.00 hrs	
● Special Stand Construction (Exhibitor) / Exhibitor Nominated Contractor Move-In	25 April 2014	10.00 – 22.00 hrs	
	26-27 April 2014	08.00 – 22.00 hrs	
● Exhibits Move-In and Stand decoration	26 April 2014	13.00 – 22.00 hrs	(1)
	26 April 2014	08.00 – 22.00 hrs	

Exhibition Period: 28 April -1 May 2014

Activities	Date	Time	Notes
● Move – In	28 April – 1 May 2014	08.00 – 09.30 hrs	(2)
● Opening Hours of Exhibition	28-30 April 2014	10.00 – 18.00 hrs	
	1 May 2014	10.00 – 18.00 hrs	
● Move - Out	28-29 April 2014	18.00 – 19.00 hrs	(2)
	30 April 2014	18.00 – 20.00 hrs	
	1 May 2014	18.00 – 20.00 hrs	

Dismantling Period: 1-2 May 2014

Activities	Date	Time	Notes
● Exhibits Move-Out	1 May 2014	18.00 – 22.00 hrs	(3)/(4)
● Automobile / Machinery Move-Out	1 May 2014	18.00 – 24.00 hrs	
● Dismantling the stand and construction	2 May 2014	08.00 – 15.00 hrs	

Notes: 1) All Exhibitors **must constructed and decorate their stand by 20.00 on 27 April 2014**. Cleaning of the exhibition hall commences from 20.00 hrs and no construction or decoration is permitted during the hall cleaning time.

2) For Move-In / Move-Out time, all exhibitors must follow the Exhibition Period timetable.

3) It is prohibited to dismantle the stand and construction before 18.00 hrs on 1 May 2014.

4) **Move-Out and Dismantling**

All Exhibitors must move out their exhibits / products on the last show day (1 May 2014). If Exhibitors are not able to move-out their exhibits / products, Exhibitors must notify the Organizer on 30 April 2014.

For the Raw Space Exhibitors, the stand construction and decoration parts must be dismantled on 2 May 2014.

A10. Services and Facilities

Services	Location	Date	Time	Details of services
1. Organizer Office	In front of Hall 102	26 Apr -1 May 2014	09.00 – 18.00 hrs	<ul style="list-style-type: none"> ● Contact and cooperate for any inquiry ● Others
2. Exhibitor Service Counter	In front of Hall 103	26 Apr -1 May 2014	09.00 – 18.00 hrs	<ul style="list-style-type: none"> ● Collect contractor badges / Exhibitor badges / Fair Catalogue ● Contact Official Contractor ● Contact and cooperate for any inquiry ● Others
3. Registration <ul style="list-style-type: none"> ● Pre-Registration ● Walk-in Registration ● Self Registration ● Trade Mission 	In front of Hall 103	28 Apr -1 May 2014	09.00 – 17.30 hrs	<ul style="list-style-type: none"> ● Registration for Admission / Visitor badges ● Distribute Visitor badges / Fair Catalogue to the trade mission and pre-registration
4. Information Counter	In front of Hall 103	28 Apr -1 May 2014	09.00 – 18.00 hrs	<ul style="list-style-type: none"> ● Provide details of the fair
5. International Business Lounge	Hall 103	28 Apr -1 May 2014	10.00 – 18.00 hrs	<ul style="list-style-type: none"> ● Provide for Trade Mission & Overseas Visitor ● Trade enquiry services
6. Press Center	In front of Hall 103	28 Apr -1 May 2014	09.30 – 18.00 hrs	<ul style="list-style-type: none"> ● Hospitality services for Press ● Provide fair information for Press
7. Business Center	In front of Hall 103	28 Apr -1 May 2014	08.00 – 18.00 hrs	<ul style="list-style-type: none"> ● Telephone & Fax Local and IDD Communication ● Photocopying ● Luggage deposit room for oversea buyers
8. Public Telephone	In front of B1 Fl.	28 Apr -1 May 2014		<ul style="list-style-type: none"> ● Coin and TOT card telephone for local and international calls
9. ATM Machines	In front of Hall 104	28 Apr -1 May 2014		<ul style="list-style-type: none"> ● ATM Services

Services	Location	Date	Time	Details of services
10. Transportation ● Shuttle Bus Service	In front of Hall 102	28 Apr -1 May 2014	See Shuttle Bus Schedule	● Service for overseas visitor from official hotel
● Shuttle Bus to Sky Train Station (BTS)	In front of Hall 103	28 Apr -1 May 2014	10.00 – 18.30 hrs	● Shuttle services to / from the On-Nuch Sky Train (BTS) Station
● Taxi-Meter Service	In front of Hall 103	28 Apr -1 May 2014	10.00 – 18.30 hrs	● Taxi Meter service
11. First Aid	In front of Hall 104	28 Apr -1 May 2014	10.00 – 18.00 hrs	● First Aid Kit is available
12. Praying Room	MR 218, 2 nd Fl.	28 Apr -1 May 2014	10.00 – 18.00 hrs	● For the Muslims
13. Kid's Kingdom	B1 Floor	28 Apr -1 May 2014	10.00 – 18.00 hrs	● Take care of children under age of 15
14. Food and Beverage	● Fahrenheit	28 Apr -1 May 2014	09.30 – 18.30 hrs	● International Buffet
	● International Food Court	28 Apr -1 May 2014	09.30 – 20.00 hrs	● International Food Court
	● Coffee Corner	28 Apr -1 May 2014	10.00 – 18.00 hrs	● Snack & Beverages

A11. LETTER OF CONFIRMATION FOR CUSTOM PURPOSE

When foreign exhibitors bring products/exhibits to Thailand, they or their freight forwarders need two letters of confirmation from the organizer to show the customs clearance's officers. In order to obtain these letters, Please fill out **Form 8** and fax it to Office of the Trade Fair Activities **by 11 April 2014**.

A12. CUSTOMS

The following explanations are concerned customs of exhibition goods:

- **Permanent importation of catalogues or brochures (Other give away)**

With reference to the import regulation, the above mentioned commodities are subject to duty / tax in Thailand, even if catalogues or brochures are sent back after exhibition.

The Total Duty V.A.T. amount will be roughly 50% of the CIF value. However, be advised that there will be a minimum value considered. All other give away items are anyway subject to Duty and Tax with no exception.

- **Temporary Importation**

For all goods which will be sent back after the exhibition, goods imported under this mode must not be sold, given away or destroyed without first receiving permission from H.M. Customs of Thailand.

- **Import License**

Please be aware that some of your exhibition materials might require an import license, even if imported on temporary basis.

Note: For further information, please address your inquiry to your freight forwarder agents or contact our Official Freight Forwarder.

A13. ATA CARNET

Now Thailand is a member of ATA Carnet. Your company can bring products to exhibit at the fair and bring them back without paying any import tax cash guarantee in Thailand.

For detailed procedures and information, please consult the concerned associations in your countries. In Thailand, kindly contact:

Office of ATA Carnet and Laws, Board of Trade of Thailand

150 Rajabhopit Road, Bangkok 10200

Tel: +66 (0) 2622 1860 - 76

Fax: +66 (0) 2225 3372

A14. Shuttle Bus Schedule

NO	HOTEL	HOTEL TO BITEC										BITEC TO HOTEL				
		APRIL 28, 2014						APRIL 29 – MAY 1, 2014				APRIL 28 – MAY 1, 2014				
		1 st	2 nd	3 rd	4 th	5 th	6 th	1 st	2 nd	3 rd	4 th	5 th	1st	2nd	3rd	4th
1	GRAND MERCURE FORTUNE	08.30	09.00	09.30	10.00	11.00	12.00	09.00	09.30	10.00	11.00	12.00	15.00	16.00	17.00	18.15
2	SIAM @ SIAM	08.30	09.00	09.30	10.00	11.00	12.00	09.00	09.30	10.00	11.00	12.00	15.00	16.00	17.00	18.15
3	WINDSOR SUITE	08.30	09.00	09.30	10.00	11.00	12.00	09.00	09.30	10.00	11.00	12.00	15.00	16.00	17.00	18.15

A15. Lists of Official Hotels

LIST OF OFFICIAL HOTELS APPOINTED BY DEPARTMENT OF EXPORT PROMOTION FOR THAILAND AUTO PARTS & ACCESSORIES 2014 : TAPA 2014											
No.	Hotel	Address	Website	E-mail	Tel.	Fax.	Sale	Rate (THB)		Room Type	Remark
								Single	Twin		
1	GRAND MERCURE FORTUNE	Ratchadapisek Rd., Bkk 10400	www.fortunehotel.com	sales4@gmbfhotel.com	+66 2 641 1500	+66 2 641 1530	Thitiporn	2,900	3,200	Superior	Nett + BF
2	SIAM @ SIAM	Patumwan, Bangkok 10330	www.siamatsiam.com	dos@siamatsiam.com	+66 2 217 3082	+66 2 217 3077	Prapaphan	3,700	4,000	Leisure	Nett + BF
3	WINDSOR SUITE	Sukhumvit 18 Rd., Bkk 10110	www.windsorsuiteshotel. com	info@windsorsuiteshotel .com	+66 2 262 1234	+66 2 262 1210	Chakkrachai	2,700	3,000	Windsor Suite	Nett + BF

B Rules & Regulations

- B1 Participation Rights and Allocation of Exhibition Spaces**
- B2 Stand Construction and Decoration**
- B3 Electrical Supplies and Lighting**
- B4 Water Supply and Drainage**
- B5 Contractor Badges / Exhibitor Badges**
- B6 Security Service**
- B7 Cleaning Service**
- B8 Air Conditioning System**
- B9 Overtime Operation**
- B10 Demonstration and Presentation**
- B11 Message Announcement**
- B12 Photo / Video Shooting**
- B13 Unforeseen Occurrences**
- B14 Warning**
- B15 Rule and Regulations of Fair Venue (BITEC)**

B. Rules & Regulations

B1. Participation Rights and Allocation of Exhibition Spaces

1.1 Organizer may allocate the exhibition space in any manner as they deem fit but will take into account such factors as the order of application and payment received, number of booths, and the nature of exhibits, and etc.

1.2 Exhibition space is licensed to the exhibitor only.

1.3 The exhibitor may not sub-license the exhibition space allocated to it, either wholly or in part, to others.

1.4 Products or services which not included in the application document cannot be exhibited. The organizer has rights to remove non-approved exhibits at the cost of the exhibitor.

1.5 Exhibitors can only sell their products within their own stands / booth.

1.6 There should not be any retail sale during Trade days.

1.7 Exhibitors must assign at least one personnel to attend to the stand at all time.

1.8 Personnel attending the booth must be able to communicate with foreign buyers for negotiation purposes. (Please provide at least one English speaking personnel to attend to your booth).

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

2.1.1 Standard booth (3 m. x 3 m. = 9 Sqm) comprises of

1. 3 sides' system panel with PVC Cover (height of 2.50m)
2. Fascia board with the Exhibitor's name
3. 9 Sqm Needle punched carpet
4. Furniture consists of
 - 1 Table
 - 2 Chairs
 - 1 Cabinet
 - 1 Display Stand
 - 2 Wall Shelf
 - 1 Waste Basket
5. Electrical equipment (electric charge included) consists of
 - 3 Nos. 100w Spotlight
 - 1 No. Socket point 5 amp. 220v

Disclaimer: Any details or information is subject to be changed without notice.

2.1.2 Exhibitors who would like to order the standard booths package must contact Department of Export Promotion and fill **Form 9** and sent to the **Official Contractor (ADDEX Co., Ltd.)** before **2 April 2014** for any arrangement concerning their booth.

2.1.3 Regulations concerning the use of standard booth package include:

- It is prohibited to alter, paint, nail, or screw any part of the booth's panels. Otherwise, Exhibitors must be responsible for the damages and charges occurred.

- 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 any Exhibitor wants to change position of any electrical equipment in the standard booth, please fill in **Form 9** and return it to the Contractor. It is not permitted to change the position of any electrical equipment without informing the Contractor.

- 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 (**Addex Co., Ltd.**) for approval **before 2 April 2014**. If the plan cannot be approved in time, the Organizer and BITEC (Exhibition Center) will not allow access to the Exhibition Hall.

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

2.2.3 The Official Contractor will mark the space for stand construction. Any question concerning your space, please direct it to the Official Contractor.

2.2.4 All Exhibitors can collect Contractor badges and begin construction on **25 April 2014** at 10.00 am (**Organizer's office In Front of Hall 102, BITEC**).

2.2.5 **There will not be any electrical setting or electric power in raw space order**, Exhibitors must place contact directly with **Addex Co., Ltd.** within **31 March 2014** by filling in **Form 14-15**.

2.2.6 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.

2.2.7 **All booths must be carpeted or laid with some form of flooring.**

2.2.8 Before moving any furniture or 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.

2.2.9 It is not permitted to paint, color-spray, or using any equipment that makes sparks on any parts of the exhibition building.

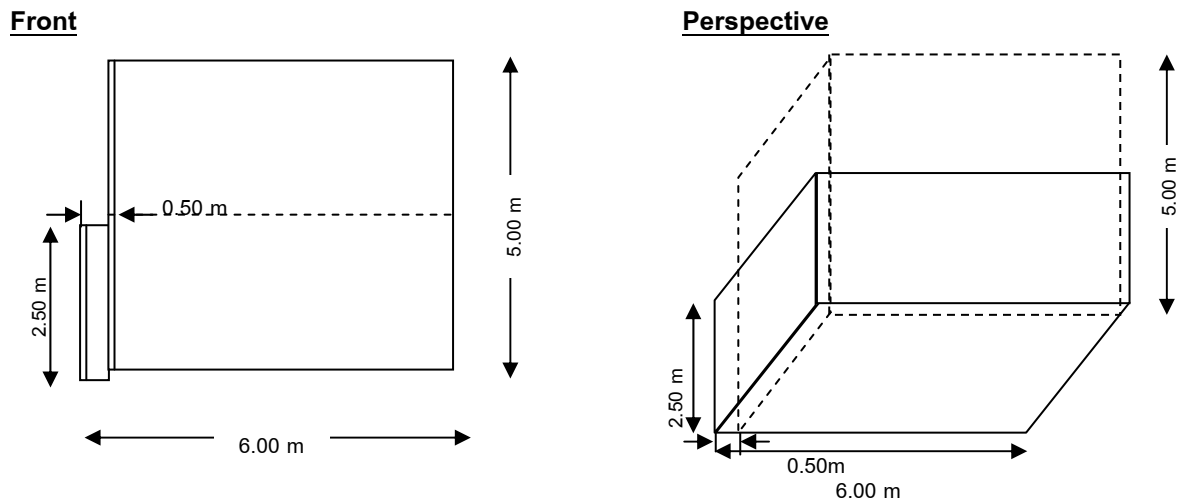
2.2.10 It is not permitted to use any wire to secure booth structures to the floor or walls of the Exhibition hall.

2.2.11 It is not permitted to place any material blocking the walkway. All rubbish must remove 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.

2.2.14 **Stand Boundaries and Design Restrictions** Exhibitors may not place any display materials or exhibits, nor extend their stand structures and fittings, beyond their contracted boundary. Each booth needs to have it's own panel.



The permitted stand height is 2.50 meters. Any design for a structure exceeding 2.50 meters in height **must be subject for approval before 2 April 2014** in advance and will be considered on a case to case basis. If approved, this structure will be restricted to a distance of 0.5 meter away from the dividing walls of the neighboring stands.

2.2.15 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 to 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.

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 hall requires 220 volt

3.3 **Addex 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 and after the show time. If exhibitors require 24 hours electrical supply or additional electrical equipment, then **Form 14** must be filled out and sent directly to **Addex Co., Ltd.** before **31 March 2014**.

3.5 Exhibitors are not permitted to perform any electrical connection to the main power supply of the exhibition hall without consulting the Official Electrical contractor.

If there is any Electrical connection/modification or using multiple sockets without permission, the electrical supply will be cut without any warning.

3.6 The Organizer reserves the right to cut power supply to any booth in case of improper usage of electrical equipment or other dangerous conducts.

B4. Water Supply & Drainage

Exhibitors may request use of water pipe and sewage from **Addex Co., Ltd.** by filling in **Form 13**.

B5. Contractor Badges / Exhibitor Badges

5.1 Contractor Badges

- The Contractor badge is valid only on the construction period (25-27 April 2014) and dismantling period (1 May 2014), it cannot be used during the exhibition period (28 April – 1 May 2014).
- Exhibitors who will build their own stands must submit **Form 1** to the Official Contractor in order to receive Contractor badges. Otherwise, un-informed stand contractors can not access to the Exhibition hall.
- Please complete and present **Form 2** to **collect the Contractor badges from 25 – 27 April 2014 during 8.30 – 18.00 hrs at the Organizer room in front of Hall 101 at BITEC.**

5.2 Exhibitor Badges

- Please complete and present **Form 3** to **collect the exhibitor badges from 25 – 28 April 2014 during 8.30 – 18.00 hrs.** at the organizer room in front of Hall 102 at BITEC.
- The Exhibitor Badge is valid from construction period until dismantling period.
- **Exhibitors must wear the Exhibitor badges at all times when inside the Exhibition hall,** for security reasons. Exhibitors without exhibitor badges will not have access to the exhibition hall.

B6. Security Service

6.1 The Organizer will provide security round the clock in the exhibition hall, entrances / exits, and general area of the fair.

6.2 During the construction and dismantling periods, the entrances / exits will be at the back of the exhibition hall only.

6.3 The Organizer will allow only Authorized Personnel with proper I.D. such as Exhibitor / Contractor badges to have access to the Exhibition hall.

6.4 If Exhibitors wish to hire Security Personnel to attend to their stand exclusively, please fill in **Form 22** and faxes it to **The Official Security**.

6.5 Exhibitors are advised to fully insure all exhibits against loss and damage. The Organizer will not be held responsible in any way. 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.

6.6 It is prohibited to bring explosives, dangerous materials, weapons, or gas tanks to the Exhibition hall.

B7. Cleaning Service

7.1 The Fair Organizer will be responsible for the general cleaning of the exhibition hall and gangways only.

7.2 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.

7.3 If Exhibitors would like to hire cleaners to their booths, please fill in **Form 17** and directly return it to **BITEC before 31 March 2014**.

B8. Air Conditioning System

8.1 The Organizer will **not** open compressed air in exhibition hall on **25 – 27 April 2014** (the construction period).

8.2 The Organizer will open compressed air only on **28 April – 1 May 2014** (the exhibition period) by switch on one hour before show time and switch off at close time of the fair.

8.3 Smoking is prohibited throughout the exhibition hall.

B9. Overtime Operation

During 25 – 27 April 2014, Organizers will allow Exhibitors to construct and decorate their stands during the schedule time.

B10. Demonstration and Presentation

10.1 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.**

10.2 To avoid disturbance, **the use of any sound amplifier is prohibited.** The use of TV or VCR must be under an acceptable sound level (**Limited to 80 dB**).

10.3 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.

B11. 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.

B12. Photo/Video Shooting

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

B13. Unforeseen Occurrences

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

B14. Warning

Any circumstances made danger to any floor covering or wall nor alter any structure of the exhibition hall. Has been response to the exhibitor.

B15. Rules and Regulation of the Fair Venue (BITEC)

General Regulations for Contractors at the Bangkok International Trade & Exhibition Centre

The general regulations have been established to ensure the Organizers, its personnel and related service staff such as contractors, sub-contractors, agents and representatives are working in a safe and orderly environment. The regulations shall be followed and should serve as a guideline for all concerned.

1. The person who wish to access the Service Spaces require permission from the Organizer in advance, except for BITEC guests.
2. The Organizer will inform the centre of all names of the contractors and sub-contractors that will operate in the Centre prior to the move-in period.
3. The Contractors and Sub-contractors shall submit a copy of their company and their identity cards for registration purpose at TPC department before move-in. All concerned have to follow the BITEC regulations.
4. BITEC's parking area is for parking purpose only. Parking lots are not available as exhibition areas, except for the permission in special cases. Overnight parking on BITEC property can be arranged by the Centre Management.
5. Vehicles outside the Centre approaching and traveling through the truck parking lot and loading dock areas must travel with care under 5km/hr.
6. The Loading area is for loading and unloading purpose only. No parking is allowed in the Loading area. If a vehicle is not being loaded or unloaded, it will be considered as parked. Only authorized vehicles will be permitted to park in the Loading area. These authorized vehicles must have identification issued by the Centre clearly displayed in the front of the windshield. Violation of this policy could result in towing at the owner's expense.
7. Additional Load-in Areas

7.1 Gantry Lift - located in the Northeast quadrant is a large open lift platform designed to lift an automobile from Level B-1 to Level 2 Convention Hall, also available to bring goods and exhibits to Level 2. This lift platform must be operated by the Centre staff. Permission for use is required.

7.2 Loading Lift - located in the East of Level B-1 is a large loading lift. Permission for use is also required from TPC staff.

8. Centre signage, graphics, displays, toilets, lifts, escalators, and similar features and facilities must not be visibly blocked in any manner, nor may temporary signs or decorations be attached to permanent building graphics and facilities.

9. Clear access to fire exit doors and corridors shall be maintained throughout move-in and move-out periods.

10. Electrical rooms, AHU rooms, fire hose cabinets, fire extinguishers, fire alarm pull down stations and other fire safety device or facility must remain visible and accessible at all times.

11. No petrol, kerosene, diesel fuel or other flammable liquids may be stored permanently or temporarily inside the Centre. If any re-fueling is necessary, it must take place in the outdoor work area located 45 meters beyond the loading docks.

12. Before entering the exhibition halls, a filter must be attached to the exhaust pipe of all diesel equipment allowed into the hall. The Centre will provide filters for these equipment by charging 500 Baht per filter.

13. Vehicles and work equipment will not be allowed to operate in carpeted areas (second level). In rare circumstances written permission may be given by Centre Management for the operation of electric vehicles if proper protective material approved by the Centre is used to cover the carpet.

14. Vehicles on display may have a maximum fuel of 1/8 of a tank. A locking gas cap must be installed or the tank must be adequately sealed by tape or some other appropriate manner. All battery cables must be disconnected and taped to avoid potential sparks.

15. Crates, packing materials, wooden boxes, cardboard boxes and other highly combustible materials may not be stored in exhibition halls, meeting rooms, fire exit areas and Common Areas.

16. No LPG tanks, both empty and full, may be stored in the Centre.

17. No drinking of alcoholic beverages in the set-up areas.

18. The visitors may smoke in the designated areas.

19. No food or beverage of any kind will be allowed on the premises unless purchased through the Centre F&B Department. The Centre will provide the eating area, located behind the building, for those who bring their own food.

20. The loading dock areas must be kept clean and safe. Unattended accumulation of trash, litter, garbage, bulk waste, food stuffs, etc., will not be allowed. All trash must be continually attended to throughout the Service Period. Also, storage of equipment, empty crates, unused stand building materials, etc., will not be stored or parked on the loading platform. This area is meant for transportation of freight and goods.

21. Only the use of Residue-Resistant tape is allowed when securing carpeting and for other uses on the Centre's concrete floor. Acceptable adhesives are polycoated cloth tape or gaffer tape. Vinyl or foam tape are not permitted for use in the Centre. The Organizer will be responsible for the removal of tapes and tape residue marks.

If removal of tape or cleaning of tape residue becomes the task of the Centre, the Organizer will be billed for these chargeable costs.

22. Organizer and Main Contractors are invited on an inspection tour of the facility prior to move-in and following move-out to determine existing conditions. Such Inspections will be coordinated by the Event Services Department.

23. No adhesives are to be used on permanent carpeted floors, stone floors and walls, metal and painted surfaces.

24. The partition wall shall not have anything attached to, leaned against, hung from or otherwise constructed and built closer than the radius of 60 cm.

25. The Contractors must provide suitable coverings to protect the Centre floors and walls from construction damage.

26. No nails, screws, staples, tape or other fastening devices will be used to hang or attached to building walls, ceilings, windows, doors, lights, sprinklers, or other fixture/surface inside or outside the Centre.

27. Permanent hooks and rails are installed in various places around the Centre to facilitate hanging of signs, banners, lights, etc. Since these hooks and rails are decorative as well as functional, protective covering should be used so as not to cause damage.

28. Signs, banners, and all materials used in decorations must be flame retardant.

29. Glitter, confetti, and other materials causes difficulty in clean-up may not be used in carpeted areas of the Centre.

30. Planters, furniture and other building equipment may not be moved or re-positioned. Any movement of these items for event purposes shall be handled by Centre staff.

31. Lighter than air balloons are not to be distributed, sold or allowed to be brought in through the entrances to the Centre. Lighter than air balloons as part of displays of decorations may be approved by the Centre on a case by case basis provided the Organizer is willing to absorb the cost of ceiling clean-up.

32. All rigging must receive prior written approval from the Centre and be installed under supervision of the Technical Services Manager/ Engineering Services Manager. It is required to submit detailed rigging plans, including weight to be hung, location and number of hang points, method of attachment, equipment to be used for attachment, safety measures employed, and the time required to complete the rigging. All plans must be submitted to the Director of Operations well in advance of the event.

33. Hazardous and polluting substances such as chemicals, lubricants, acids and petroleum products may not be discarded through the standard drains. Waste water treatment plants are not designed to remove such waste. The Organizer is responsible for reporting to the Centre about the use of such materials in their event. The Centre will arrange special drains for the disposal of hazardous materials.

34. No utensils and equipment are to be washed in toilet and sink.

35. All electrical motors must have an independent 3 phase trip against any phase failure, and time delay switch in case of power supply failure.

36. At the end of the event, the Organizer should leave the Centre in the same clean condition in which it was received.

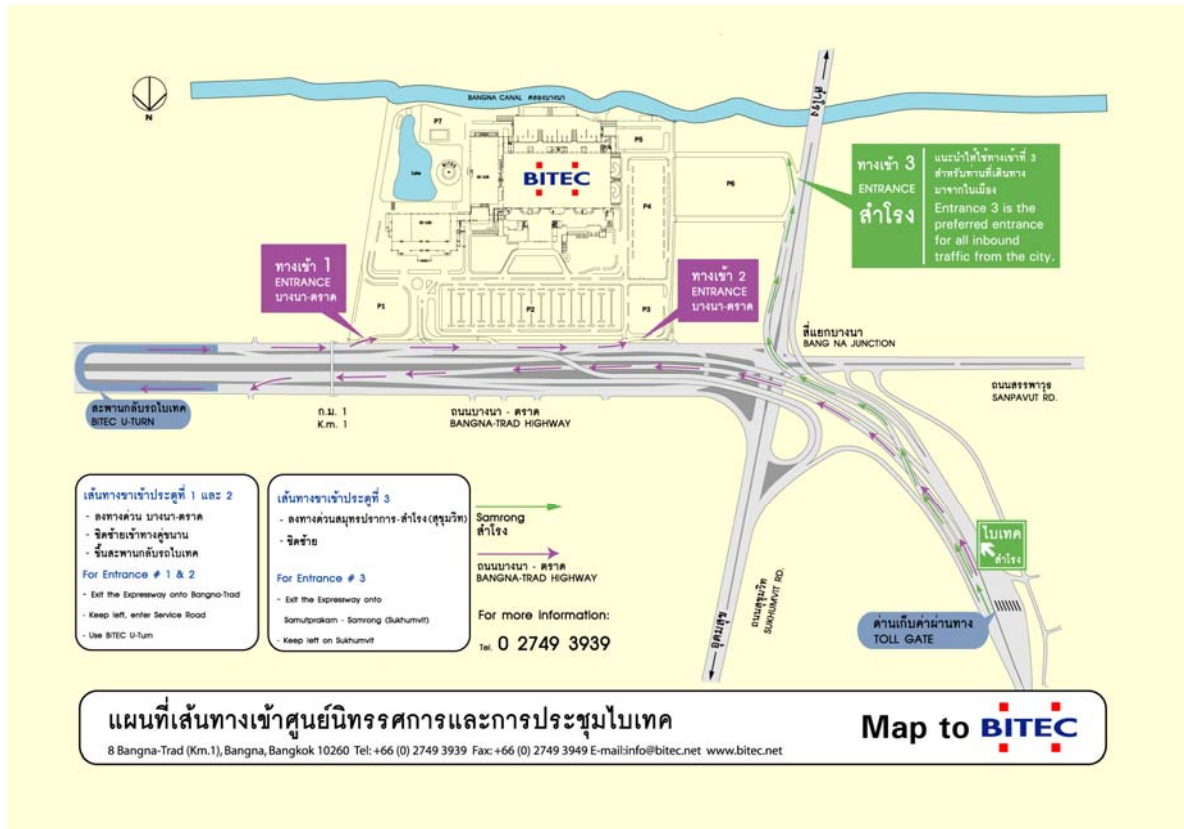
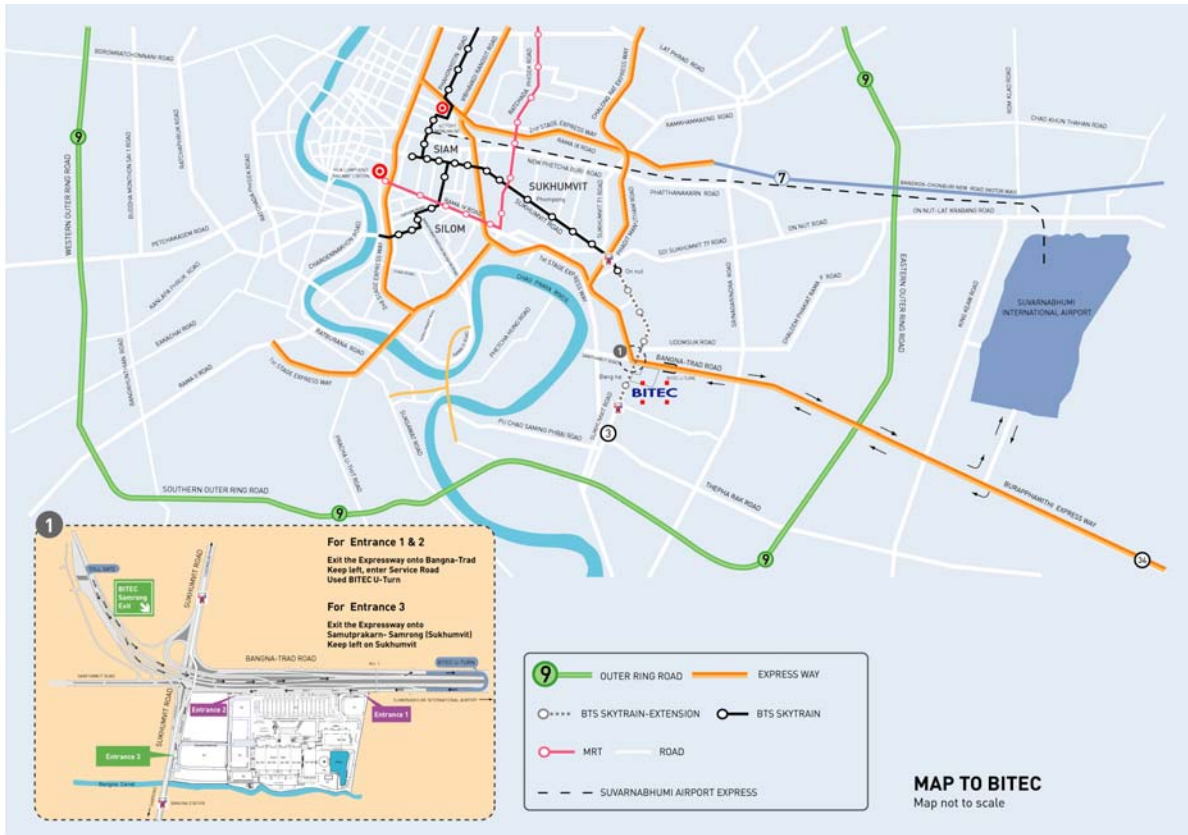
37. No constructions and equipment shall be installed under 3 meters closer to emergency exits, gangways, toilets, and fire safety equipment.

38. No paints or sprays that contain a mixture of thinner of flammable substance are allowed in the Centre.
39. No paints, sprays, and set the scaffolding on the Centre provided stages.
40. No glue or unaccepted adhesive tape is to be used in laying the carpet or any other materials on the Centre's floor. Only a residue-resistant tape is allowed.
41. All tapes and rape residue marks must be removed after carpet dismantlement.
42. No smoking, eating, and rest in the operation areas and Service Space, except for Contractor provided areas.
43. Leaving the operation areas without permission is not allowed according to the contract.
44. Entering the Centre gangways without permission is not allowed.
45. Centre's equipment shall not be used without permission from the Operations Services Department.
46. No weapons are allowed in the Centre.
47. No photo taking, both inside and outside of the Centre, without permission, except for Service Space.
48. Main entrance is not allowed for loading, all goods, and equipment shall only use the back and side doors of the building.
49. Loading through handicapped lift or escalator is not allowed.
50. In case of overtime work, the Contractor is required to inform the Operations Services Department 2 hours before the Centre closing time.
51. Organizer staff or Contractor labor is required to wear uniform and/or BITEC access badge which can be received from TPC Department, otherwise will not be allowed to enter the Centre.
52. The Organizer or exhibitor is required to check and switch off all power supplies such as electrical, water, and compressed air before leaving the areas.
53. Nobody is allowed to spend an night at the Centre.
54. Electrical wall plugs are for cleaning only, not allow for construction or any other purposes. The Organizer or the contractor is required to order electricity for construction
55. Tables, chairs, and other equipment provided for the event such as pencils, papers, forks, spoons, etc. will not be allowed to use during preparation period.

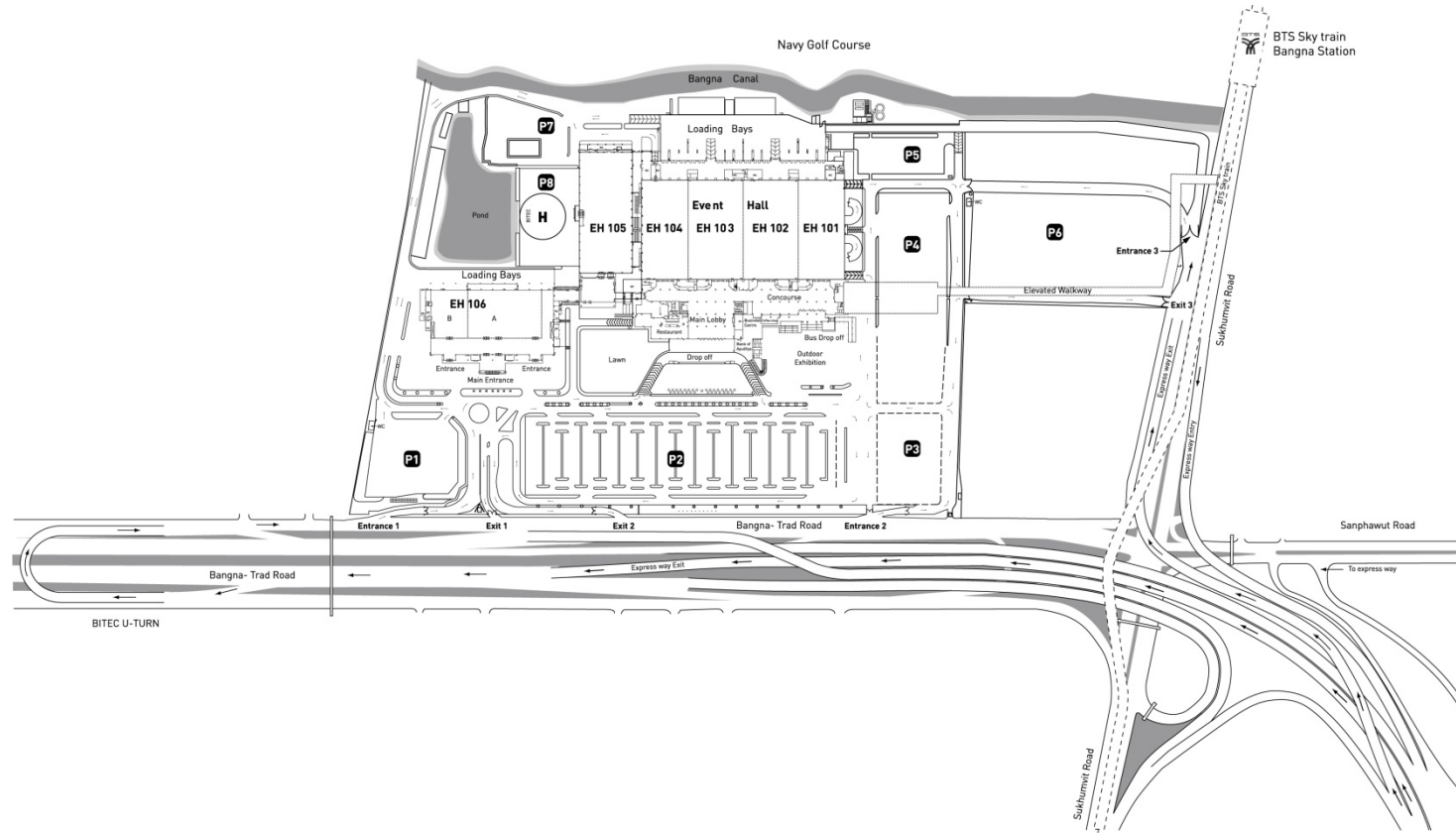
C Maps/Floor Plan

- C1 Map to BITEC
- C2 Parking Area
- C3 Floor Plan (Ground Floor) and Loading Entrance
- C4 Floor Plan (2nd Floor)
- C5 Floor Plan of Exhibitor

C1 Map to BITEC



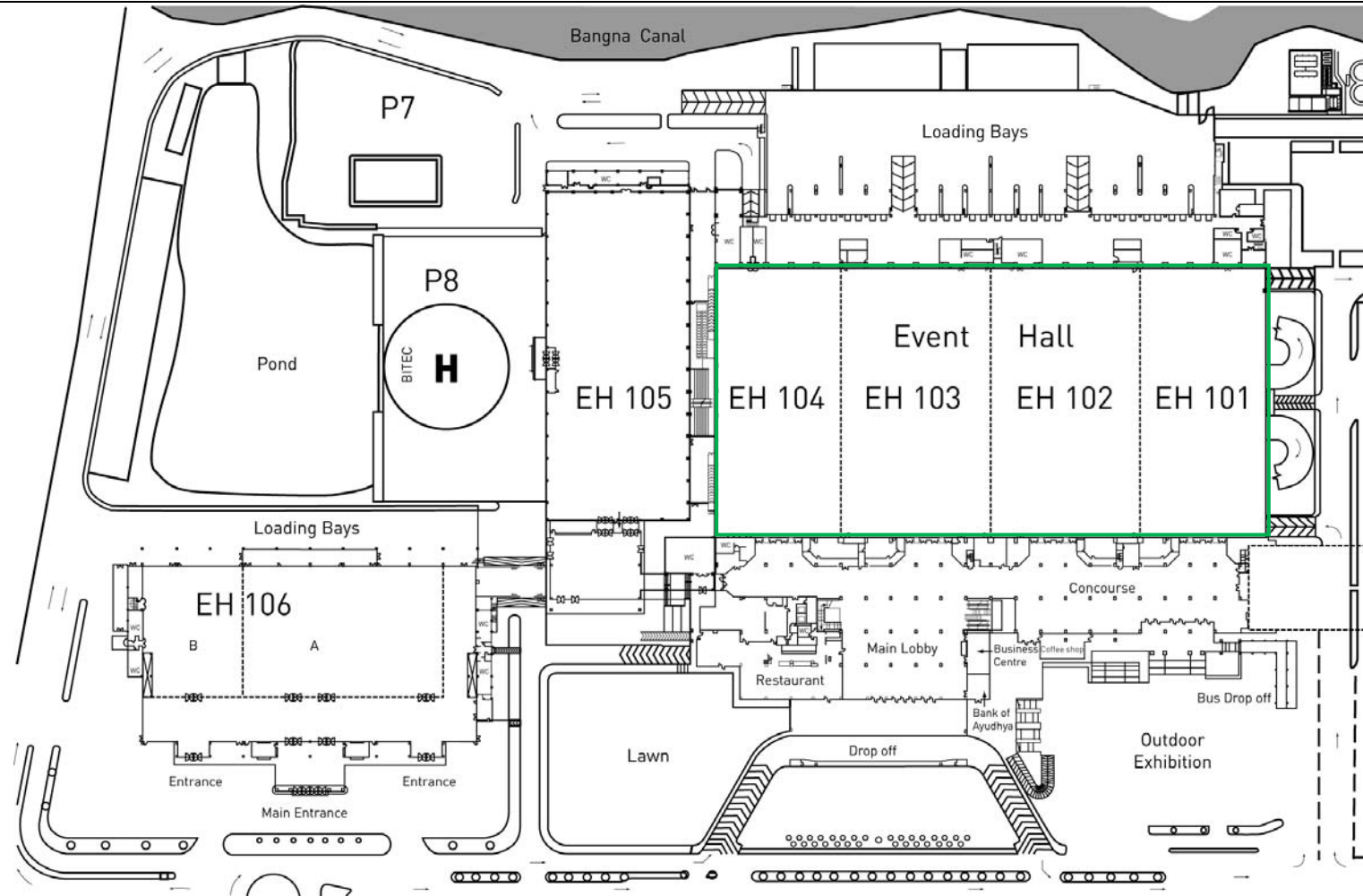
C2 PARKING AREA



OUTDOOR PARKING CAPACITY

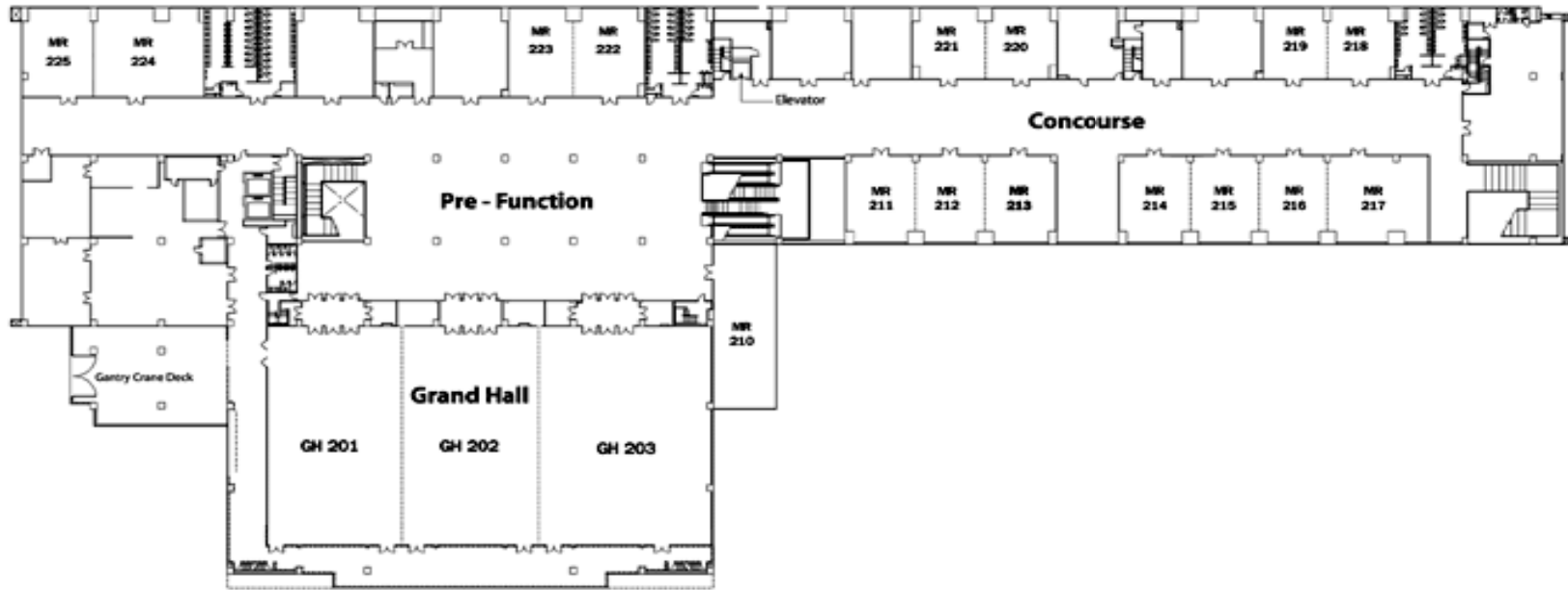
Parking I	Cars	Buses	Floor Area [Sq.m.]
P1	245	43	6,050
P2	741	-	22,677
P3	198	43	6,570
P4	492	110	1,5048
P5	110	-	3,000
P6	870	299	19,280
P7	120	-	4,140
P8	142	30	5,760
Total	2,918	525	82,525

BITEC SITE PLAN
SCALE 1:4,000

C3 FLOOR PLAN (GROUND FLOOR) and LOADING ENTRANCE

GROUND FLOOR
SCALE 1 : 2,000

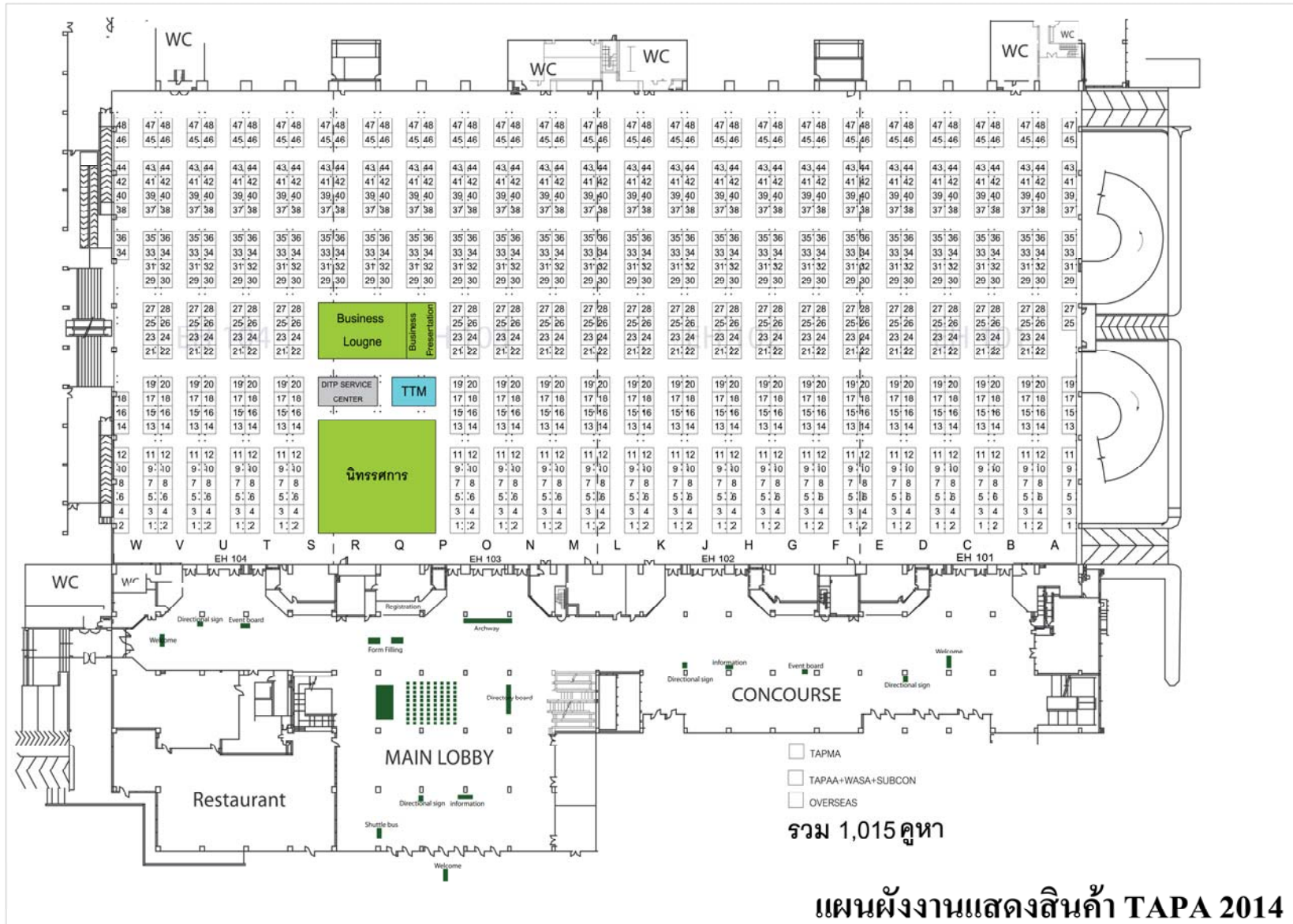
C4 Floor Plan (2nd Floor)



**SECOND FLOOR
GRAND HALL & MEETING ROOMS**

Scale 0 10 20 30
metres

C5 Floor Plan of Exhibitor



D Order Forms

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Form 16	Compressed Air Rentals
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D Order Forms

1. Return to: Organizer (DITP = Department of International Trade Promotion)

FORM	SUBJECT	DEADLINE	RETURN TO
Form 2	Contractor Badge	25-27 Apr 2014	Exhibitor Service Counter at BITEC
Form 3	Exhibitor Badge		
Form 4	Fair Catalogue	28 Apr-1 May 2014	
Form 5	Exhibit on Trade Days Only	28-30 Apr 2014	
Form 6	Move-Out Permit	28 Apr-1 May 2014	
Form 7	Automobile/Machinery Move-In	11 Apr 2014	
Form 8	Letter of Confirmation for Custom Purpose		

2. Return to: Official Contractors

FORM	SUBJECT	DEADLINE	RETURN TO
Form 1	Raw Space Exhibitors or Special Design Booths	2 April 2014	Addex Co.,Ltd.
Form 9	Standard Booth		
Form 10	Additional Furniture Service		
Form 11	Special Furniture Rental		
Form 12	Audio / Visual Equipment Rental		
Form 13	Water Supply and Drainage	31 March 2014	
Form 14	Electrical Service (For Exhibitor)		
Form 15	Electrical Item Service for Set up and Tear down day		
Form 16	Compressed Air Rental		
Form 17	Cleaning Services	31 March 2014	BITEC
Form 18	Tel & Fax Services (5 Days Rate)		
Form 19	Internet ADSL		
Form 20	Internet (Wireless)		
Form 21	Flower & Plant		
Form 22	Booth Security Service	2 April 2014	Addex Co.,Ltd.
Form 23	Freight Forwarder	2 April 2014	www.thaiautoparts.or.th

