



bett

● A Hyve Event

Asia
Bangkok
4 - 5 October 2023

Everything you need for success

2023 Exhibitor Manual

The Athenee Hotel, Bangkok, Thailand

asia.bettshow.com

Dear Exhibitor,

Welcome to Bett Asia 2023, we're delighted that you are exhibiting with us.

We have put together the Exhibitor Manual as your guide to all the physical and logistical aspects of the show, please take the time to read it thoroughly and understand the deadlines that may be approaching.

Time spent now coordinating your participation will save you last-minute inconvenience and unnecessary expense, however this manual does not replace first-hand experience. Please feel free to contact the Bett Asia Operations Team at any time if you have any queries regarding this Manual or your stand, their contact details are:

Operations Team

Asia@bettshow.com

+44 (0) 208 820 1224

Please note these contact details will primarily be answered between 09:00 – 17:00 GMT (UK time). We look forward to working with you over the coming months and to welcoming you to the Bett Asia in October.

Best wishes,

Bett Asia Team

Hyve Group Plc

Contents

OFFICIAL CONTRACTORS CONTACTS.....	6
ORDER FORMS AND DEADLINES.....	7
GENERAL INFORMATION.....	8
TIMETABLE.....	9
ACCOMMODATION BOOKING FACILITIES.....	10
BADGES & PASSES.....	10
CAR PARKING.....	10
CATERING.....	11
CLEANING & WASTE DISPOSAL.....	11
COMPLETION OF THE TENANCY.....	11
COURIERS.....	11
CUSTOMS REGULATIONS.....	11
DELIVERIES.....	12
DAMAGES.....	12
DISABLED ACCESS.....	12
FLORAL.....	13
FREIGHT.....	13
GRAPHICS.....	13
LEAD RETRIEVAL.....	13
LOADING AND UNLOADING.....	14
PROMOTIONAL MATERIAL.....	14
PUBLIC RELATIONS & SOCIAL MEDIA.....	14
SECURITY.....	14
HEALTH AND SAFETY.....	16
ACCIDENTS.....	16
ALCOHOL.....	17
ANIMALS.....	17
CANDLES.....	17
COVID-19 GUIDANCE.....	17
ELECTRICAL WIRING AND INSTALLATION.....	17
FIRE SAFETY.....	17
FIRST AID.....	18
INSURANCE - PUBLIC LIABILITY.....	18
METHOD STATEMENTS.....	18
NOISE LEVELS.....	18
PPE & EQUIPMENT.....	18
RISK ASSESSMENTS.....	19

STORAGE.....	19
STROBE LIGHTING	20
WORKING AT HEIGHT	20
VENUE FACILITIES AND VENUE A-Z.....	21
AIR CONDITIONING.....	21
ARTIFICIAL FLOWERS AND SIMILAR DECORATIONS.....	21
AUDIO VISUAL.....	21
BALLOONS.....	21
BUSINESS CENTRE	21
CARPET FLOORING.....	21
CLOAKROOM FACILITIES.....	22
CONTRACTOR ACCESS.....	22
ELECTRICITY.....	22
EXHIBITION LICENSE – ALCOHOL	22
FLOORCOVERINGS	22
GANGWAYS.....	23
INTERNET / WIFI.....	23
LATE WORKING SYSTEM	23
PA SYSTEM	23
WALLING IN ON OPEN SIDES	23
STORAGE OF EXHIBITOR CASES/TRAILERS/CONTAINERS	23
STAND DECORATION	24
STAND DISMANTLING	24
STAND LOCATION, NUMBER AND SIZE	24
WASTE DISPOSAL.....	24
SPACE ONLY STANDS	25
SUBMISSION OF DRAWING	27
HEIGHT RESTRICTIONS	27
BACK WALLS TO STANDS / NEIGHBOURING STANDS	27
CONSTRUCTION MATERIALS	27
SHELL SCHEME STANDS	28
CARPET	28
ELECTRICS.....	28
FURNITURE.....	28
GRAPHICS	29
NAMEBOARD.....	29
SHELL SCHEME STAND REGULATIONS	30
STAND VISUALS	30

ORDER FORMS	32
METHOD STATEMENT	43
SPACE ONLY UNDERTAKING FORM.....	44
.....	44
BETT ASIA 2023 HEALTH AND SAFETY FORM	46
RISK ASSESSMENT	47
SITE INDUCTION INFORMATION	50

OFFICIAL CONTRACTORS CONTACTS

Contractor	Service	Contact Name	Contact Number	Email
The Athenee, Bangkok	Accommodation & Venue Services	Amornboot Amantakul	Tel: + 66 2650 8700	Amornboot.Amantakul@luxurycollection.com
DSV Solutions Ltd	Shipping & Storage Supplier	Jakrawut Wichitpornchai	Tel: +66 28379061	jakrawut.wichitpornchai@dsv.com
PICO	Stand Builder Electrical Instillation Furniture Graphics Shell Scheme BESA Pavilion Pods Audio Visual	Johnny Leen	Tel: +60 3 6275 5990 Ext:392 Mobile: +60 12 911 0191	johnny.leen@pico.com.my
Essential Events	Space Only Stand Plans	Essential Events	Tel: +44 1926 470 100	info@essentialevents.co.uk

For full list of contacts and deadlines, please refer to the next page.

EMERGENCY NUMBERS IN ASIA:

All Emergencies: 911 or 191

Police: 191

Ambulance: 1669

Fire department: 199

Contact details: If you need assistance during your time at The Athenee, Bangkok, you can speak to the nearest member of the security staff, or the Organisers Office, who will be happy to assist you.

ORDER FORMS AND DEADLINES

All stands must complete the compulsory forms listed below. Kindly note that you will not be permitted onto your stand until these forms have been submitted and approved.

Compulsory Forms – Shell Scheme		
Health & Safety Declaration Form	Friday 1 st September	Page 45
Risk Assessment	Friday 1 st September	Page 47-49
Nameboard Form – Shell Scheme Only	Friday 1 st September	Page 40
Exhibitor Badge Registration	Monday 4 th September	TBC
Compulsory Forms – Space Only		
Stand Plan Submission	Friday 1 st September	Email to info@essentialevents.co.uk
Health & Safety Declaration Form	Friday 1 st September	Page 45
Risk Assessment	Friday 1 st September	Page 47-49
Method Statement	Friday 1 st September	Page 43
Space Only Undertaking Form	Friday 1 st September	Page 44-45
Exhibitor Badge Registration	Monday 4 th September	TBC
Optional Forms		
PICO - Optional Order Forms <i>(inc. Furniture, AV, Graphics, Electrics, Flowers)</i>	Friday 1 st September	Pages 32-42

GENERAL INFORMATION

VENUE

The Athenee, Bangkok
61 Witthayu Rd, Lumpini, Pathum,
Wan District, Bangkok 10330, Thailand



GETTING TO THE VENUE

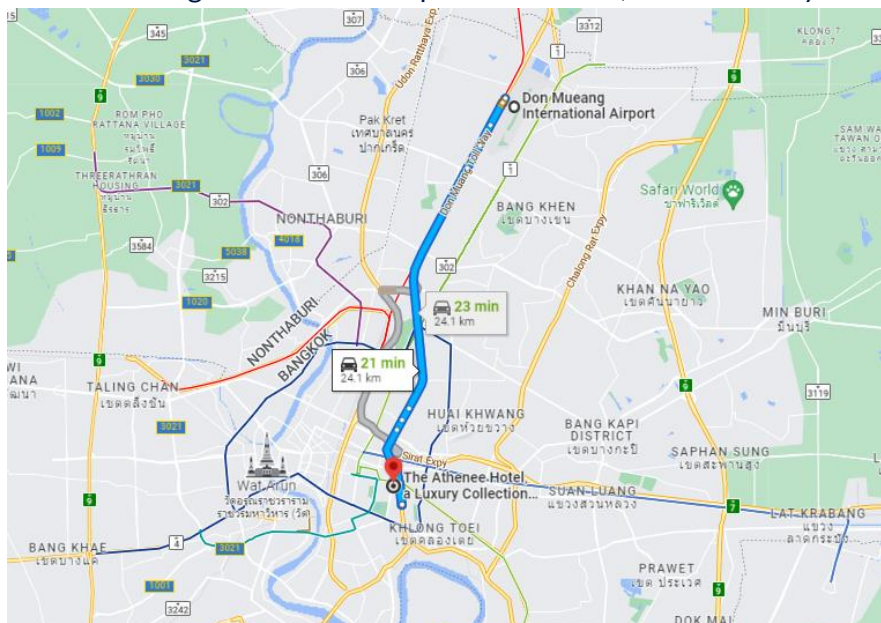
The Athenee Hotel is located in the heart of central Bangkok Sukhumvit and just steps from Phloenchit BTS skytrain station and a few minutes away from Asoke BTS.

TRANSPORTATION CENTERS:

Suvarnabhumi Airport, 999 หมู่ 1 Nong Prue, Bang Phli District, Samut Prakan 10540, Thailand: 31km, 35 minutes by car

Don Mueang International Airport: 16.4 miles, 21 minutes by car

Bangkok Train
minutes by car or
metro



Station: 6km, 20
20 minutes by

TIMETABLE

BUILD UP	HALL OPEN	ACCESS FOR
Tuesday 3 rd October	08:00 – 22:00	Space Only exhibitor and contractor access
	15:00 – 22:00	Shell scheme exhibitor access
	22:00	Hall closes

On Monday 2nd October you will be able to collect your badge from 15:00. For security purposes, you must wear this badge at all times.

OPEN	HALL OPEN	EXHIBITION	CONFERENCE
Wednesday 4 th October	08:00 – 18:00	09:00 – 18:00	08:50 – 18:00
Thursday 5 th October	08:00 – 17:00	09:00 – 17:00	08:50 – 16:30

BREAKDOWN	HALL OPEN	HALL CLOSED
Thursday 5 th October	17:00 – 19:00	Shell scheme exhibitors must clear
	17:00 – 23:00	Space Only stands removal
	23:00	Hall closes

Please note that if you have a Space Only stand, your contractor must complete the build and breakdown of your stand within this time.

Badges and wristbands must be visible at all times. Access for stand equipment and contractors is only allowed via the back of the hotel through the staff entrance/basement. No materials or industrial trolleys are permitted through the front doors of the hotel.

Any waste left in the hall after 23:00 on Thursday 5th October will result in a penalty fee and charge for disposal. The organiser/official contractor/venue are not held responsible for any items left in the hall beyond 23:00 on Thursday 5th October.

ACCOMMODATION BOOKING FACILITIES

There are a number of rooms available at The Athenee, Bangkok with a preferred rate. Please quote the event name and exhibitor details to receive this. Please note that there are a limited number of rooms available at this rate between Friday 21st September and Saturday 7th October 2023, and these will be given on a first come first served basis.

Reservations can be made individually using the following link [The Athenee Hotel Bett Asia](#)

BADGES & PASSES

Exhibitor Badges

Every member of your staff requires an exhibitor pass to gain access to the expo and conference. These badges must be worn on site at all times. During build up, breakdown, open days of the exhibition and for security and Health and Safety reasons, exhibitor badges must only be allocated and used by the staff that are working on your stand and must not be given to anyone else. Exhibitor badges must not be given to contractors or visitors.

The registration link will be emailed to you.

Every exhibiting company may register 2 guests per stand. Passes are free to Bett Asia 2023.

Our marketing team can also provide you and your guests with a custom email banner and invitation to join you at the event that can be used in emails, on a website and on any social media channels.

If you have not received your banner and invitation, please request from Asia@bettshow.com.

I need a visa invitation letter to attend. How do I get one?

Visa invitation letters will only be issued to registered exhibitors, please contact Asia@bettshow.com for more information.

Contractor Wristbands

If you choose to appoint your own preferred supplier to design and build your Space Only stand, your contractor must wear a contractor wristband whilst on the premises in order to work in the exhibition hall. Contractor wristbands are only valid during the build-up and breakdown periods of the event. These will be handed to the contractor team by a member of Bett staff as they arrive on the premises.

Badges and wristbands must be visible at all times. Access for stand equipment and contractors is only allowed via the back of the hotel through the basement. No materials or industrial trolleys are permitted through the front doors of the hotel.

CAR PARKING

The Athenee, Bangkok, offers valet service and on-site self-parking bays for up to 750 vehicles. The parking levels of their covered car park are located on the Lower Ground Floor, B1, B2 and B3 with a clearance height of 2 meters.

Parking is free for residents and Bett Asia attendees.

Valet Parking is available for both in house and Bett Asia attendees, also free of charge

Please make sure you get your parking ticket stamped wither at the main meeting room or at the Hotel lobby concierge desk.

CATERING

The Athenee, Bangkok is the exclusive supplier of food and beverage to exhibitors at the Venue. Exhibitors are not permitted to bring any food or beverages from external sources into the premises during build-up, event days and tear-down.

The hotel has catering services and menus to accommodate your requirements, these can be found [here](#). For all further catering queries, please contact Amornboot at: Amornboot.Amantakul@luxurycollection.com

CLEANING & WASTE DISPOSAL

Cleaning for exhibitor stands must be ordered directly from the hotel. If you require a daily stand cleaning service for your stand, you can order this service by contacting the venue. Please contact Amornboot at: Amornboot.Amantakul@luxurycollection.com

COMPLETION OF THE TENANCY

Shell scheme and Space Only exhibitors must remove all stand material and display items by **23:00 on Thursday 5th October 2023**.

Should the exhibitor fail to finalise the dismantling process within this deadline Hyve Group will take necessary actions to dismantle the stand and proceed with the removal of stand material and display items without further notice. It should be noted that there will be a charge for excessive rubbish, and this will be invoiced to the exhibitor.

Please contact Asia@bettshow.com in advance or the organisers office if you need any assistance onsite.

COURIERS

Please note that all shipment sent via courier would be cleared on a permanent basis. To ensure no delay on delivery of your courier shipment to your exhibition stand we would **STRONGLY recommend** not sending courier shipments addressed to the exhibition venue or yourself.

All courier shipments along with copies of documents should be consigned to the following address: -

Consignee: **DSV**

Address: TBC

Contact: TBC

By this method, DSV Solutions Ltd will arrange to receive your shipment and deliver to the venue. A charge will be levied for this service. For further information please refer to the DSV Freight Handling Form [here](#).

CUSTOMS REGULATIONS

The Thai Customs are strict and thorough in their examination of goods. All packages can be expected to be opened and contents checked against the Combined Commercial Invoice & Packing List.

HEAVY FINES will be imposed on the exhibitor in cases of 'UNDERVALUATION', 'NONDECLARATION', and 'ERRONEOUS DECLARATION'. In such cases, DSV shall not be responsible for any delay in clearance.

Customs fines and extra expenses incurred shall have to be borne by the exhibitor. Exhibitors are therefore strongly reminded to declare the **true market value** of their goods and be extremely careful in their preparation of documents.

All shipment must be declared with the exact/true market values otherwise DSV **WILL NOT** be responsible if shipment is being held in Thai custom for under declaration. DSV may also require to adjust the value of each item for customs purpose with/without prior not notice if each item is declared below Thai market value.

Controlled Items

Exhibitors are requested to note that all Communication equipment (such as radio, radar etc.), Defence Equipment (such as weapons, armour etc.), **Electric Appliance (such as TV, lighting etc.)**, Cosmetics, Beauty Products, Medicines & Medical equipment, Glass, Light & Sound Equipment, Toy, Motorbikes, Used Cars, Weighting & Measuring equipment & all dangerous goods are subject to Import License prior to their importation into Thailand for exhibition purpose.

All communication equipment cannot be operated/tested/utilized and **ONLY** can be imported for display purposes only. We can confirm whether your shipment contains any controlled items upon receiving your commercial invoice and packing list.

DELIVERIES

There is a traffic restriction in Bangkok for vehicles with more than 6 wheels, they are banned from Bangkok from 6am to 9pm. Please [contact the organisers](#) if you need to bring a vehicle with 6 wheels or more.

It is advised that all deliveries go to the DSV Solutions Ltd advanced warehouse prior to the show. If not, all deliveries must be made during the timetabled hours shown on Page 9 and be clearly marked with the information below:

Exhibiting Company Name and Stand Number

Bett Asia

The Athenee Hotel,

61 WIRELESS ROAD (WITTHAYU)

LUMPINI, PATHUMWAN, BANGKOK 10330 THAILAND

IMPORTANT: To avoid delays or rejections by customs, we highly recommend that you appoint an official freight forward to assist with your shipment. Please see our official freight company DSV Solutions Ltd information, under freight. All shipments must be delivered via the loading bays as we do not allow any deliveries to the halls via the main entrances.

DAMAGES

Exhibitors are liable for any damage they may cause to buildings, floors, walls, columns, to any shell scheme equipment or any other exhibitor's property. Exhibitors are also responsible for any damage caused by their agents or contractors.

No exhibitor may apply paint, lacquer, adhesives or coating to the building or shell scheme panels nor drill holes into the floor. We also do not allow the use of markers, plastic packing tape, gaffer tape, masking tape and drafting tape as they are extremely difficult to remove.

The Exhibition hall is carpeted and therefore it is essential that rubber material be used to protect the floor from any type of floor covering you lay.

DISABLED ACCESS

There are adequate disabled facilities at the venue. All halls, meeting rooms and public areas are accessible by wheelchair. There are disabled car park spaces available, toilets on all floors have disabled access, whilst all doorways and lifts accommodate standard wheelchairs and have access to all floors of the venue.

On space only stands with a platform, if a display is on a stand, a ramp should be built into the stand or a portable ramp made available.

FLORAL

If you wish to order flowers or displays for your stand, contact PICO directly via email:

Contact: Johnny Leen
Tel: +60 3 6275 5990 Ext:392
Email: johnny.leen@pico.com.my

Deadline: Monday 1st September

FREIGHT

Our official freight forwarding agent is DSV Solutions Ltd. Please contact them directly to obtain a quote for transportation, storage and onsite delivery of your shipment!

Contact: Jakrawut Wichitpornchai
Email: jakrawut.wichitpornchai@dsv.com
Tel: +66 28379061

GRAPHICS

Whether you're after adhesive logos, pop-up banners or seamless wall panels, graphics are a great way of boosting your brand presence on-site.

Graphics are **not** included within the Shell Scheme and Space Only package unless specifically mentioned.

If you wish to order graphics for your stand, please see details below:

See order form on page 41-42.

Deadline: Monday 1st September

Contact: Johnny Leen
Tel: +60 3 6275 5990 Ext:392
Email: johnny.leen@pico.com.my

LEAD RETRIEVAL

If gaining leads and turning them into sales is within your objectives for exhibiting, invest in the GES Visit, Visit Connect App. This powerful solution captures sales leads in real-time and ensures you achieve a Return on Investment (ROI).

Easy - Collect leads by scanning badges of your sales prospects using an app on your phone, or other web connected device (tablet / iPad)

Fast - Receive 'real-time' data to enable immediate follow-up*

Intelligent - Plan, monitor and measure performance with our powerful tracking tools

If you would like to see how Visit Connect can help you get the most out of your leads, click here to see our top tips!

Company: Visit Connect by GES
Email: visit.support@ges.com

*real-time lead collection requires internet connection; without internet leads will be stored on your device and synched when a connection is established.

Form: <https://visitconnect-shop.n200.com/na/Orkkop6im0tsi.html>

LOADING AND UNLOADING

There is a traffic restriction in Bangkok for vehicles with more than 6 wheels, they are banned from Bangkok from 6am to 9pm. Please [contact the organisers](#) if you need to bring a vehicle with 6 wheels or more.

Vehicles 1.8m and under can park for short periods at B1 floor for loading/unloading. Vehicles over 1.8m can park at the loading bay at the rear of the hotel. Under no circumstances should any items be delivered via the hotel main entrance and lobby area, this is strictly forbidden.

For more information regarding parking and unloading, please contact the organisers on: asia@bettshow.com.

PROMOTIONAL MATERIAL

Please be sensitive to the content of any promotional material that you are planning to use at the exhibition. It is important that such material is not offensive to the Cultural and/or Religious values and sensitivities of the people of the local area. If in doubt about any material that you are considering using, please do not hesitate to contact the operations team and they will be able to provide clarification on this if necessary.

PUBLIC RELATIONS & SOCIAL MEDIA

Bett Asia would like to support your PR initiatives. We would be happy to post your press releases on our website (subject to approval). Please send them to asia@bettshow.com.

To promote your participation at Bett Asia, please use the following handles and hashtags:

- Twitter: @Bett_show
- LinkedIn: bettshow
- Facebook: @bettglobal
- Instagram: @Bett_show
- YouTube: <https://www.youtube.com/user/bettshow>
- Hashtag: #BettAsia or #BettAsia2023

SECURITY

Bett Asia provides adequate security during build-up, breakdown and show days. Please note you are responsible for insuring your own goods whilst they are on-site at Bett Asia.

To help ensure good security at the show, please follow these points:

- Delegate one member of your staff to be responsible for your company's security at the exhibition.
- Do not leave cash, handbags, valuables, laptops, etc. in unlocked drawers, cupboards or in your exhibit space.
- Laptops or mobile phones should not be left unattended at any time.
- Please note that build up and breakdown days are high-risk periods. It is recommended that your exhibit space is always staffed.
- Make sure you arrive prior to the official opening time and do not leave your exhibit space before the hall is clear of visitors.
- Should you have small valuables that you wish to leave on your exhibit space, you are advised to arrange lockable cabinets or other safe storage areas.

Exhibitors retain full responsibility for all items on their stand for the duration of the event.

HEALTH AND SAFETY

The directors and senior management of Hyve Group consider the health and safety of all its full-time employees, part-time and casual workers, customers and contractors to be of great importance. Through management at all levels they have a responsibility to ensure, as far as is reasonably practicable, the health and safety of all its employees whilst at work, and members of the public and contractors whilst on its premises or at a hired event, conference or exhibition space.

Hyve Group is committed to complying with all the relevant legislation and guidelines covering health and safety at work and the specific requirements of the venue. All exhibitors, contractors and visitors must comply with the law, and the regulations of the venue at all times.

Anyone infringing any relevant legislation, and/or any venue regulations will be asked to desist forthwith and for serious and continuing breaches may be banned from the premises.

Your responsibilities:

As an exhibitor or a contractor, you hold an obligation to ensure the safety of everyone associated with your exhibition stand and those persons who may be affected by your activities.

All full-time and part-time workers on an exhibitor's stand must:

- Be aware of the significant hazards they may face when carrying out tasks and of any control measures that the exhibitor implements to reduce risks to the lowest level reasonably practicable.
- Observe safety regulations and signs at all times; be aware of the emergency procedures relevant to their place of work; wear the appropriate safety equipment and use appropriate safety devices as and when required to do so.
- Report all accidents, near misses and dangerous occurrences to their supervisor and Organisers Office onsite at the venue.
- Take reasonable care for the health and safety of themselves and of others who may be affected by their acts or omissions.
- Co-operate with any duty or requirement imposed by the venue when acting under the requirements of Health, Safety or Environmental legislation.
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare.
- Immediately report any serious shortcomings that may affect the health, safety and welfare of their job to their supervisor and the Organisers Office onsite at the venue.

All exhibitors (both shell scheme and space only) are also required to carry out their own 'Risk Assessment' and provide a copy of it to the organisers. If you are using a contractor to build your stand, they must complete their own Risk Assessment.

It is the responsibility of every exhibitor to undertake this exercise. Hyve Group and the venue therefore reserves the right to exclude any exhibitor for non-compliance. Further details of the legislation and the venue regulations are available on request.

ACCIDENTS

If you are involved in, or a witness to an accident whilst on-site at the show (regardless of how small), it must be reported to the Organiser's immediately.

If the accident requires urgent medical assistance, please make the Organiser aware after calling emergency services. The Organiser can get the emergency services to the correct part of the venue via the quickest route and therefore we ask that you ensure we are aware immediately.

ALCOHOL

Consumption of, or being under influence of, alcohol whilst working on the build-up or breakdown of stands and displays is not permitted.

ANIMALS

No animals are permitted in the venue, with the exception of guide dogs.

CANDLES

Flames from open fires or candles will NOT be permitted. LED candles are permitted.

CHILDREN

Children under the age of 16 years are not allowed to attend the show as visitors or exhibitors. We regret no exceptions can be made to this ruling.

With Bett Asia being an education technology show we do occasionally have children present at our shows in sessions. If you encounter a child who has become separated from their group, please escort them directly to the Bett Organisers Office located on the first floor next to the London Rooms. Where possible please ensure there are two adults escorting the child.

COVID-19 GUIDANCE

These are the current no COVID-19 measures in place at the venue.

To help stop the spread of COVID, we recommend wearing a face mask and washing your hands with soap and warm water.

ELECTRICAL WIRING AND INSTALLATION

No electrical work is permitted to be done by anyone other than the Official Electrical Contractor, Pico.

See order form on page 35-36.

Deadline: Friday 1ST September.

Contact: Johnny Leen

Tel: +60 3 6275 5990 Ext:392

Email: johnny.leen@pico.com.my

HOT WORK

There is no hot working allowed at Bett Asia 2023.

FIRE SAFETY

All event organisers, service providers and exhibitors must:

- Ensure that fire extinguisher equipment, emergency exits and signage (including those inside exhibits) remain visible and accessible at all times.
- All aisles must be kept clear of any obstructions or protruding objects. **Minimum of 2m aisle clearance spaces.**
- Equipment which produces heat, smoke or open flames as an integral part of the product demonstration must receive written approval of plans from the organisers via asia@bettshow.co.uk.
- Fireworks (Pyrotechnics) are not permitted.
- Any breach of fire safety will not be tolerated, and the event or show will not be allowed to start unless fire safety issues are rectified.
- The following products will not be permitted unless treated with a fire retarding compound: hessian, thatch, straw, draping, seat covers, wood pallets, crepe paper, corrugated paper, cardboard, PVC sheeting and polystyrene items. A certificate must be presented as proof before event start.

FIRST AID

First aid cover is provided by the organisers and details will be available onsite, throughout the event timings detailed above. In an emergency, please contact nearest member of staff or the organisers' office.

INSURANCE - PUBLIC LIABILITY

Exhibitors are responsible for obtaining public liability insurance protection for their exhibits, property and personnel against all risks as stated in the General Conditions. Equipment should be insured both in transit and on location at the exhibition site for the entire period of the exhibition.

Public liability insurance is compulsory for all exhibitors and should be added when placing a stand order. If you are able to provide your own public liability insurance, then you will have to provide the salesperson with a copy of your certificate, which then will be checked by Inevexco.

METHOD STATEMENTS

ALL exhibitors must ensure that they submit a risk assessment for the build, open and breakdown period. All space only exhibitors, or their stand build contractor, must also submit a method statement, and Construction Phase Plan along with their stand plans.

Method Statement Form: Page 43.

Deadline: Friday 1st September.

NOISE LEVELS

Maintain safe noise levels at or below 80dbA. Where noise levels exceed 80dbA, arrangements must be in place to ensure that all persons working within the area are wearing appropriate hearing protection equipment. You will be asked to reduce noise levels if they exceed 80dbA and the organisers receive complaints from surrounding exhibitors. The organiser's will make the final decision.

PPE & EQUIPMENT

Exhibitors and contractors must ensure that all tools used on the premises are in good condition and safe to use. All tools should be stored when they are not in use, should not be left unattended or connected to the mains when not in use. The use of any dust-generating tools in the event is not permitted.

All exhibitors and contractors must wear appropriate personal protective equipment (PPE) at all times during assembly and dismantling periods. The venue and the organisers will not allow the work to begin without adequate PPE.

The minimum requirements include, but are not limited to, those listed below; however, the requirements vary according to the task:

- Proper footwear. During the build and breakdown periods, the use of heels, sandals or open shoes is not permitted.
- During the build and breakdown periods, exhibitors and contractors must wear a casual uniform. Sleeveless shirts, shorts and sandals are not allowed
- During the build and breakdown periods, exhibitors and contractors with long hair must properly tie their hair back
- High visibility vests – highly recommended during the build and breakdown periods in the outside loading bay areas.
- Appropriate height ladders must be used. Please ensure your contractor brings the correct working at height equipment. Any work above 2m in height must be done with scaffolding, personnel lift, safety belt and rubber material to protect the floor. For more detail on required equipment please see the working at height section.

This is not an exhaustive list of items and the duty to assess that the correct type of PPE is applied to a work situation shall be that of the employer.

RISK ASSESSMENTS

Space Only stands are required to provide a Risk Assessment for any construction activity, a Method Statement and Construction Phase Plan to Essential Events. Please note that this is subject to approval. Hyve Group has also carried out suitable and sufficient assessments of the risks associated with this event, details of which can be obtained from the organiser's office. General risks associated with any exhibition are as follows:

- Trip hazards
- Multiple contractors working in a single workplace
- Fall from working at heights and working on a live edge
- Objects falling from height or loads falling from vehicles
- Impact injury from moving vehicles
- Structural collapse of seating or an exhibition stand
- Outbreak of legionnaires disease from a water feature
- Food poisoning incident from temporary catering outlet
- Fire
- Major incident and civil emergency
- Excessive working hours.

Risk Assessment Template: Page 47-49.

Deadline: Friday 1st September.

STORAGE

There is no storage for empty packing cases in the hall or at the venue.

Our official freight forwarding agent is DSV Solutions Ltd.

There is a Freight Shipping Manual and Handling Tariff which will help with costs and instructions for your shipping requirements, this can be found [here](#).

STROBE LIGHTING

No strobe light effects are permitted.

WORKING AT HEIGHT

The most common health and safety problem across all events is working at height. Please ensure you plan beforehand to make sure you have the correct height ladders to access areas of your stand that you need.

Exhibitors and contractors are required to adhere to the following standards:

- Any work above 2m in height must be done with scaffolding, personnel lift, safety belt and rubber material to protect the floor
- Work platforms must have a skirting board to prevent falling objects
- Access is controlled to prevent people from working or circulating below work at height
- It is mandatory to wear safety helmets during the construction and dismantling phases

If you need to use a ladder, please note the following indications;

- Ladders must be rated for "industrial use"
- Hand ladders are not allowed to work above 2 meters
- Tilt table hand ladders should be placed at the correct angle
- Ladders should only be used at floor level
- Top rungs or steps should not be used as a work platform
- Users should look at the ladder at all times as they climb up or down
- Only one person can work up or down on the ladder
- Users should not stretch too much to try to get taller
- It is necessary to check the steps and ladders to confirm their suitability and to detect possible defects whenever they are to be used.
- Chairs are NOT permitted as use for working at height.

VENUE FACILITIES AND VENUE A-Z

AIR CONDITIONING

All areas in The Athenee hotel have air conditioning. The superior quality of the air conditioning system will ensure no noise interference during events.

ARTIFICIAL FLOWERS AND SIMILAR DECORATIONS

If fabric based, it must be treated with flame retardant.

AUDIO VISUAL

Our preferred supplier for AV is Pico. Their information can be found in the contractor section of this manual. AV order forms are located on **page 32**.

BALLOONS

Balloons are **not** permitted in the venue.

BUSINESS CENTRE

Located in the hotel lobby supplying the following facilities:

Printing & Photocopying
Black & white at THB 10 / page
Colour at THB 30 / page
Facsimile
Incoming at YHB 10 / page
Outgoing - Local at THB 30 / page
Outgoing - International at THB 60 / page
Telephone
Domestic Landline at THB 20 / Call
Domestic Mobile at THB 20 / Minute
International Asia - at THB 120 / Minute
International - EMEA at THB 140 / Minute
International - Americas at THB 160 / Minute

CARPET FLOORING

The venue floor is carpeted therefore rubber material or matting must be laid prior to laying carpet, floor flats or a platform. Please refer to PICO if you would like to order additional carpet.

Contact: Johnny Leen

Tel: +60 3 6275 5990 Ext:392

Email: johnny.leen@pico.com.my

CLOAKROOM FACILITIES

Unfortunately, there are no cloakroom facilities available at this venue. Therefore, if you have any luggage, please ensure you leave this with concierge at your hotel.

CONTRACTOR ACCESS

There is a traffic restriction in Bangkok for vehicles with more than 6 wheels, they are banned from Bangkok from 6am to 9pm. Please [contact the organisers](#) if you need to bring a vehicle with 6 wheels or more.

Contractors must only be in the halls during an exhibition where they have been asked to attend a stand that requires attendance due to an urgent or dangerous safety situation, otherwise all works must be carried out after visitor hours. The moving of vehicles, including contractor vehicles such as forklifts and general plant, other than those given special approval or operated by health and safety staff will not be allowed into any hall while that hall is open to the public.

There is no access to the halls outside of the published hours.

ELECTRICITY

- Shell Scheme stands will receive 1 x standard socket.
- Space Only stands are NOT inclusive of electrics.

You are permitted to use 4-way plug extenders, but please note one 4-way lead should be used per fixed socket outlet, subject to a maximum loading of 500 watts total and its plug should be fused accordingly. The maximum flexible cord length is 2 metres from plug to equipment. Multi-way plug-in types cannot be used.

No electrical work is permitted to be done by anyone other than the Official Electrical Contractor. If you wish to order any electrics, please use the details below.

Please note if you require power during build-up and breakdown you will need to order it.

Contact: Johnny Leen
Tel: +60 3 6275 5990 Ext:392
Email: johnny.leen@pico.com.my

EXHIBITION LICENSE – ALCOHOL

The Athenee hotel is the sole alcohol license holder for the premises and reserves the right to serve alcohol at events.

FLOORCOVERINGS

The venue floor is carpeted therefore rubber material or matting must be laid prior to laying carpet, floor flats or a platform. Please refer to PICO if you would like to order carpet from our official contractor.

Contact: Johnny Leen
Tel: +60 3 6275 5990 Ext:392
Email: johnny.leen@pico.com.my

Deadline for carpet orders: Friday 1st September.

GANGWAYS

Exhibitors must ensure that for health & safety reasons and to aid the access of other exhibitors, please keep gangways clear of all items, including stand fitting materials and exhibits during build-up and breakdown. **The minimum aisle space applicable to all exhibitors is 2 metres.**

Please be aware: Emergency gangways MUST be kept clear at all times. A plan showing where the emergency gangways are located is available from the organiser's office.

INTERNET / WIFI

If you require internet to display your products, we highly recommend you order a hardwired connection and do not rely on the free venue WIFI as this is not guaranteed. The WiFi at Bett Asia is shared infrastructure and therefore speeds will be impacted. If you do not order a cable connection the organisers cannot be held responsible for any issues you have connecting to and using the internet.

The venue does however offer complimentary WiFi at 200mbps across the whole hotel space. For any additional required, price will be as below. Exhibitors are required to bring in their own wireless router.

Bandwidth	Price (net)	Remark
Domestic/International		
50/50 Mbps.	THB 35,000	Package includes 2 LAN Cables
100/100 Mbps.	THB 45,000	
150/150 Mbps.	THB 55,000	
200/200 Mbps.	THB 65,000	

For any internet requests, please [get in touch with the venue](#) and give details of your stand.

LATE WORKING SYSTEM

There will not be any late working allowed past the hall operating hours. Stands must be designed to be built and dismantled within the timetabled hours. Please refer to the timetable on page 9.

PA SYSTEM

The organiser will have a PA System available in the event space – this is only to be used for emergency announcements.

WALLING IN ON OPEN SIDES

No more than one third of each open side can be walled in. Otherwise, the wall must be see-through or set back into the stand by 1m.

STORAGE OF EXHIBITOR CASES/TRAILERS/CONTAINERS

There is no storage for empty packing cases at the venue.

You can however contact our official freight forwarding agent, DSV Solutions Ltd to enquire if they can store items for you.

Deadline: TBC

STAND DECORATION

Persons at work on the decoration of stand and exhibits must do so in a safe manner. This includes the materials being used, the equipment used to apply materials and the means of access to the area of decoration. Paints cannot be used inside the hotel building. Painting can only take place outside and must be based on a non-harmful substance where practical such as a water-based material. Lacquers, varnishes, thinners and similar material must be used under controlled conditions to eliminate the hazards to health and fire. Containers carrying flammable or hazardous material must be capped or closed to prevent spillage when not in immediate use.

STAND DISMANTLING

No display material, fixtures or fittings may be removed from the exhibition before the official closing time. The organisers request that the integrity of your stand is maintained until all visitors have left the building. Please do not put visitors in danger by moving items out into the gangway at any time. Security guards have been notified to stop any exhibitors leaving the building with stock before the official start of derig period.

Shell scheme exhibitors must be clear of their stands by **19:00 on Thursday 5th October**. Space Only exhibitors must remove all stand material, display items and construction by **19:00 on Thursday 5th October**. Should the exhibitor fail to finalise the dismantling process within this deadline Hyve will take necessary actions to dismantle the stand and remove all stand material and display items. This will incur a cost which will be invoiced to the exhibitor after the show.

STAND LOCATION, NUMBER AND SIZE

Your stand details can be found on the event floorplan, please email asia@bettshow.com if you require any further details.

WASTE DISPOSAL

Exhibitors are responsible for their own waste removal during build-up and breakdown. Your contractor(s) should remove the build-up material.

The tenanted space must be vacated with all adhesive tapes and similar traces completely removed.

Your exhibition space does not come with cleaning services.

SPACE ONLY STANDS

Where **SPACE ONLY** has been reserved, the organisers provide only floor space where your external design team can then build your stand.

SPACE ONLY EXCLUDES: Shell scheme booth, signage, power cable, electrics, lighting and furniture. All requirements for your custom stand will need to be provided by your design team and/or yourself as the exhibitor. **NB.** Exhibitors must ensure their selected stand builder quotes for a DB Board and electrical power plug, lighting plus the supply of any furniture and/or additional requirements as needed. Exhibitors will be required to submit plans showing elevation, plan views and measurements so these can be approved by the organiser and the Venue.

Space Only exhibitors must order their mains electricity requirements through PICO. This can be done by completing the Electrical order form for Space Only stands. We recommend you place your order before the deadline date stated on the order form to avoid surcharges.

If you have a space only stand at the exhibition, you have a legal obligation to build your stand to the required standards as detailed in this manual. To ensure that you are building your stand to the correct regulations, plans are required to be submitted to Essential Events for approval to build.

- On Space Only sites, the minimum wall height is 2.5m, the maximum is 3m. All space on the reverse of the wall (above 2.44m) **MUST** be dressed in plain white, as this could be looking over a neighbouring stand
- The Principal Contractor must supply a Risk Assessment and Method Statement along with your stand plans. We have provided some more detailed information and templates on pages 47 and 43 to help you to understand your responsibilities here and the responsibilities of your contractor(s).
- The choice of a stand fitting contractor is at the discretion of the exhibitor. The Organisers must be notified of any such contractors using the Space Only Undertaking Form.
- Exhibitors are responsible for all actions of any contractors they employ to work for them at the show. Any damage caused by contractors will be charged directly back to the employing exhibitor. Likewise, we hold exhibitors responsible for any misconduct by their employed contractors while at the show.
- The design of the stand must be such that it can be erected and dismantled within the time available.
- ALL exhibitors must ensure that they, or their Stand Building Contractor, submit a Risk Assessment for the build and breakdown period, a Method Statement along with their stand plans.
- Fixings to Building Structures - All stand construction must be completely self-supporting and no fittings, rigging or painting may be made to any part of the permanent structure, columns, flooring or fittings of the hall. Any damage or discolouration to the exhibition hall will be invoiced to the exhibitor.
- Under no circumstances will exhibitors be permitted to display company names, logos, lettering or branding of any kind, on to the rear of party walls overlooking neighbouring stands. This must be dressed in plain white.

- On dividing sites, space only exhibitors must supply, erect and decorate walls facing onto their stand areas and gangways up to a minimum height of 2.5m. The reverse of all walls higher than 2.5m are to be painted / finished to an acceptable standard in white.
- Space only exhibitors must supply their own walling and must not use the backs of walls provided by other exhibitors.
- All stand structures, signs, exhibits, etc., must be confined within the area allotted and may not project into or over the gangway.
- All work must be carried out using non-flammable material.
- It is essential that all stand construction, especially when of a pre-fabricated nature, shall commence at the earliest possible moment. While the Organisers will do everything possible to ensure that the allocated area is clear to build on, they cannot guarantee this availability once other stands are on the way to completion.
- Please be considerate to other exhibitors when unloading your goods in the halls and ensure you do not use neighbouring stands to store goods or work on or block gangways. This can be a source of irritation to fellow exhibitors when trying to set stands up. Please also ensure that you place any rubbish in the gangways rather than on other stands. Wherever possible rubbish should always be put into rubbish bags to minimise trip hazards.
- If an exhibitor erects a stand which does not conform fully to the requirements of the Organisers and local laws, the Organisers shall be at liberty to enter onto the exhibitors stand and alter, demolish and/or reconstruct said stand to make it conform to the regulations and requirements. The exhibitors shall, on demand, repay the Organisers all expenses incurred by them in respect of such alterations, demolition and reconstruction.
- It is the responsibility of the exhibitor to ensure the stand is being built to the correct marks. If there is any doubt regarding the allotted floor space, please check with the Organisers' Office before commencing any building work.
- If you intend to do any construction work on-site, please be considerate to others, e.g. please do not work on other people's stands and please be aware of any dust or noise generated by your work and keep this to a minimum.
- All space only stands should clearly display their stand number.
- Modular or "Pop Up" displays (unless expressly designed to do so) cannot be used as the only stand construction on a space only stand. Appropriate walling must be ordered to separate the stand from its neighbour(s) and to give an acceptable level of dressing.
- Any sub-contractors that are employed to work with the exhibitor's contractor will need to have a suitable Health and Safety policy, have provided suitable training to their staff to carry out their tasks safely, and can produce a sufficient Risk Assessment and Method Statement.

Contact: Essential Events

Tel: +44 (0)1926 470 100

Email: info@essentialevents.co.uk

Deadline: Friday 1st September.

If you require further clarification, please contact asia@bettshow.com

SUBMISSION OF DRAWING

All Space Only stands must submit drawings of their stands for approval. Drawings showing all proposed construction must be submitted and approved before any work is started. Please note that failure to comply with this requirement may result in refusal of permission to erect the stand.

Deadline: Friday 1st September.

Submission details required:

- Plan view, showing the dimensions and positions of audio-visual equipment, walling, seating, features, major working exhibits and demos.
- Stand number is important.
- Plan of each elevation showing all dimensions and overall build height.
- A Risk Assessment and Method Statement.
- Details of build and construction materials.
- Health and Safety Policy and Health and Safety Plan.
- Public Liability insurance certificate from the stand contractor.
- Full contact details for your stand contractor/designer.
- Health and Safety form.

HEIGHT RESTRICTIONS

Maximum height of stand: 3 metres. Please send all Space Only stand plans to Essential Events for approval.

Contact: Essential Events

Tel: +44 (0)1926 470 100

Email: info@essentialevents.co.uk

BACK WALLS TO STANDS / NEIGHBOURING STANDS

The inclusion of large, enclosed areas within a stand can only be permitted with the Organisers' prior written permission. Dividing wall on divided sites, you are responsible for erecting and decorating side and back walls facing onto your stand areas to a height of 2.5m. Walls above this height must be clad and decorated on both sides, with the reverse side being decorated from 2.5m upwards by the exhibitor who has them erected. Such walls overlooking adjoining stands must be finished in a neutral plain colour only.

The minimum height for dividing walls is 2.5m.

The maximum height for any walling is 3m

CONSTRUCTION MATERIALS

Materials used for the construction of exhibition stands, staging and events infrastructure should meet with international standards of material fire acceptability. Materials must be non-combustible and inherently non-flammable.

SHELL SCHEME STANDS

All Shell Scheme stands will be built by our official contractor, PICO. This is a system shell, shown in the image on page 31.

All shell scheme stands are 2.5m high.

Each shell scheme panel is 1000mmW x 2500mmH with a graphic size of 950mm x 2260mm(H). The graphic size being equal to the panel size.

We would advise that you contact PICO for all shell scheme graphics as they are the shell scheme provider.

CARPET

The hall is carpeted, however should you wish to order a different colour carpet please contact Pico by **Friday 1st September**.

ELECTRICS

The Shell Scheme stands have an electrical package including x2 spotlights and x1 sockets.

You are permitted to use 4-way plug extenders, but please note one 4-way lead should be used per fixed socket outlet, subject to a maximum loading of 500 watts total and its plug should be fused accordingly. The maximum flexible cord length is 2 metres from plug to equipment. Multi-way plug-in types cannot be used.

The only socket suitable for use with a 4-plug extension lead is a 500w socket.

Top Tip...

A quick way for you to figure out how many watts you'll need is to check your appliance, find out how many amps it uses then multiply that by 230 (Thai volts from mains power) and then you'll have your answer. Example: A TV says it uses 1.6 amps, if you multiply that by 230; you get 368 watts so you'll need at least a 500watt socket.

FURNITURE

The Shell Scheme stand package includes the following furniture based on the stand size:

Stand Area (Sqm)	4	6	9	12	15	18	27	36
Reception Desk	1	1	1	2	2	2	3	4
Folding Chair	2	2	2	4	4	4	6	8
Waste Basket	1	1	1	1	1	1	1	1
Spotlight	2	2	2	3	3	4	6	8
Power Socket	1	1	1	2	2	2	3	4

If you would like to order additional furniture, please do so using the details below. Please note that orders made after the deadline date will incur a 50% surcharge, and any onsite orders are subject to availability and will incur a 100% surcharge.

See order form on page 37-39.

Deadline: Friday 1st September

Contact: Johnny Leen

Tel: +60 3 6275 5990 Ext:392

Email: johnny.leen@pico.com.my

GRAPHICS

Whether you're after adhesive logos, pop-up banners or seamless wall panels, graphics are a great way of boosting your brand presence on-site.

Graphics are **not** included within the Shell Scheme and Space Only package unless specifically mentioned.

If you wish to order graphics for your stand, please see details below:

See order form on page 41-42.

Deadline: Friday 1st September

Contact: Johnny Leen

Tel: +60 3 6275 5990 Ext:392

Email: johnny.leen@pico.com.my

NAMEBOARD

Nameboards are supplied to all shell scheme stands. This will have the exhibitor logo, company name and stand number.

You will receive one nameboard per open side. Please remember to complete the shell scheme nameboard form to indicate how you wish your company name to appear. In the event that this form is not received, your nameboard will be made up with the name on your original stand contract and any changes onsite will be subject to a charge.

It is important that your details remain consistent on all listings of the show, i.e. show catalogue, online profile etc., for the ease of all visitors.

See order form on page 39.

Deadline: Friday 1st September

Contact: Johnny Leen

Tel: +60 3 6275 5990 Ext:392

Email: johnny.leen@pico.com.my

SHELL SCHEME STAND REGULATIONS

The official shell scheme contractor, Pico, must carry out all construction work on the shell scheme.

Hyve Group requests that the following as part of your shell scheme regulations.

- If you intend to do any construction within the confines of your shell scheme stand you will need to submit your stand plans, Risk Assessment for the construction activity and method statement to Essential Events. Please note that this is subject to approval.
- Please do not nail, screw or staple anything into the Pico shell scheme. Any damage caused to the shell scheme is chargeable and will be passed back to the exhibitor. Your shell scheme contractor will be pleased to offer advice on fixing to the shell scheme.
- Under no circumstances may exhibitors paint the shell scheme. Changes to the wall panel colour must only be carried out by the official shell scheme contractor and will be charged for.
- If you wish to block in any open sides of your stand, you must obtain permission from the Organisers before any arrangements are made. At least two thirds of each open side must remain open unless fitted with approved transparent material; any additional walling should be ordered directly with Pico and will be subject to a charge.
- No alterations to the shell scheme will be permitted without prior agreement with the shell scheme contractor and the Organisers. Interior work must be designed and constructed so that it does not damage or interfere with the shell scheme.
- Please note that no items are to be fixed or suspended from the fascia or ceiling grid as this could affect the structural integrity of the stand as some parts are not designed to be weight bearing. Pico are happy to provide advice and you must ensure that you consult with Pico if you do wish to do this.
- The introduction of additional sections, such as end sections for aesthetic purposes is not permitted as it prevents unrestricted access to firefighting and emergency related equipment. The maximum height for the Shell scheme is 2.5 meters only. However, should there be any request to display materials which exceeds the height limit of the shell scheme stand, please contact the show Organiser for permission and approval.
- PICO reserves the right to impose charges on any modifications applied to any parts of the Shell Scheme stand.

IMPORTANT! Please complete all of the appropriate forms from Pico.

STAND VISUALS

The below sample visual is for reference only. The package booked with the show Organiser may look different depending on the stand size, location and orientation. Some larger stands may require additional pole support on its open sides.

The Shell package includes the following (on top of furniture package above):

- Pifex System Structure- Fascia Board, Fascia Board



ORDER FORMS

BETT ASIA 2023

**AV EQUIPMENT
DEADLINE : 1 SEPTEMBER 2023**

Exhibitor to complete all details and email to johnny.leen@pico.com.my

Company: _____	Stand Number: _____
Address: _____	
_____	Country: _____ Postcode: _____
Telephone: _____	Fax: _____ E-Mail: _____
Contact: _____	Position: _____ Signed: _____ Date: _____

No.	Description	Price (THB per event)	Qty	Total (THB)
1	32" LCD TV	15,000.00		
2	40" LCD TV	19,000.00		
3	50" LCD TV	25,000.00		
4	60" LCD TV	31,500.00		
5	HDMI Cable 3m	450.00		
6	HDMI Cable 5m	650.00		
7	HDMI Cable 10m	800.00		
8	TV Stand 1.5m H	800.00		
Grand Total (THB)				

IMPORTANT NOTES:

- The price above is quoted based on 1 event, supplied on rental basis.
- Orders are only valid with full payment made payable to Pico International (M) Sdn Bhd before installation day.
- The wire transfer fee for payment shall be the customer's responsibility.
- Orders received after the deadline will be subjected to a 50% late-order surcharge (this does not apply to late exhibitors) and 100% on-site surcharge for all orders.
- Customer is responsible in the case of the AV equipment is stolen/damaged during the event.

Please fill in and return to:
Mr. Johnny Leen johnny.leen@pico.com.my

Exhibitor to complete all details and email to johnny.leen@pico.com.my

Company: _____	Stand Number: _____
Address: _____	
_____ Country: _____	Postcode: _____
Telephone: _____	Fax: _____ E-Mail: _____
Contact: _____	Position: _____ Signed: _____ Date: _____

ITEM	UNIT PRICE (BAHT)	SIZE (m x m)	CARPET COLOUR	TOTAL (BAHT)
Needle Punch Carpet	300.00/sqm			
Grand Total				

IMPORTANT NOTES:

1. Please refer to the carpet colour sample at the following page.
2. Carpet colour is subject to availability. Colour may vary in actual.
3. The price above is quoted based on 1 event, supplied on rental basis.
4. Orders are only valid with full payment made payable to Pico International (M) Sdn Bhd before installation day.
5. The wire transfer fee for payment shall be the customer's responsibility.
6. Orders received after the deadline will be subjected to a 50% late-order surcharge (this does not apply to late exhibitors) and 100% on-site surcharge for all orders.

Please fill in and return to:
Mr. Johnny Leen johnny.leen@pico.com.my

CARPET CATALOG

Needle Punch Carpet : Standard Color



A1 - DARK RED



A2 - DARK GREEN



A3 - BLUE



A4 - DARK BLUE



A5 - DARK GREY



A6 - GREY



A7 - BLACK



A8 - RED



A9 - GREEN



A10 - CREAM



A11 - BEIGE



A12 - BLACK & WHITE



A13 - CHOCOLATE



A14 - BROWN

Needle Punch Carpet : Special Color



AS1 - ORANGE



AS2 - YELLOW



AS3 - PINK



AS4 - PURPLE



AS5 - SKY BLUE



AS6 - WHITE



AS7 - Rose



AS8 - GREEN APPLE

Exhibitor to complete all details and email to: johnny.leen@pico.com.my

Company: _____ Stand Number: _____
 Address: _____
 _____ Country: _____ Postcode: _____
 Telephone: _____ Fax: _____ E-Mail: _____
 Contact: _____ Position: _____ Signed: _____ Date: _____

No.	Description	Price (THB per event)	Qty	Total (THB)
Section A: Equipment rental service / Plus individual fitting				
1	LED tube light 20W. 1.2 m long (White Light)	980.00		
2	Spotlight LED 12W. standard (Yellow Light)	1,000.00		
3	Spotlight LED 12W. with arm 30 CM. (Yellow Light)	1,100.00		
4	Down Light LED 18watt (Yellow light)	1,000.00		
5	Down Light Halogen 50W. (Yellow light)	1,100.00		
6	Spotlight Halogen 50W. with stainless arm 20cmL (Yellow light)	1,300.00		
7	Floodlight LED 20watt	3,500.00		
8	Floodlight LED 50watt	4,300.00		
9	Floodlight LED 100watt	4,500.00		
Section B: Socket for Exhibits				
10	Socket 5 Amp (5 Amp fuse) 220 V. 50 Hz.	1,700.00		
11	Socket 5 Amp (5 Amp fuse) 220 V. 50 Hz., 24 Hrs.	3,400.00		
12	Socket 15 Amp / 220 V. Single Phase 50 Hz.	5,800.00		
Section C : Main Breakers for Exhibits and Lighting				
13	Breaker 15 Amp / 220 V. Single Phase 50 Hz.	8,250.00		
14	Breaker 30 Amp / 220 V. Single Phase 50 Hz.	14,000.00		
Grand Total (THB)				



Fluorescent tube light 18W
1.2 mL (White light)



Spotlight LED 12W standard
(Yellow light)



Spotlight LED 12W with arm
(Yellow light)



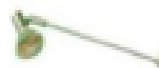
Down Light FL 18W.
(White light)



Down Light LED 18watt
(Yellow light)



Down Light Halogen 50W.
(Yellow light)



Spotlight Halogen 50W.
with stainless arm 20cmL.
(Yellow light)



Floodlight LED 20watt
(White light)



Floodlight LED 50watt
(White light)



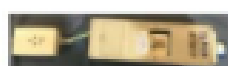
Floodlight LED 100watt
(White light)



Socket 5 Amp, 220V, 50Hz



Socket 5 Amp, 220V, 50Hz (24hrs)



Socket 15 Amp / 220 V.
Single Phase 50 Hz.



Breaker 15 Amp / 220 V.
Single Phase 50 Hz.



Breaker 30 Amp / 220 V.
Single Phase 50 Hz.

IMPORTANT NOTES:

Please fill in and return to:
 Mr. Johnny Leen johnny.leen@pico.com.my

Exhibitor to complete all details and email to: johnny.leen@pico.com.my

Company: _____	Stand Number: _____
Address: _____	
_____ Country: _____	Postcode: _____
Telephone: _____	Fax: _____ E-Mail: _____
Contact: _____	Position: _____ Signed: _____ Date: _____

- The price above is quoted based on 1 event, supplied on rental basis.
- Orders are only valid with full payment made payable to Pico International (M) Sdn Bhd before installation day.
- The wire transfer fee for payment shall be the customer's responsibility.
- Orders received after the deadline will be subjected to a 50% late-order surcharge (this does not apply to late exhibitors) and 100% on-site surcharge for all orders.
- The entitled electrical in package or previously rented item CANNOT be exchanged with new items. New requirement will be deemed as new rental order.
- Customer is responsible in the case of the ordered Electrical item is stolen/damaged during the event.
- Only the official contractor will be permitted to undertake electrical work from the source of supply in the exhibition area.
- If you have special machinery or equipments which require high power consumption, please contact us directly.
- Connect lighting equipment to power sockets or use multiple sockets is **NOT allowed** to avoid the electricity tripping.
- Customers must be fully responsible to any damage occurred from improper usage or self-connecting.
- The standard supplies are 220V with approximately 10% fluctuation. For the safety of your equipment, please use a stabilizer.
- A surcharge of 100% of electrical equipment will be added for 24-hour operating services.
- Any equipment re-location will be charged as below ;

Socket or lighting equipment	- THB650.00 per point
Circuit Breaker 15Amp or 30Amp 1 Phase	- THB1,900.00 per point

Please fill in and return to:
Mr. Johnny Leen johnny.leen@pico.com.my

Exhibitor to complete all details and email to johnny.leen@pico.com.my

Company: _____	Stand Number: _____
Address: _____	
_____	Country: _____ Postcode: _____
Telephone: _____	Fax: _____ E-Mail: _____
Contact: _____	Position: _____ Signed: _____ Date: _____

No.	Description	Size (W x L x H mm)	Price (THB per event)	Qty	Total (THB)
TABLE					
1	UT-112 Rectangular Table	750 x 1800 x 750 mm.	2,100.00		
2	UT-113A White Square Table	750 x 750 x 750 mm.	1,600.00		
3	UT-114A White Round Table	Dia 750 x 750 mm.	1,600.00		
4	UT-115A White Bistro Table	Dia 600 x 1100 mm.	2,100.00		
5	UT-160 Glass Round Table	Dia 650 x 750 mm.	3,200.00		
6	UT-143 Glass Bistro Table	Dia 600 x 1100 mm.	4,100.00		
7	UTG-210 Rectangular Coffee Table	600 x 1000 x 420 mm.	3,200.00		
8	UTW-239 Round White Top Table	Dia 600 x 740 mm.	3,200.00		
CHAIR / SOFA					
9	UC-019 : White Chair / UC-019B : Black Chair	420 x 430 x 770 mm.	1,600.00		
10	UC-121 Grey Plastic Chair	500 x 420 x 770 mm.	640.00		
11	UC-123 Leather Arm Chair	550 x 550 x 870 mm.	1,800.00		
12	UCP-203 White Folding Chair	400 x 390 x 750 mm.	500.00		
13	UCF-219 W Fiberglass White Chair	380 x 460 x 810 mm.	1,700.00		
14	UCL-268 Black Leather Executive Chair	410 x 570 x 850 mm.	1,700.00		
15	UC-018 Barstool (Black)	450 x 850 mm.	1,600.00		
16	UC-124 : White Barstool / UC-125 : Red Barstool / UC-126 : Black Barstool	450 x 380 x 670/870 mm.	2,500.00		
17	UC-132 Square Wood Barstool	360 x 400 x 770 mm.	2,700.00		
18	UCP-243W Plastic White Barstool	350 x 390 x 990 mm.	2,100.00		
19	US-127 : Sofa White Leather / US-127B : Sofa Black Leather	600 x 770 x 690 mm.	2,500.00		
SYSTEM FURNITURE					
20	PT-001 Information Counter	500 x 1000 x 800 mm.	2,100.00		
21	PT-002 2-Tier Information Counter	500 x 1000 x 1000 mm.	2,600.00		
22	PA-001 Lockable Cabinet	500 x 1000 x 800 mm.	2,500.00		
23	PA-005-S Display Plinth (S)	500 x 500 x 500 mmH	1,400.00		
24	PA-005-M Display Plinth (M)	500 x 500 x 800 mmH	1,600.00		
25	PA-005-L Display Plinth (L)	500 x 500 x 1000 mmH	1,800.00		
26	PXS-001 Table Showcase (No lighting)	500 x 1000 x 1000 mm.	7,400.00		
27	PXS-002 Tall Showcase (inc. 1 downlight)	500 x 500 x 2000 mm.	9,600.00		
28	PXS-003 Big Tall Showcase (inc. 2 downlight)	500 x 1000 x 2000 mm.	11,700.00		
OTHER					
29	PA-007 Waste Paper Bin	-	100.00		
30	UA-013 Coat Hanger	1400 mmH	1,300.00		
31	UA-038B Brochure stand (Black)	220 x 1680 mm.	2,100.00		
32	UA-036 Brochure Rack (8 x A4 pockets)	250 x 370 x 1500 mm.	3,100.00		
33	UA-016 Fridge 3.1Q (without socket)	3.1Q	10,500.00		
34	UA-016 Fridge 5.5Q (without socket)	5Q	11,100.00		
35	UA-017 Water dispenser (without socket) [incl. 1 x Gallon of water and 50 x Plastic cups]	360 x 300 x 960 mm.	12,600.00		
			Grand Total (THB)		
Note: PXS-001, PXS-002, PXS-003, UA016, UA017 will NOT be available for rental after order deadline.					

Exhibitor to complete all details and email to johnny.leen@pico.com.my

Company: _____	Stand Number: _____
Address: _____	
Country: _____	Postcode: _____
Telephone: _____	Fax: _____
E-Mail: _____	
Contact: _____	Position: _____
Signed: _____	Date: _____



UT-112
Rectangular Table
750 x 1000 x 750 mm



UT-113 A
White Square Table
750 x 750 x 750 mm



UT-114 A
White round Table
Dia. 750 x 750 mm



UT-112M
White Bistro Table
Dia. 600 x 1010 mm



UT-160
Glass Round Table
Dia. 650 x 750 mm



UT-143
Glass Bistro Table
Dia. 600 x 1100 mm



UTG-210
Rectangular Coffee Table
600 x 1000 x 420 mm



UTW-239
Round White Top Table
Dia. 600 x 740 mm



UC-019 / UC-019B
White Chair / Black Chair
630 x 500 x 790 mm



UC-121
Grey Plastic Chair
520 x 420 x 770 mm



UC-123
Black Leather Chair
530 x 550 x 870 mm



UCP-203
White Folding Chair
400 x 330 x 750 mm



UCF-219 W
Fiberglass White Chair
380 x 460 x 910 mm



UCL-288
Black Leather Executive Chair
410 x 570 x 850 mm



UC-018
Barstool (Black)
400 x 600 mm



IC-124 / UC-125 / UC-126
White / Red / Black Barstool
450 x 380 x 670/670 mm



UCW-132W
Square Wood Barstool
360 x 400 x 660/770 mm



UCP-243W
Plastic White Barstool
380 x 360 x 990 mm



US-127 / US-127B
Sofa White / Black Leather
800 x 770 x 990 mm



PT-001
Information Counter
600 x 1000 x 900 mm



PT-002
2-Tier Information Counter
500 x 1000 x 1000 mm



PA-001
Lockable Cabinet
800 x 500 x 800 mm



PA-005 - S
Display Plinth - S
300 x 500 x 900 mm



PA-005 - M
Display Plinth - M
500 x 500 x 800 mm



PA-005 - L
Display Plinth - L
500 x 500 x 1000 mm



PXS-001
Table Showcase
500 x 1000 x 1000 mm



PXS-002
Tall Showcase
500 x 500 x 2000 mm



PXS-003
Big Tall Showcase
500 x 1000 x 2000 mm



PA-007
Waste Basket



UA-013
Coat Stand



UA-038B (Black)
Brochure Stand
220 x 1680 mm



UA-036 (6x44 pockets)
Brochure Stand
250 x 530 x 1500 mm



UA-016 (3.1Q)
Fridge 3.1Q
450 x 470 x 150 mm



UA-016 (5Q)
Fridge 5Q
680 x 530 x 1100 mm



UA-017
Water Dispenser
380 x 300 x 980 mm

Exhibitor to complete all details and email to johnny.leen@pico.com.my

Company: _____	Stand Number: _____
Address: _____	
_____ Country: _____	Postcode: _____
Telephone: _____	Fax: _____ E-Mail: _____
Contact: _____	Position: _____ Signed: _____ Date: _____

- The price above is quoted based on 1 event, supplied on rental basis.
- Orders are only valid with full payment made payable to Pico International (M) Sdn Bhd before installation day.
- The wire transfer fee for payment shall be the customer's responsibility.
- Orders received after the deadline will be subjected to a 50% late-order surcharge (this does not apply to late exhibitors) and 100% on-site surcharge for all orders.
- The entitled furniture in package or previously rented item CANNOT be exchanged with new items. New requirement will be deemed as new rental order.
- Customer is responsible in the case of the ordered Furniture is stolen/damaged during the event.

Please fill in and return to:
Mr. Johnny Leen johnny.leen@pico.com.my

Exhibitor to complete all details and email to johnny.leen@pico.com.my

Company: _____	Stand Number: _____
Address: _____	
Country: _____	Postcode: _____
Telephone: _____	Fax: _____ E-Mail: _____
Contact: _____	Position: _____ Signed: _____ Date: _____

THIS FORM APPLIES TO SHELL SCHEME EXHIBITORS ONLY.
 "RAW SPACE" EXHIBITORS MUST PREPARE OWN NAME AND STAND NUMBER
 AND SHOULD ENDORSE "NOT APPLICABLE " ON THIS FORMS.

- 1) Fascia Name will be in upper case, standard 70mmHt sticker English letterings (max 20 letterings)
- 2) Please write in capital letters, no symbol.
- 3) In all cases, abbreviations will be used i.e. Company = CO., Limited = LTD
- 4) Failure to submit the request after the deadline, the name on signed contract will be used.
- 5) Any changes on site will be charged 2000 Baht per set of fascia name

Please note that this form is applicable to SHELL SCHEME stands only.

--	--	--	--	--	--	--	--	--	--	--	--	--	--

Please list items which you do not require in the shell scheme package
 **Cancelled items cannot be exchange to new ones.

- | | |
|----------|----------|
| 1) _____ | 4) _____ |
| 2) _____ | 5) _____ |
| 3) _____ | 6) _____ |

Please fill in and return to:
 Mr. Johnny Leen johnny.leen@pico.com.my

EXHIBITION EVENT INFORMATION			
Event / Exhibition Name	BETT ASIA		
Booth Name		Booth No	
BILLING INFORMATION			
Company			
Company Address			
Person In Charge			
Contact No. (Office)		(Mobile)	
Email Address			







NO	ITEMS	UNIT COST(BAHT)	QTY	TOTAL COST (BAHT)
1	Digital Inkjet Print On System Panels (Printing Size: 0.95m x 2.26mH) Direct mounting of inkjet print on individual panels. The poles securing the panels will be seen.	2,900/panel (1 metre)		
2	Digital Inkjet Print On Compressed Foam (Printing Size: 1.0m x 2.40mH) Mounting of inkjet print on compressed foam before mounting on the system wall. The print will look like an entire mural without having poles in between.	5,000/panel (1 metre)		
3	Inkjet Sticker on Fascia Board (Printing Size: 3.0m x 0.16mH)	650/unit		
4	Compress Foam on Fascia Board (Printing Size: 3.0m x 0.35mH)	1,980/unit		
5	Inkjet Sticker on Information Desk (Front Printing Size: 0.95m x 0.62mH)	820/unit		
6	Compress Foam on Information Desk (Front Printing Size: 1.03m x 0.75mH & Side : 0.535m x 0.75mH)	2,200/unit		
7	Inkjet Sticker on Low Show Case (Printing Size: 0.95m x 0.62mH)	820/unit		
8	Inkjet Sticker on High Show Case (Printing Size: 0.95m x 0.89mH & Top : 0.95m x 0.145mH)	1,750/unit		
9	Inkjet Sticker on Curve Counter (Printing Size: 1.533m x 0.89mH)	1,370/unit		
10	Roll Up Banner (Printing Size: 0.8m x 2.0mH)	2,750/unit		
			Sub Total	
			Grand Total :	

IMPORTANT NOTES:

- 1) Please refer to the next page for printing items appendix.
- 2) Kindly send us the final artwork in AI format / high resolution PDF as well as the same copy in JPEG for reference
- 3) Late order: Any late orders received after the deadline (**1st Sept 2023**) is subject to availability
- 4) Any cancellation before/on **1st Sept 2023** will be charged 50% on the item priced, 100% cancellation fee will be charged for order cancelled after **1st Sept 2023**
- 5) All orders must be accompanied with full payment either in cheque/cash/credit card/ Telegraphic Transfer to **PICO INTERNATIONAL (M) SDN BHD**, otherwise it is not valid. All bank charges must be borne by exhibitor
- 6) Please email the printing order form to johnny.leen@pico.com.my

Please fill in and return to:

Mr. Johnny Leen johnny.leen@pico.com.my

Printing Items Appendix	
	
Digital Inkjet Print On System Panels	Digital Inkjet Print On Compressed Foam
	
Inkjet Sticker on Fascia Board	Compress Form on Fascia Board
	
Inkjet Sticker on Information Desk	Compress Form on Information Desk
	
Inkjet Sticker on Low Show Case	Inkjet Sticker on High Show Case
	
Inkjet Sticker on Curve Counter	Roll Up Banner

METHOD STATEMENT

Please note that this simplified form may be inadequate for the larger, complex stands and exhibitors should therefore submit their own version.

Company Name:	
Stand No:	
Responsible Person:	
Stand details & location:	
Access:	
Erection & timetable:	
Stability:	
Lifting:	
Scaffolding:	
COSHH:	
Environment:	
Services:	
Safety features:	
Exhibits:	

PLEASE RETURN TO:
Asia@bettshow.com

SPACE ONLY UNDERTAKING FORM

To be submitted by 1st September 2023

This form should be completed only by the space only stand contractor, responsible for the onsite construction, as detailed on the space only stand contractor form. In the event that an exhibiting company are intending to build the stand utilising their own staff, this form should be completed by the stand Project Manager

Exhibiting Company Name	
Contracting Company Name	
Contact Name	
Onsite Contact	
Mobile Number	

Stand No.	
Contracting Company Address	
Postcode	
Email	

Contractor undertaking

I/We agree to adhere to the following regulations (PLEASE TICK):

- To provide our own walling and not use the back of neighbouring stands
- That no open sides will be walled in more than a third unless otherwise agreed with Hyve Group.
- That the reverse of all walls higher than 2500mm are to be painted/finished to an acceptable standard in white and not feature any branding.
- That all flooring for the stand will be supplied by us the contractor, and removed by us.
- That I will provide rubber material to protect the hotel carpet/marble floor.
- That all stand fitting materials including flooring and carpet tape will be removed and disposed of by us at the end of the show.
- To re-submit stand plans for approval if changes are made to the plans after approval has been received.
- That the stand will not exceed the maximum 3m height limit for the show.
- To construct, dismantle and remove the stand within the allotted time frame as indicated in the timetable in the Bett Asia 2023 exhibitor manual.
- I have read and agree to the hotel's contractor's terms and conditions and signed and returned the document to Essential Events.
- I have a copy of the site induction information and understand my responsibility to pass this onto all staff I bring onsite, including my clients staff and any sub-contractors, couriers etc. that I cause to enter the halls.

Contractors undertaking to be read & signed:

I/We agree to be bound by your conditions and in particular:

1. To read and comply with all the rules and regulations relating to the exhibition, the construction times and all regulations applying to the exhibition premises as outlined in the exhibitor manual. The exhibitor manual is available from Essential Events on request.
2. To read the health & safety section of the online manual and refer to the G-Guide for any further information in order to comply with all health & safety requirements for the event.
3. To ensure all persons employed by us, our client and our sub-contractors that come onsite read the site induction information and comply with all health and safety requirements for the event.
4. That I am in possession of my company's health and safety policy and confirm our employees have had sufficient training to carry out their tasks safely and competently for the event.
5. That I am in possession of an event specific risk assessment, method statement and construction phase plan for the event which will be forwarded to Essential Events and available for inspection on site.
6. That I have checked that our sub-contractor(s) (if applicable) has a suitable and sufficient health and safety policy for the event.
7. That I have checked that our sub-contractor(s) (if applicable) has provided training for their employees to carry out their tasks safely and competently for the event.
8. That I have checked that our sub-contractor(s) (if applicable) has a suitable risk assessment and method statement for the event which is venue and event specific.
9. To comply with all instructions given by the organisers and health and safety officers on site.
10. To refrain from canvassing within the exhibition during the organiser's period of tenancy.
11. To be responsible for and making good any damage which may be done to any property, by any of our employees, howsoever caused.
12. To remove from the exhibition premises, within the time fixed by the organisers, all fixtures and properties brought into or installed in the premises by us. This condition embraces the complete removal of all rubbish, scrap and waste occasioned by the execution of our work.
13. To see that all persons employed by us are provided with the necessary passes and that such passes issued are used properly and visibly worn at all times whilst on the premises. (Contractor passes are not valid during show open hours)
14. To employ only those sub-contractors who agree to conform to the above conditions.

Please note official contractors such as PICO will pass on safety information to Hyve Group; therefore you do not have to supply this.

Please check this box to confirm you and your contractor(s) have fully read and understood the Bett Asia 2023 COVID-19 exhibitor guidance

I have read and agree to adhere to the above terms and conditions taking full responsibility for all actions and consequences.

Signature of authorised person: _____

Date: _____

Print Name of authorised person: _____

Position: _____

BETT ASIA 2023 HEALTH AND SAFETY FORM

It is a condition of exhibiting that every exhibitor completes the below Health and Safety form.

Please submit this form as soon as possible by sending it to - Asia@bettshow.com

Company Name	
Stand Number	

Step 1 - Onsite Health and Safety Contact Information

Please provide us with contact information for a member of your staff that will be onsite at the show and who we can contact regarding any Health and Safety matters concerning your stand.

Name	
Position	
Email Address	
Mobile Number	

Step 2 - Risk Assessment and Onsite Risks - MUST BE COMPLETED

All stand staff have been made aware of everything that will be on our stand and have been trained on preventative measures to prevent any hazards from occurring

Our Company has its own Health & Safety Policy, which all employees are aware of

For completion of SPACE ONLY stands ONLY

I have ensured that our stand contractor(s) will supply a sufficient Method Statement, Stand Plans and Risk Assessment and he/she has satisfied me of their competence to undertake the tasks required of them

My stand contractor and their staff have been made aware of everything that will be on our stand and have been trained on preventative measures to prevent any hazards from occurring

If you have identified any items that are of a medium or high risk, or items of special risk, please give details of the risk(s) in the box below together with the action you intend to take to minimise the risk.

Please note you may be required to send further details concerning the risk(s) and your stand may be visited on site to check the risk(s). Please ensure you bring a copy of your Risk Assessment to the show as you may be required to show it to the appropriate authorities whilst on site.

Space Only stands must submit their risk assessments, along with a method statement and stand plans to info@essentialevents.co.uk by Friday 1st September.

TO BE SIGNED BY A COMPETENT PERSON WITHIN THE EXHIBITING COMPANY

Authorised By.....Date

SignedPosition

RISK ASSESSMENT

ALL EXHIBITORS (BOTH SHELL AND SPACE STANDS) MUST CONDUCT A RISK ASSESSMENT. EXHIBITORS WITH FIVE OR MORE EMPLOYEES HAVE TO RECORD THE SIGNIFICANT FINDINGS OF THEIR RISK ASSESSMENT.

YOUR DETAILS	
Company Name:	Stand No:
Name:	Mobile No:
Address:	Town:
Country:	Date Completed:
Email Address:	

Instructions for completing your Risk Assessment:

- **Section A**
 - Please tick the risks that are relevant to your stand, and what you will have on your stand.
 - A minimum of 3 risks is required; anything less and the form will not be accepted as complete.
 - This section is to be filled in for all activity of your stand that may pose a risk.
- **Section B**
 - Please complete this section if there are any other risks that are relevant to your stand which are not mentioned in section A

Please note you do not need to submit your Risk Assessment, however you will need to bring a copy of it to the show. You may also be required to send further details concerning the risk(s) and your stand may be visited on site to check the risk(s).

Space Only stands must submit their risk assessments, along with a method statement and stand plans to info@essentialevents.co.uk by Friday 1st September.

RISK ASSESSMENT SECTION A - SELECT RISKS RELEVANT TO YOUR STAND						
TASK / ACTION	HAZARD	PERSONS AT RISK	RISK LEVEL <i>High</i> <i>Medium</i> <i>Low</i>	CONTROL MEASURES <i>Precaution measures that are required: (include current/existing control measures).</i>	LIKLIHOOD <i>High</i> <i>Medium</i> <i>Low</i>	SELECT <i>Mark X</i>
This task can create this Hazard	This Hazard affects these people	Exhibitors Contractors Visitors	The Risk Level must always be higher than the Likelihood (one level only)	The control measures ensure the likelihood levels are lower than the Risk Levels by safety measures put in place.	The Likelihood levels should be lower than the Risk levels (one level only)	
Unloading of Packaging	Trips over discarded packaging.	E, C	High	Remove all packaging as it's produced.	Low	
Unloading items / marketing materials / brochures	Back strain from lifting	E, C	High	Staff will be trained in manual handling and a trolley will be used where necessary	Low	
Working at height	Materials and tools dropped on the people below	E, C, all others	Medium	Ensure people stay away from the area and provide personal protective equipment for all staff at risk (hard hats, high vis)	Low	
IT Equipment (laptop, TV, etc.)	Trips over power cables	E, C, all others	High	Ensure all wires are taped down using hazard tape	Low	
Electrics	Electric shock	E, C, all others	Medium	All liquids to be kept away from electrics, and any spills will be cleaned up immediately	Low	
Displaying brochures	Fall and cause someone to trip	E,C, all others	High	Use a literature rack to display	Low	
Displaying brochures on literature rack	Fall over and injure someone	E,C, all others	High	Ensure it is secure before loading brochures	Low	
Pull-up banner	Fall over and injure someone	E,C, all others	High	Ensure it is secure before leaving it	Low	
Pull-up banner	Trips, slip	E,C, all others	High	Pull-up banner not to be placed in the walk-way or entrance to stand	Low	
Attaching graphics to shell scheme walls	Damage to the walls	Other	Medium	Ensure the recommended tools in the exhibitor's manual are used (e.g. Velcro, double sided tape etc.)	Low	
Attaching graphics to shell scheme walls	Fall over	E, C	Medium	Use a step ladder to put up graphics and ensure someone is there to help	Low	

SITE INDUCTION INFORMATION

IMPORTANT - ALL SITE INDUCTION INFORMATION BELOW **MUST BE READ BY ANYONE ENTERING THE HALLS** DURING BUILD UP OR BREAKDOWN. Access to the halls may be refused to any person who is unable to confirm that they have seen and understood this information.

Health and safety is everyone's responsibility and works being carried out should comply with the rules and regulations set out in the exhibitor manual and the venue external contractors terms and conditions

Knowing and sharing – you must ensure that everyone coming onsite to work on your project and their teams fully understand this induction information, as well as the Stand Build, Risk Assessment, Method Statement and Construction Phase Plan.

Consider those working around you – it is vital that you plan and are prepared to work in a way that considers other work going on in the hall so that your actions do not endanger others.

Strictly no admission to children under the age of 16 during build-up and breakdown

HARD SOLED SHOES MUST BE WORN IN BUILDUP AND BREAKDOWN

Hard hats must be worn on this site at all times

HI-VIS MUST BE WORN IN THE

Report all accidents immediately

A tidy area is a safer area

BUILD UP	HALL OPEN	ACCESS FOR
Tuesday 3rd October	08:00 – 22:00	Space Only exhibitor and contractor access
	15:00 – 22:00	Shell scheme exhibitor access
	22:00	Hall closes

OPEN	HALL OPEN	EXHIBITION
Wednesday 4 th October	08:00 – 18:00	09:00 – 18:00
Thursday 5 th October	08:00 – 17:00	09:00 – 17:00

BREAKDOWN	HALL OPEN	HALL CLOSED
Thursday 5 th October	17:00 – 19:00	Shell scheme exhibitors must clear
	17:00 – 23:00	Space Only stands removal
	23:00	Hall closes

VEHICLES AND UNLOADING

- FOLLOW INSTRUCTIONS from Traffic staff and park in designated or instructed areas only.
- VEHICLE MOVEMENT – be aware of forklift truck movement and all other vehicle movement at all times. Vehicles have priority in loading areas, and anyone entering these areas should be aware of this.

WELFARE LOCATIONS



The Organisers Office is located outside the Crystal Hall in the foyer area. Visit for site information and H&S queries.



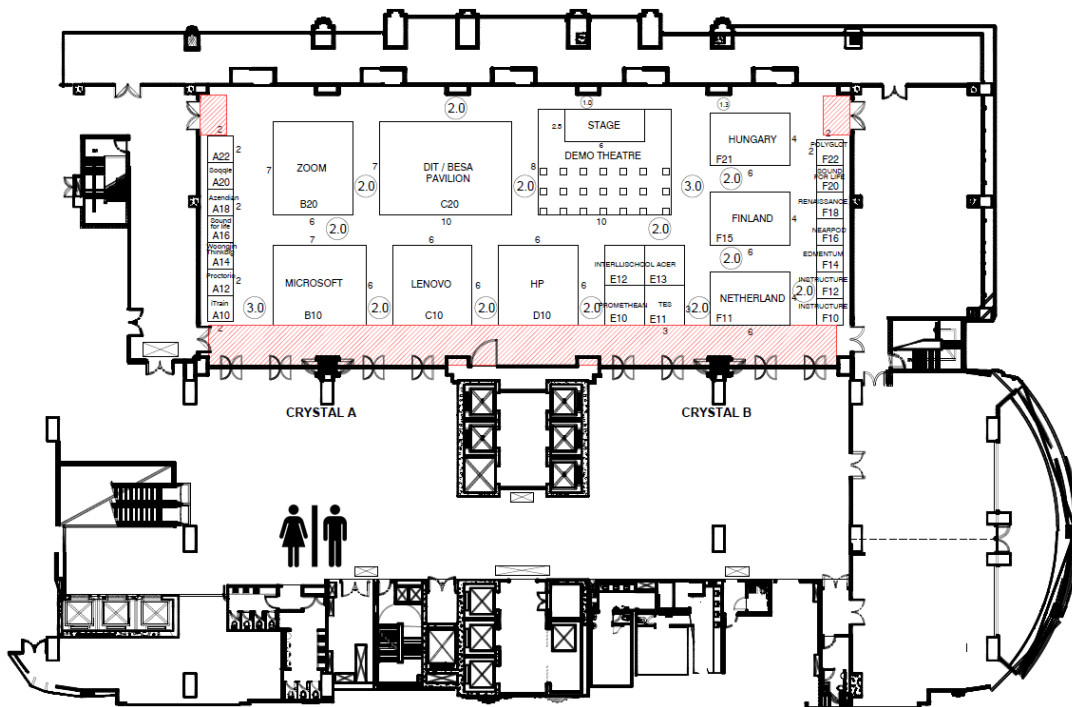
PICO are located in the hall for any electrical, shell build or AV/furniture/carpet queries



There are water fountains located in the exhibition hall during build and breakdown



If you require medical assistance please report it to the nearest security person or organiser. First aiders can be reached via the hotel lobby or call + 66 2650 8700



EMERGENCY INFORMATION

- Listen to tannoy messages and follow these instructions at all times
- Please use the following numbers to alert the emergency services:

EMERGENCY NUMBERS IN ASIA: CONTACT DETAILS:

All Emergencies: 911 or 191

Police: 191

Ambulance: 1669

Fire department: 199

If you need assistance during your time at The Athenee, Bangkok, you can speak to the nearest member of the security staff, or the Organisers Office, who will be happy to assist



Evacuation Procedure: Leave the building by the nearest exit and you will be directed to your nearest assembly point.

Measures and reactions to immediate, life threatening, emergencies (e.g. evacuation due to fire or terrorist attack) take precedence over any COVID-19 controls. Such measures are not applicable where there is an

COVID-19 SITE SAFETY



Temperature screening will be taking place **at main**



Please **regularly wash** or **sanitise** your hands



We are a **mask friendly event** and encourage face coverings to be worn during close contact working or in crowded spaces. However, if any of your **construction activities** are made **dangerous** by wearing a mask please do not wear one.

Face masks are **mandatory** when taking food or beverage from buffet areas



Avoid **physical contact** where possible.



Ensure you are **thoroughly cleaning** any areas that you are working in.