



# Exhibitor Manual



เพื่อนรักสี่ขา  
**Pets in Wonderland**  
หมาแมวในดินแดนมหัศจรรย์

**15-18 AUGUST 2024**  
HALL 6-8 QSNCC

Organized by:  
**NCC**





Dear Exhibitors of Pet Expo Championship 2024,

“Pet Expo Championship 2024”, the prestigious pet event that gathers all pet’s lover need all under in one roof. It is the largest showcase with comprehensive range of pet products and services in Thailand. It will be held from August 15 – 18, 2024 at Hall 6 - 8 Queen Sirikit National Convention Center, Bangkok, Thailand under management of N.C.C. Management & Development Co., Ltd.

The Organizer has specially prepared this information & order manual to assist exhibitors in their participating in Pet Expo Championship 2024. **Exhibitors are requested to read the manual carefully** and thoroughly in order to be familiar with the preparations and procedures for the exhibition.

To facilitate your participation and ensure smooth operations, exhibitors must adhere strictly to the regulation and submit the order form **within Due Date**

Should you have any queries, please do not hesitate to contact person in charge whose name and numbers have already in this manual, for assistance. During the show time, you are able to contact the organizer at **Organizer’s Room in Front of Hall 7.**

We look forward to assisting you and to welcoming you to Pet Expo Championship 2024

Yours sincerely,

Organizer: Pet Expo Championship 2024

LINE OFFICIAL ACCOUNT FOR EXHIBITOR SERVICE



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## IMPORTANT NOTE

Please pay attention and strictly follow the regulations

- **Please fill in order form and submit within Deadling**

All Exhibitors must fill in the compulsory order form and submit within Deadline.

- **Place Insurance Cashier Cheque for Any Damage , Maintenance Fee and send your intruction (For Raw Space or Booth Construction)**

In case the exhibitor buy raw space and must have construction. The Exhibitor must place the insurance cashier cheque for any damage 1,000 Baht per Sqm. Not including vat 7% ( not exceed 150,000 baht ). Order to pay for “N.C.C. Management and Development Co., Ltd.” If you do not follow this process, the organizer will not allow you to build the construction in any case. Furthermore, the exhibitors must send the model of your construction for permission, and the organizer will approve it and send it back as evidence for you.

**Please fill in Form 2.1**

- **Use of loudspeaker for Demonstration/Presentation**

1. Only the exhibitors reseved 36 Sq.m. up is allowed to use loudspeaker for presentation inside the booth. Under conditions that the booth design with sound speaker location need to be approved following the rules And regulations by the organizer for installation approval in order to avoid disturbance to others except A/V such as TV, Tablet etc. The Noise Level must be under 80 Decibel



2. The Exhibitors are required to fill in Order Form 5 to request to make presentation during the exhibition and submit to N.C.C. Management and Development Co., Ltd. (Exhibition Organizer Department – EO) within deadline. The Organizer reserves the right to decline any demonstration with loud speaker if not received the Form 5 within stipulated deadline.
3. The Demonstrations and or presentation or dress code of presenter must not offend public order and/or good moral.

4. The Demonstrations and or presentations must not interfere with the conduct of business of other exhibitors in terms of sound, not cause any smoke or fumes. The organizer reserved the right to give warning or request exhibitors to stop such activities. The activities must be only inside the exhibitor's booth only. The Organizer reserves the right to suspend, to stop and to cancel all activities in the booth without prior notice.
5. The Exhibitor are requested to use the loud speaker in the booth only within the time slot provided by the Organizer. The organizer reserves the right to provide time slots for using loudspeaker for demonstration/presentation per exhibitor per day on First come, First serve Basis
6. Any loudspeaker to be used during the exhibition must be placed inside the booth and face to exhibitor's stand only and not allow to place near the pathway.
7. It is not allowed to hang TRUSS from the ceiling of the exhibition hall to install the loudspeaker.

- **Safety and Security**

1. General Security will be provided by the organizer 24 hours at the Exhibition Hall.
2. Only the badge issued by the Organizer will be allow to access the exhibition hall according to the In Hall Onsite schedule.
3. If the exhibitor would like to hire special security for their own booth, please fill in order form F6 and submit to N.C.C. Management and Development Co., Ltd. (Event Services Department – ES)
4. DO NOT bring in cooking gas, explosives, radioactive, flammable or dangerous substance into the exhibition hall.
5. The Organizer will not themselves be responsible for the safety of articles of any kind brought into the exhibition hall by the exhibitors, their servants, agents or contractors, members of the public or any person whatsoever. Exhibitors shall make sure that they are fully covered by insurance and take out public liability and comprehensive protection. The period of liability of the exhibitor shall be deemed to run from the time the exhibitor or any of their servants, agents or contractors First enters the exhibition hall, and to continue until all their exhibits and property have been removed.

- **Cleaning**

1. General Cleaning will be provided by the Organizer but not included inside exhibitor's booth. The Exhibitor will be responsible to the cleanliness inside the booth. All rubbish must be put into the garbage bag and place outside the exhibitor's booth at the end of show day everyday. So the General Cleaner will only collect the garbage bag outside the booth.
2. If the exhibitor requires booth cleaning service, please fill in order Form F7 and submit to N.C.C. Management and Development Co., Ltd. (Event Services Department – ES)

- **Food and Beverage**

Outside food and Drink are not allowed to bring inside the exhibition hall, unless official permission provide by the Organizer.

- **Overtime working**

The Exhibitor, Contractors and person involved must notice the Organizer **at least 3 hours** in advance for overtime working.

13 August 2024 ( **Raw Space Only** ) : 13.00 – 24.00 hrs.

14 August 2024 ( **All Space** ) : 08.30 – 24.00 hrs.

All charge will be calculated by Event Services Department, N.C.C. Management and Development Co., Ltd. Bht. 5,000 per booth per hour (not included VAT 7% and one booth security personnel 1 person/booth)



## A: GENERAL INFORMATION

### A1 EXHIBITION

Pet Expo Championship 2024

### A2 THE ORGANIZER

N.C.C. Management and Development Co., Ltd.

(Exhibition Organizer Department – EO)

60 Ratchadapisek Road, Klongtoey, Bangkok 10110

Telephone: +66 2229 3500      Show Website: [www.petexpothailand.net](http://www.petexpothailand.net)

### A3 VENUE

Hall 6 - 8 Queen Sirikit National Convention Center

60 Ratchadapisek Road, Klongtoey, Bangkok 10110

Telephone: +66 2229 3000      Website: [www.qsncc.com](http://www.qsncc.com)

### A4 Show Date and Time

15 – 18 August 2024 : 10.00 – 20.00 hrs.

### A5 Organizer Contact Information

#### PROJECT TEAM

##### Contact Operation Team

Ms. Warisa Rattanawongkot

Tel. +66 2229 3511

Mr. Disorn Boonpokkrong

Tel. +66 2229 3536

Operation Executive

E-mail: [opt02@nccexhibition.com](mailto:opt02@nccexhibition.com)

Operation Executive

E-mail: [opt02@nccexhibition.com](mailto:opt02@nccexhibition.com)

##### Sales Team

1. Ms. Yupha Damrongkongwittayanukul Project Manager

Tel. +66 2229 3546

E-mail: [yupha@nccexhibition.com](mailto:yupha@nccexhibition.com)

2. Ms. Nittaya Phuphung

Tel. +66 2229 3504

Assistant Sales Manager

E-mail: [nittaya.phu@nccexhibition.com](mailto:nittaya.phu@nccexhibition.com)

3. Ms. Phannaphat Phongsuphan

Tel. +66 2229 3502

Sales Executive

E-mail: [phannaphat.pho@nccexhibition.com](mailto:phannaphat.pho@nccexhibition.com)

## VENUE

**N.C.C. Management & Development Co., Ltd. (Event Service – ES)**

**Queen Sirikit National Convention Center**

60 Ratchadapisek Road, Klongtoey, Bangkok 10110

Contact: Ms. Imara Khamviset

Tel: +66 2229 3039      E-mail: imara.kha@qsncc.com

**Official Standard Shell Scheme and Electrical Contractor**

**N.C.C. Management and Development Co., Ltd (Exhibition Contractor - EC)**

60 Ratchadapisek Road, Klongtoey, Bangkok 10110

Standard Shell Scheme:      Mr.Chanamate Prachumpat

Tel: +66 2229 3411      E-mail: chanamate.pra@nccimage.com

Electrical Services:      Ms. Atitiya Damkun

Tel: +66 2229 3407      E-mail: atitiya.dam@nccimage.com

## OFFICIAL ON-SITE HANDLING AGENT

**Rogers Bangkok Co., Ltd.**

90/1 Moo 4 Bangna-Trad Road, Bangchalong, Bangplee, Samutprakarn 10540

Contact: Mr. Payut Varidee / Mr. Saran Sanprom

Tel. +66 2752 6417 Ext. 332/ 334

Mobile: +66 8 1259 5333/ +66 6 5820 4808

E-mail: exhibition@rogers-asia.com

# B Site Plan

## B1 Queen Sirikit National Convention Center Plan

### LG Level

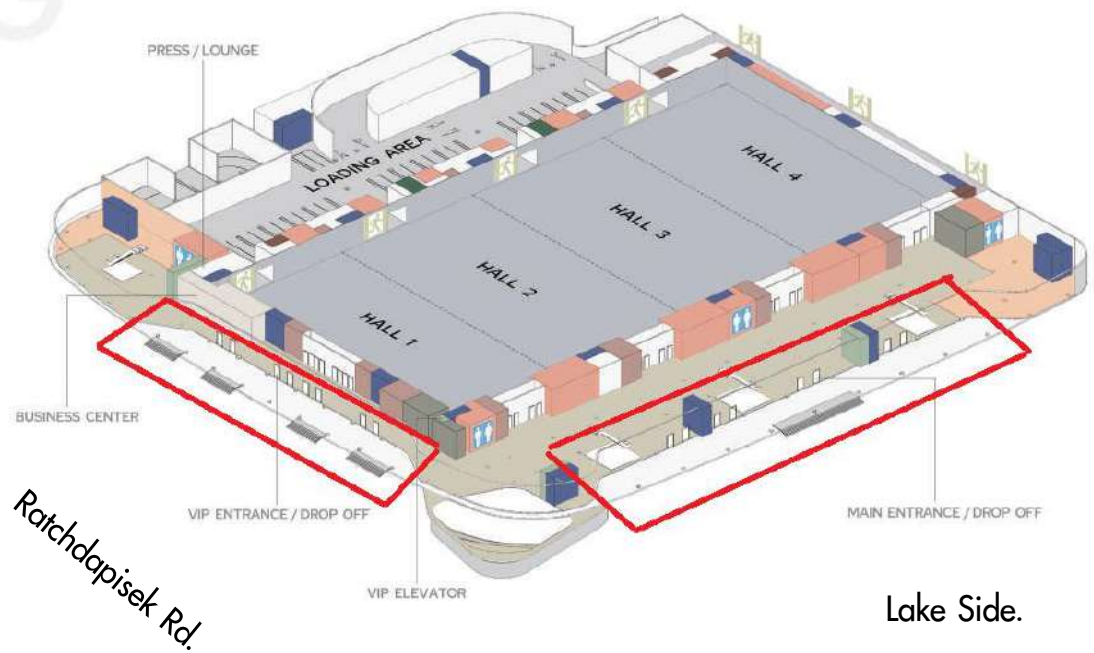
- Entrance to Exhibition
- Hall MRT Connection



Pet Expo Championship 2024

### G Level

- Ratchadapisek
- Lake Side
- Atrium



# B2 Floor Plan

## PET EXPO CHAMPIONSHIP 2024

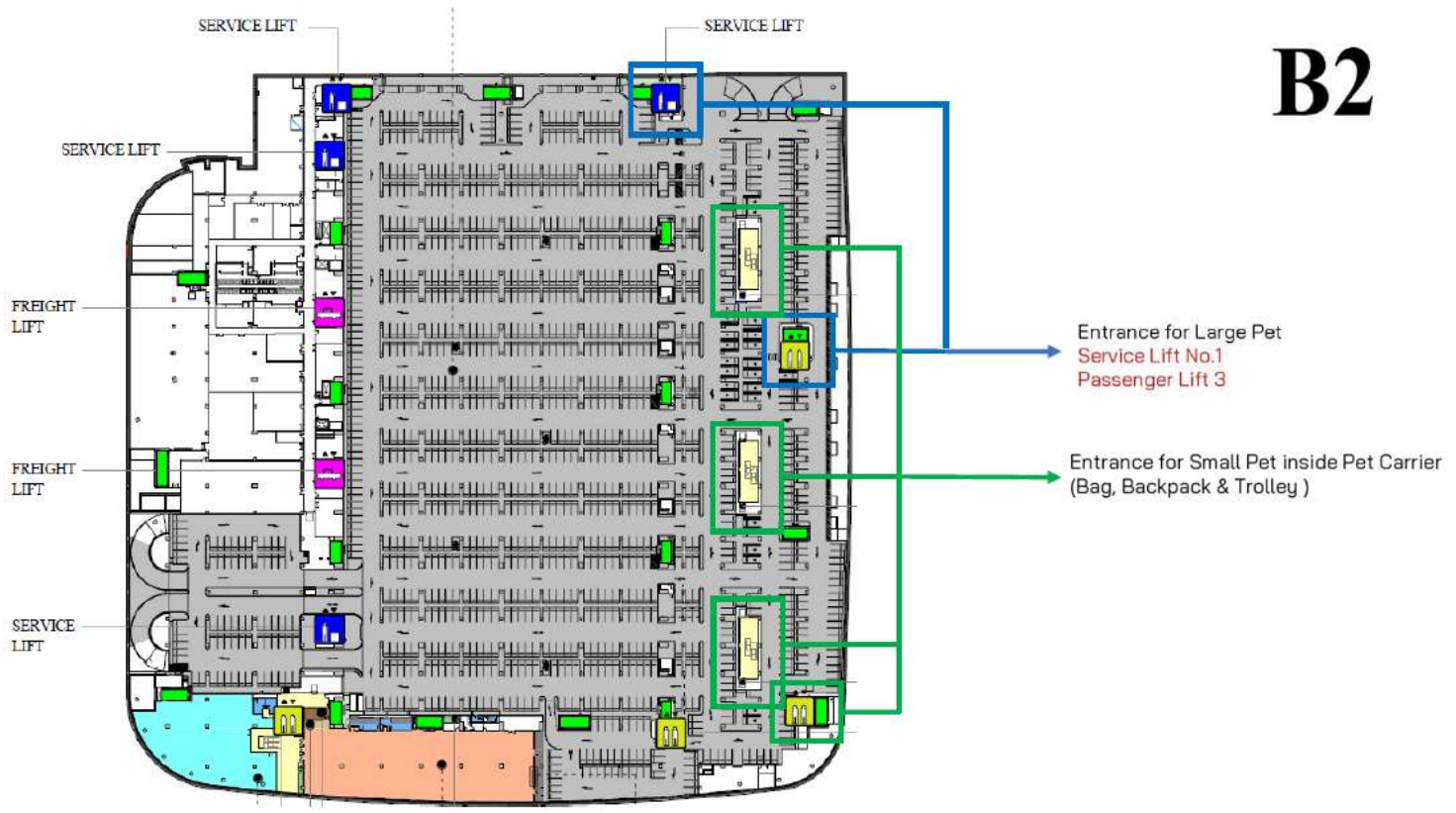
15 – 18 August 2024

Hall 6 – 8, QSNCC

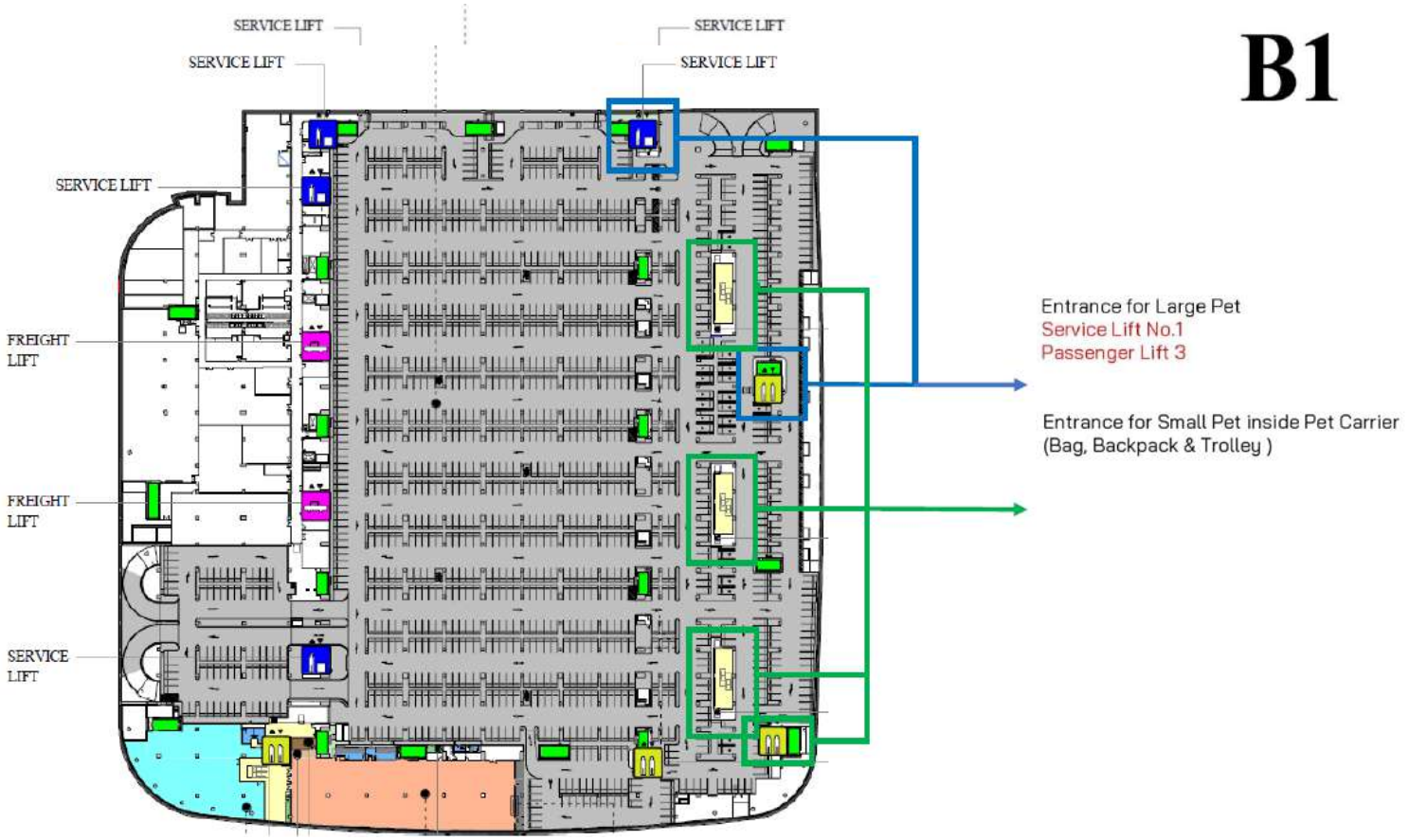


**B3 ELEVATOR PLAN FOR PETS**

**B2**



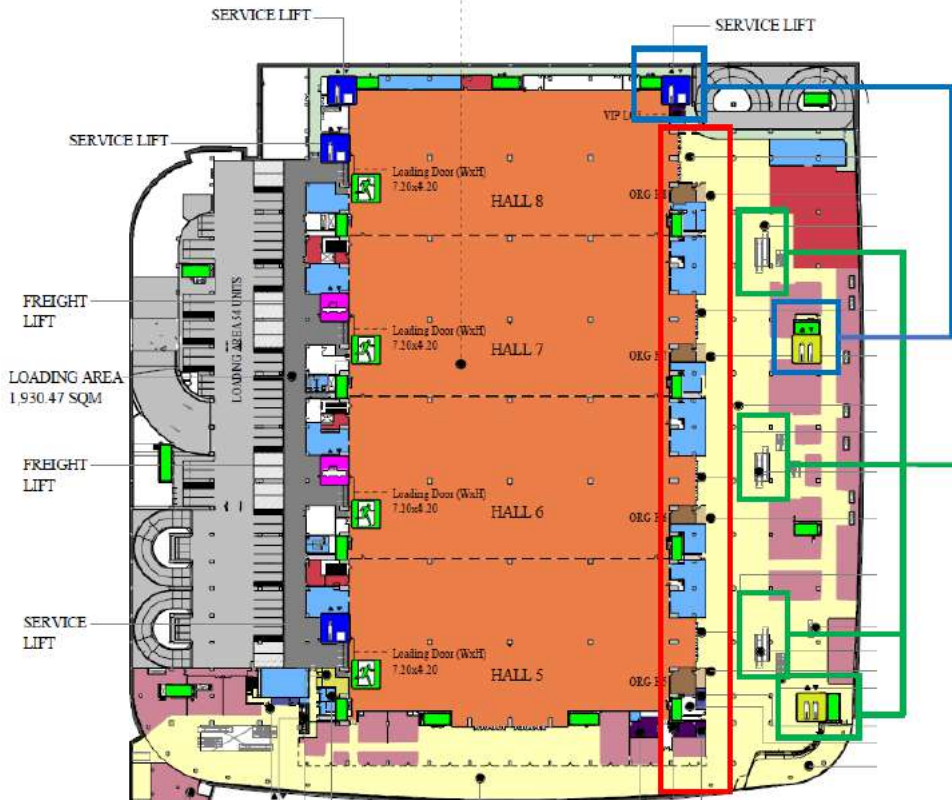
**B1**





# B3 ELEVATOR PLAN FOR PETS

# LG

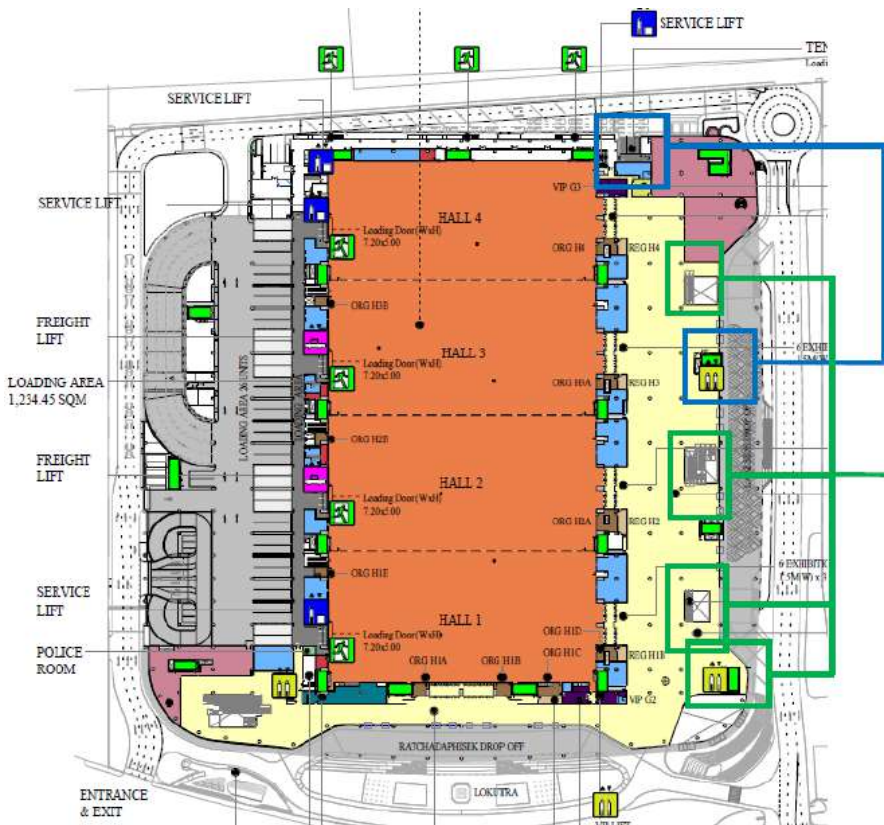


Entrance for Large Pet  
Service Lift No.1  
Passenger Lift 3

Entrance for Small Pet inside Pet Carrier  
(Bag, Backpack & Trolley )

Remark: At LG Floor, Large Pets can only be in the Foyer of Exhibition Hall 5-8 or inside the exhibition hall.  
- Small Pets in Pet Carrier are allowed to carry the entire LG floor, but not allowed to carry to another floor

# G



Entrance for Large Pet  
Service Lift No.1  
Passenger Lift 3

Entrance for Small Pet inside Pet Carrier  
(Bag, Backpack & Trolley )

Remark: At G Floor, Pets in Pet Carrier can use only Drop off Lakeside (Not allowed to carry to another floor) and can use Passenger Lift No. 3 or Escalator downstairs to LG Floor.  
Large Pets are not allowed to use the Escalator and can use only the Service Lift or Passenger Lift.

## C In Hall Operations Schedule

### C1 Move in Schedule

Date	Time	Schedule
13 Aug 2024	08.30 – 12.00 hrs.	Official Standard Shell Scheme Contractor N.C.C. Management and Development Co, Ltd. (Exhibition Contractor Department-EC)
	13.00 – 24.00 hrs.	Raw space/ Special design set up
14 Aug 2024	08.30 – 24.00 hrs.	All space set up
	13.00 – 24.00 hrs.	Switch on power supply

### C2 Show Date and Time

Date	Time	Schedule
15 – 18 Aug 2024	08.30 – 10.00 hrs.	Hall Opens for Exhibitors
	10.00 – 20.00 hrs.	Show Open
	20.00 hrs.	Hall Closed
	21.00 hrs.	Switching off power supply

### C3 Dismantling Period

Date	Time	Schedule
18 Aug 2024	20.00 hrs.	Exhibition closed
	21.00 hrs.	Switching off power supply
	20.00 – 24.00 hrs.	Move out of exhibits/Dismantling stand and electrical equipment and move out stand fitting material

**Remark:**

1. The exhibitor is allowed to enter into the exhibition hall 1.30 hour before the opening exhibition hours and can remain in the exhibition hall 1 hour after show closed.
2. The exhibition hall will open for set up from 13.00 -24.00 hrs. on 13 August 2024 only for those who reserve raw spaces 08.30-24.00 hrs. on 14 August 2024 for all exhibitors.
3. All exhibitors have to keep all exhibit items and any equipment and accessories only inside the booth.
4. Exhibitors are advised to commence packing their exhibits and dismantle stand construction and fitting materials as soon as the exhibition ends from 20.00 hrs. until 24.00 hrs. on 18 August 2024

## D Rules and Regulations

### D1 Access to Exhibition Hall

Access to exhibition hall during move in, move out and before the show open, The organizer will only allow contractor badge and exhibitor badge only. Please fill in Form F1 and contact the organizer counter at front of Hall 7 to collect the badge from 13 August 2024 at 13.00 onwards.

### D2 Standard Shell Scheme Package

N.C.C. Management and Development Co., Ltd. (Exhibition Contractor Department - EC) is appointed as official standard booth contractor.

#### Standard Shell Scheme Package

- Pet Expo Championship 2024 Consisted of:
    - Standard Booth 9 Sq.m. – White panel wall 3.00 m. (W) x 3.00 m. (D) x 2.50 m. (H)  
– 3 Units of Fluorescent Tube 14 Watts
    - Standard Booth 6 Sq.m. – White panel wall 3.00 m. (W) x 2.00 m. (D) x 2.50 m. (H)  
– 2 Units of Fluorescent Tube 14 Watts
    - Standard Booth 4 Sq.m. – White panel wall 2.00 m. (W) x 2.00 m. (D) x 2.50 m. (H)  
– 2 Units of Fluorescent Tube 14 Watts
    - Fascia board with company name (Height 30 cm.)
    - Beige Carpet size 6 sq.m
    - 1 Unit of Reception Desk
    - 2 Units of Fiber Chairs
    - 1 Unit of Waste Basket
    - 1 Unit of Socket 5 amps 220 Volts
- \*(Not allowed to use with Lighting Equipment)**

**Remark:** It is not allowed to nailing or drilling the white panel wall, if anyone fails to comply, the exhibitor has to be responsible for the damage charge to N.C.C. Management and Development Co., Ltd. (Exhibition Contractor Department - EC), The charge of THB 3,000 per panel will be applied.

### D3 Raw Space

The exhibitors taking a raw space whether hiring a Stand Contractor or decorate booth by appointed contractor or by themselves need to fill in Form F2 within **18 July 2024**. The Exhibitor need to submit the booth design, technical drawing together with Electrical Installation Plan for approval from the organizer before starting construction. You are required to read carefully and comply with the following rules and regulations below :

- Booth Construction should not exceed 4.5 meters including the structure, decoration and logo
- Double Deck booth is **not allowed**.
- For raw space constructed booth, you need to ensure that 75% of the area is solid for usage, and design 25% of the area to be open, allowing visibility to the back.
- If your booth's wall is higher than 2.5 meters or the neighboring booth, **there must be the material covering the back structure of your booth**. In addition, you must keep everything neat, painted in white or black color only. The logos and/or any advertising message are not allowed at all.
- Exhibitors must complete form F2 to submit booth design plan for raw space construction, and form F1 to the organizer by July 18, 2024. Submission details are as follows:
  1. Floor and wall plan (Minimum scale 1:100)
  2. Front and side images (Minimum scale 1:100) Size and height must be clearly defined.
  3. Perspective
- In case that the booth design and construction plan, showing the booth from all sides and equipment inside booth space is not submitted within deadline the organizer reserves the right to allow the contractor to start working.
- The organizer will prepare floor marking of the booth size as reserved.
- Raw Space booth will have no power supply and lighting. **Please order Electrical Power or Electrical Equipment at N-Service** from N.C.C. Management and Development Co.,Ltd. (Exhibition Contractor Department - EC) ONLY.
- It is compulsory to include company name and booth no. in the design clearly.
- All Raw Space booth must prepare carpet or flooring inside the booth before exhibits delivering.
- For Venue floor protection, **only special carpet tape is allowed**.



#### **D4 Furniture Rental and Accessories Services**

The Exhibitor is requested to order for additional furniture rental and accessories rental services at N-Service from N.C.C. Management and Development Co., Ltd. (Exhibition Contractor Department – EC).

#### **D5 Stand Construction and Safety Measures**

1. The Booth Structure is recommended to be semi finished for fast installation during move in.
2. Exhibitors, contractors and person involved must design special booths, decorations, signages in a proper position as per below conditions.
  - Keep a distance at least 1.5 m. away from fire exits, fire hoses, fire extinguishers and there must be no obstructions from booth structure, wall or belongings.
  - For Exhibition Hall 5-8 the Fire hose pits must be easily accessed. And there must be no obstructions from booth structure, decorations, and belongings towards fire hose pits. Fire hose pits can be covered by carpet. However, it must be cut as per fire hose pits size and must be also clearly marked that it is a fire hose pit.
  - Keeping a distance at least 50 cm. away from wall and partitions.
3. The height of the booth, including the structure, decoration and logo, **must not exceed 4.5 meters.**
4. Double Deck booth is not allowed.
5. The exhibitor/contractor/person involved must submit the stand design in a 3- dimensional sketch, showing the booth from all sides, Top view, Front view, Right view, Left view and Back view and also showing the equipment inside booth space 30 days prior to move in day. The exhibitor/contractor/person involved must submit a technical drawing, showing length, width and height of the booth construction, the connecting points for technique (power supply, water, compressed air). It is compulsory that the design should include company name and booth no. clearly. The organizer reserves the right to withhold entering to the exhibition hall to commence work if the design is not received written approval.
6. 4 sided open booth is allowed to build back wall only one side and not exceeding 50% of the length of that side.
7. It is compulsory to finish the outside of the backwall/sidewalls exceeding 2.5 meters in height on the neighbouring side from 2.5 meters upwards with white finishing. No Logo and other lettering is allowed.
8. Logo on the backwall will be allowed with 2 meters set back from adjacent booths.

9. The exhibitors, contractors and person involved is required to submit undertaking letter and to bear any charges Levied by the venue owner for damages caused to the property, flooring or for debris not cleared away.
10. Commercial distribution is prohibited at the main foyer.
11. All workers must wear proper uniform & equipment as safety helmet, safety shoes to prevent accident that may Occur during construction process.
12. Exhibitors, contractors and person involved must present authorized badge before access to the exhibition hall and wear a badge at all time in the venue and be around permitted working area only.
13. DO NOT bring in children or irrelevant person to the area during set up and tear down periods.
14. Exhibitors, contractors and person involved must use only designated loading entrance, loading goods, tools and Equipment through public entrance and fire exit is prohibited.
15. In case of special booths and decorations construction, exhibitors, contractors, and person involved must lay Plastic sheet, corrugated carpet or plywood mat for venue floor protection.
16. Installation of curtain around the wall must not block or obscure the fire exit signages, fire exitg doors, fire hose Cabinets. The organizer reserves full right to withhold any construction which against the regulations.
17. Any act that causes damage toward wall and surface of building is prohibited as follow :
  - DO NOT nail, drill, and apply adhesive tape at venue's floor, wall, surfaces, and structure. Special Carpet tape is allowed for installing booth carpet.
  - DO NOT pull, hold, hang and tether anything with QSNCC building&structure.
  - The organizer reserves the right to charge for any damages if fails to comply with rules and regulations.
18. DO NOT use any constructing tools or equipment such as circular saw, welding machine, Rotary Cutter, Grinding Stone, Polishing Machine, that may cause toxic, dust, smoke and flame. The organizer reserve the right to terminate all work processes if the contractor/worker fails to comply with rules and regulations.
19. DO NOT use chemical spray or paint that causes dust and toxic.
20. Using thinner, turpentine is limited to 50 ml./booth/usage and accompany with fire extinguisher (15 pounds of Fire ade 2000) stand by in the working area. Limit usage times as below

- Inside exhibition hall area, using of chemical substance is allowed as per set up date and time.
  - At main foyer, using of chemical substance is allowed only from 18.00 – 24.00 hrs. All chemical substance must be moved out of QSNCC area after using of the day. The organizer reserve the right to terminate all work processes if the contractor/worker fails to comply with rules and regulations.
21. DO NOT bring in gas, explosives, radioactive, flammable or dangerous substance such as fuel, flammable materials, gas tank\_ into the exhibition hall. The organizer reserve the right to terminate all work processes if the contractor/worker fails to comply with rules and regulations.
  22. DO NOT use standard electrical sockets of the building. Electrical sockets on the wall and pillars are strictly forbidden using for construction and exhibition. The workers must use designated power supply only.
  23. DO NOT adjust or modify lantern, electrical socketrs, electric wire and any part of QSNCC building structure.
  24. For safety precaution, electricity wire across entrance, exit and fire exit must be covered with neat and proper materials with the condition that those doors must be able to operate as usual.
  25. Exhibitors, contractors, and person involved must notice the organizer 3 hours in advance for overtime working request. All charges will be calculated at Bht. 5,000 per hour per booth (not include VAT 7% and one security staff standby)
  26. All materials and equipment must be removed from the area before 24.00 hrs. of 18 August 2024. The organizer reserve the right to clear the area by moving and storing remaining materials with the penalty fee of Bht. 10,000 per square meter per hour (excluded VAT 7%) in this case, the organizer will take no responsibility to any damage And loss of remaining materials and belongings.
  27. All construction materials such as wooden board, wooden crate, carton, plastic, foam, steel, etc. must be cleared out of QSNCC, otherwise operation fee will be applied.
  28. DO NOT put dangerous and toxic substances, oil and acid into drainage ditches. Penalty fee of minimum Bht. 10,000 per booth (excluded VAT 7%) will be applied at all circumstance.
  29. For constructing any work over 2.5 m. height, contractor/worker must follow rules and regulations and submit scaffold permission form and wear personal safety equipment at all time.

#### ❖ Catwalk Regulations

1. Contractors must sign the catwalk working form, then provide ID Card, and register in & out time with QSNCC'S security before working on the catwalk.
2. Accessing catwalk will be allowed only persons with safety belt and helmet. Security team reserves full right to withhold any operation until full safety equipment is provided by contractors.
3. QSNCC'S security staff reserve full right to examine tools bag/box and equipment that will be used on catwalk.
4. DO NOT use electrical sockets on the catwalk area without permission of N.C.C. Management and Development Co., Ltd. (Event Services Department – ES).
5. Unhealthy condition and drunk person is strictly prohibited to work on the catwalk.

#### ❖ Scaffolding Regulations

1. To complete the scaffolding installation form before start working. Workers must strictly follow all regulations.
2. Scaffolding must be in good condition. The top platform must contain of guardrails with at least 90 cm. height from the floor of top platform. Also area for standing must be at least 35 cm. width.
3. All four sides of scaffolding base must be extended by supporting legs or other suitable materials, hooked/gripped with metal pipes to the base on both sides to prevent instability.
4. In case of using the scaffolding with wheels, the wheels and joints must be in good condition. At least two wheels must be able to be locked.
5. Only 2 workers allowed on the scaffolding. Workers must be in healthy condition to work at height and must wear safety belts, safety helmets, gloves, and anti slip shoes at all times.
6. Barriers/Fenes and warningsigns around the scaffolding must be used to prevent unexpected accident from unauthorized access.

#### ❖ Cooking Gas Regulations

1. DO NOT bring gas bylinder and all kind of flammable gas cylinder into the building. In case of necessity, the organizer must be notices at least 15 days prior to the event date. In this case, standard fire extinguisher must be prepared for safety reason.
2. There must be at least one fire extinguisher (15 pounds) for each fire class (A, B, C) for safety reason.
3. Cooking gas must be installed with standard gas cutting equipment.

## ❖ Balloon Regulations

1. The exhibitor must send letter for approval and attached certification of the gas using with balloon 7 days prior to set up date. Only **Helium Balloon** is permitted in the booth and must be properly anchored.
2. Gas Balloon is prohibited in the exhibition hall.

### **D6 Power Supply and General Hall Lighting**

1. General hall lighting in the exhibition hall will be fully turn on during show date and time. The standard electricity supply is 220 Volt. power supply for exhibitor booth will be switch on 30 minutes before exhibition open and switched off 30 minutes after exhibition end each day.
2. N.C.C. Management and Development Co., Ltd. (Exhibition Contractor Department - EC) will be responsible for power supply service through out the exhibition period. Exhibitors who require 24 hours electricity supply for their specific requirements and/or additional electrical equipment or fittings fittings should indicate accordingly on the electrical order form before the deadline at N-Service.

### **D7 Electrical Services**

The Organizer has appointed N.C.C. Management and Development Co., Ltd. (Exhibition Contractor Department - EC) as an official electrical contractor to be responsible for the following details ;

#### **1. Standard supply of electricity**

- 1.1 There are two main power supply circuits: “Lighting Power Circuit” and “For Exhibit Power Circuit”
- 1.2 The standard supply is single phase AC 220V/50Hz with  $\pm 10\%$  fluctuation. For the safety of your equipment, please use stabilizer.
- 1.3 All electrical motors have independent automatic protection against excessive current surge. The following Starter systems should therefore be used:
  - 1.3.1 Direct on line: up to 5 HP
  - 1.3.1 Star - Delta 5 to 25 HP
  - 1.3.2 Auto Transformer: Above 25 HP
- 1.4 Cost of power consumption for lighting equipment (installed by exhibitor/contractor) per 1 unit
  - 1.4.1 Apply for lighting equipment not more than 5 units and not exceeding 100 watts in total.
  - 1.4.2 Apply for ribbon light maximum 5 meters per installation.



- 1.4.3 For safety precaution and avoid obstruction to access and traffic in side the exhibition hall, electricity wire across entrance , gangway is not allowed.
- 1.5 Ower supply will be switch on from 13.00 hrs. on 14 August 2024 onwards.
- 1.6 N.C.C. Management and Development Co. Ltd (Exhibition Contractor Department-EO) reserve the right not to refund the payment in case of order cancellation.
- 1.7 In case that 24 hours electrical supply required, the charge will be increased 100% (2 times) from normal rate.
- 1.8 Breaker cable length is 3 meters maximum from Utility hole. In case that cable extension is required: There will be extra charge of Bht. 220/meter for 220V, and Bht. 450/meter for 380V (Not include VAT 7%).
- 1.9 In case that relocation of electrical fitting or equipment required, there will be extra charge Bht. 220 per unit.
- 1.9.1 Utility Hole Relocation for 1 unit of breaker single phase 220 Volt will be charged Bht. 1,300 per unit. (Not include VAT 7%)
- 1.9.2 Utility Hole Relocation for 1 unit of breaker three phase 380 Volt will be charged Bht. 2,500 per unit. (Not include VAT 7%)

The Exhibitor, contractor, person involve must submit their electrical order with at least 20% surplus from the order required for safety factor and to avoid any incident from using full capacity of electrical wiring system. It is a must that proper and standard electrical cable being used with ground systems at every connecting point.

## **2. Electrical Service for Standard Shell Scheme Package**

- 2.1 Electrical service for standard shell scheme package consisted of lighting equipment and 5 amp 200 Volt Socket. Locations of lighting equipment and socket points in the standard booth are fixed locations and may not be moved. Socket point is strictly prohibited to connect the light fitting.
- 2.2 The electrical services order form is divided into 4 sections
- Electrical Service order for booth set up and dismantling period.
  - Section 1: For Exhibitors requiring light fitting to N.C.C. Management and Development Co., Ltd. (Exhibition Contractor Department - EC).
  - Section 2: For exhibitors requiring electrical services for their exhibit only NOT for lighting.
  - Section 3: For exhibitors using their own special light fittings, either to be installed by themselves or by contractor.

- 2.3 All additional electrical orders in the electrical order form must submit together with location plan for light fitting and utility required. Please read rules and regulations specified in the form.
- 2.4 The exhibitors who have been approved to use their own special lighting must order electrical sources from the electrical order form either through Section 3 only.
- 2.5 The organizer reserves the right to disconnect the electrical supply to any installation, which in the opinion of official Electrical Contractor, N.C.C. Management and Development (Exhibition Contractor Department-EC) is deemed dangerous or likely to cause annoyance to visitors or other exhibitors.
- 2.6 Power supplies to the exhibits and booth lighting will be switched off at source 30 minutes after the exhibition closes every evening and 60 minutes after exhibition closes on the final day of the exhibition, except 24 hours electrical service.
- 2.7 Any illegal connection/adaptation found will be disconnected without prior notice. This will also include multi-outlet adapters and any extension from the socket point.

### **3. Electrical Service for Special Design Booth**

- 3.1 The exhibitors who apply for “RAW SPACE” or any special design booth must submit their electrical order together with their layout plan before the deadline
- 3.2 General hall lighting will be provided by organizer. All electrical power supplies in the booth and for demonstrations must be installed by the official electrical contractor, N.C.C Management and Development Co., Ltd. (Exhibition Contractor/EC Department) and arrange payment within the stated deadline. For safety reason, exhibitors are not allowed to connect their exhibits or lighting to the building’s main distribution. The organizer reserves the right to stop power supply in case of improper connections.
- 3.3 A proper power input terminal must be installed by the approved contractor by the organizer for inspection by the official electrical contractor (Exhibition Contractor Department-EC) prior to connection to the supply line.
- 3.4 Priority will be given to those exhibitors who order their electrical items from the organizer’s official electrical contractor, N.C.C. Management and Development Co., Ltd. (Exhibition Contractor Department-EC)
- 3.5 Any illegal connection/adaptation found will be disconnected without prior notice. This will also include multi-outlet adapters and any extension from the socket point.
- 3.6 No flash lights will be permitted unless they form an integral part.

- 3.7 The organizer reserves the right to disconnect the electrical supply to any installation, which in the opinion of official electrical contractor, N.C.C. Management and Development (Exhibition Contractor/EC Department) is deemed dangerous or likely to cause annoyance to visitors or other exhibitors.
- 3.8 All electrical installation must strictly comply with the required standard safety regulations without exception.
- 3.9 All electrical wiring must use the proper standard wiring cable with grounding connection applied to all connecting points. In case that official electrical contractor after their inspection found out that the standard cable has not been met or improper connection to the standard safety, the Organizer reserves the right to temporary withhold the power supply until the correction is proceeded.

Breaker	Standard size
15 Amp/220 V. 1 phase 50 Hz.	2x2.5 Sq.mm. , 1.5 Sq.mm./Ground
15 Amp/380 V. 3 phase 50 Hz.	4x2.5 Sq.mm. , 1.5 Sq.mm./Ground
30 Amp/220 V. 1 phase 50 Hz.	2x6 Sq.mm. , 4 Sq.mm./Ground
30 Amp/380 V. 3 phase 50 Hz.	4x6 Sq.mm. , 4 Sq.mm./Ground
60 Amp/380 V. 3 phase 50 Hz.	4x16 Sq.mm. , 6 Sq.mm./Ground
100 Amp/380 V. 3 phase 50 Hz.	4x35 Sq.mm. , 10 Sq.mm./Ground
150 Amp/380 V. 3 phase 50 Hz.	4x70 Sq.mm. , 16 Sq.mm./Ground
200 Amp/380 V. 3 phase 50 Hz	4x95 Sq.mm. , 16 Sq.mm./Ground

- 3.10 In case that the exhibitor want to order breaker 380V.3P 50Hz., it is allowed to only use 1 sub circuit. Load center in the booth is required if more that 1 sub circuit needed. The organizer reserves the right to temporary withhold power supply until (Load Center) is installed. The connection to breaker must be done with RING TERMINALS only. Bare wire is prohibited to directly connect to breaker.
- If the contractors/exhibitors fail to comply with the regulations, the Organizer reserves the right to stand ready to cut off power immediately and will charge 20 times from the price in the order form.

## **D8 Voice and activity**

It is not allowed to use loud speaker during exhibition hour to avoid disturbance to visitors/exhibitors. Audio Visual such as TV is allowed inside the booth with proper noise level. Such demonstration and/or presentations do not interfere with the conduct of business of other exhibitors in terms of sound. The Organizer reserves the right to request the Exhibitors to stop such activities.

### ➤ Use of Loudspeaker for Demonstration/Presentation

Only the exhibitors reserved 36 sqm up is allowed to use loudspeaker for presentation inside the booth.

1. Maximum volume is 80 decibels by measured from distance of 3 meter away.
2. The exhibitor is requested to used the loud speaker in the booth only within the time slot provided by the organizer. The organizer reserves the right to provide time slots for using loudspeaker for demonstration/ presentation per exhibitor per day on first come, first serve basis.
3. Any lodspeaker to be used during the exhibition must be placed inside the booth and face to exhibitor's stand only and not allow to place near the gangway.
4. It's not allowed to hang Truss from the celing of the exhibition hall to install the loudspeaker.

## **D9 Rule and Regulation in Exhibition Hall**

1. The Exhibitors are allowed to provide activities such as brochure distribution or giveaway gift. The activities must be done only inside their booths. It is not allowed to do outside the booth except receiving written permission from the Organizer.
2. Exhibitors must display products only in the categories specified in their application forms.
3. Exhibitors must place their products within their own booth space only. Using the exhiubition's common areas for product placement without permission from the organizer is prohibited.
4. Exhibitors must have staff present in their booth at all times during the exhibition. However, exhibitors should avoid any actions that could disturb or inconvenience visitors or other exhibitors.
5. Transferring exhibition rights to others is prohibited. Additionally, subletting or sharing your booth with others who have not registered for the event is not allowed without the organizer's permission.

6. Exhibitors must keep their booths open and display products throughout the exhibition. Moving products in or out of the booth during the exhibition is not allowed unless special permission is granted by the organizer, which can be requested in advance at the organizer's counter in front of Hall 7 (Organizer Room 7).
7. Exhibitors' mascots must stay within the booth area and are not allowed to walk in the aisles or event entrance areas.
8. Exhibitors are responsible for the actions of their staff or representatives.

## E Loading and Parking in the building

### **E1 Rules and Regulations at the loading area**

1. It is not allowed to park private car obstructing loading area.
2. Unloading cargoes, tools and/or equipment using mechanical handling/Labor-Saving Device or handcarry by more than two persons are allowed only from the loading area at the back of the exhibition hall.
3. Queen Sirikit National Convention Center is not responsible for any damage or loss of personal belongings (during set up/ show day/dismantling period) the Contractor or person in charge is recommend to insure their own property.

### **E2 Parking Fee at the Loading area**

- ❖ Parking Fee for vehicle with 4 wheels
  - Free Parking 45 minutes
  - Parking over 45 minutes, there will be charge at Bht. 200 per hour
  - In case of loss or damaged card, there will be fine Bht. 300 per card
  
- ❖ Parking Fee for vehicle with 6 wheels and more
  - Free Parking 90 minutes
  - Parking over 90 minutes, there will be charge at Bht. 200 per hour
  - In case of loss or damaged card, there will be fine Bht. 300 per card

### E3 Access to Loading area LG Level

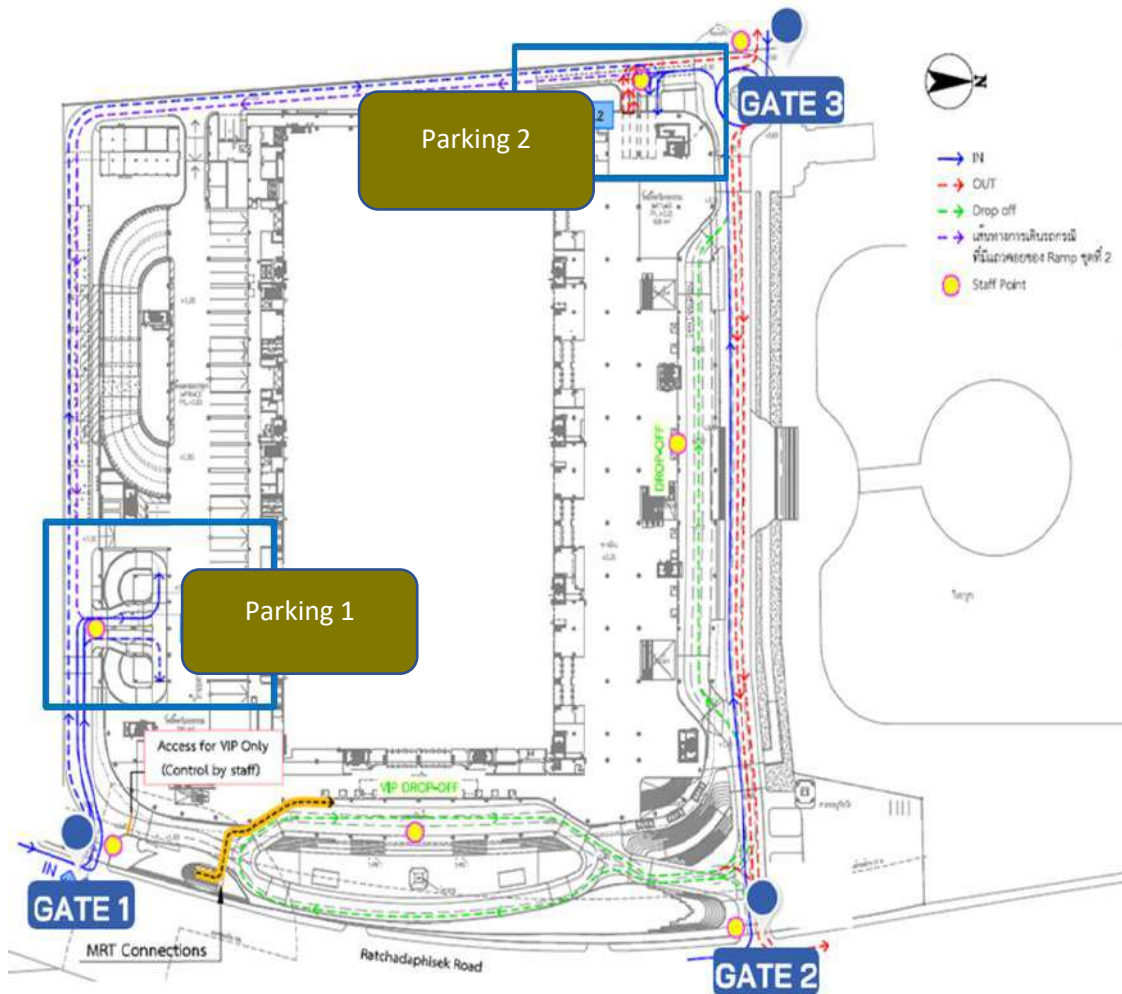
Maximum height of vehicle is 4 meters



### E4 Indoor parking regulations

Parking Fee at basement B1 and B2

- Parking Fee at basement B1 and B2
- Free parking 2 hours. **More than 3 hours onwards, there will be charge Bht. 30 per hour**
- In case of loss or damaged card, there will be fine Bht. 300 per card.
- Operating hour for parking area 06.00 – 24.00 hrs.
- Overnight parking inside Queen Sirikit National Convention Center is not allowed.
- Height limitation of vehicle is 2.4 meters.



## E5 Customer Service Center

### ❖ Organizer Room

- Operating hours at the Organizer room in front of Hall 7
 

13.00 – 24.00 hrs.	13 August 2024	Collect Exhibitor Badge
08.30 – 24.00 hrs.	14 August 2024	Collect Exhibitor Badge
08.30 – 21.00 hrs.	15 - 17 August 2024	
08.30 – 24.00 hrs.	18 August 2024	
- Operating hours at the Loading Area Hall 7
 

13.00 – 24.00 hrs.	13 August 2024	Collect Contractor Badge
08.30 – 24.00 hrs.	14 August 2024	Collect Contractor Badge
20.01 – 24.00 hrs.	18 August 2024	Collect Contractor Badge

### ❖ Official Contractor Counter

- Official standard shell scheme and official electrical contractor:  
N.C.C. Management and Development Co., Ltd. (Exhibition Contractor Department-EC) at Counter Service inside Hall 7 near Exotic Pet Zone.



In case, you spent the money on the foodcourt or buy products at shops in Queen Sirikit National Convention Center (QSNCC) . You can use receipts for receive parking discount.

## เรียน ท่านลูกค้าผู้มีอุปการคุณ

To All Our Valued Customers

## ศูนย์การประชุมแห่งชาติสิริกิติ์

เปิดให้บริการที่จอดรถทุกวัน เวลา 05.00 - 24.00 น.

(สแกนบัตรจอดรถได้ระหว่างเวลา 07.00 - 21.00 น. ที่เคาน์เตอร์ประชาสัมพันธ์)

The Queen Sirikit National Convention Center (QSNCC)  
provides parking space service every day from 05.00 hrs. to 24.00 hrs.

(Parking validation is available from 07.00 - 21.00 hrs. at information counter.)

### อัตราค่าจอดรถยนต์

จอดฟรี 2 ชั่วโมงแรก ชั่วโมงถัดไป ชั่วโมงละ 30 บาท  
(เศษนาที คิดเป็น 1 ชั่วโมง)

#### Car parking fees

Parking is free for the first two hours. The hourly parking fee is 30 baht.  
(Parking for part of an hour is charged as an hour.)



#### ประทับตราจอดรถเพิ่ม 1 ชั่วโมง

เมื่อแสดงใบเสร็จร้านค้าภายในศูนย์ฯ สิริกิติ์ 200 บาท ขึ้นไป (รวมจอดฟรี 3 ชั่วโมง)

Show a receipt with a minimum spend of 200 baht from any retail shop in the QSNCC to receive a complimentary 1-hour parking stamp (you will get a total of 3 hours complimentary parking).



#### ประทับตราจอดรถเพิ่ม 3 ชั่วโมง

เมื่อแสดงใบเสร็จร้านค้าภายในศูนย์ฯ สิริกิติ์ 500 บาท ขึ้นไป (รวมจอดฟรี 5 ชั่วโมง)

Show a receipt with a minimum spend of 500 baht from any retail shop in the QSNCC to receive a complimentary 3-hour parking stamp (you will get a total of 5 hours complimentary parking).



#### ประทับตราจอดรถเพิ่ม 8 ชั่วโมง

เมื่อแสดงใบเสร็จร้านค้าภายในศูนย์ฯ สิริกิติ์ 2,000 บาท ขึ้นไป (รวมจอดฟรี 10 ชั่วโมง)

Show a receipt with a minimum spend of 2,000 baht from any retail shop in the QSNCC to receive a complimentary 8-hour parking stamp (you will get a total of 10 hours complimentary parking).

### อัตราค่าจอดรถจักรยานยนต์

จอดฟรี 2 ชั่วโมงแรก ชั่วโมงถัดไป ชั่วโมงละ 10 บาท  
(เศษนาที คิดเป็น 1 ชั่วโมง)

#### Motorcycle parking fees

Parking is free for the first two hours. The hourly parking fee is 10 baht.  
(Parking for part of an hour is charged as an hour.)



#### ประทับตราจอดรถเพิ่ม 2 ชั่วโมง

เมื่อแสดงใบเสร็จร้านค้าภายในศูนย์ฯ สิริกิติ์ 200 บาท ขึ้นไป (รวมจอดฟรี 4 ชั่วโมง)

Show a receipt with a minimum spend of 200 baht from any retail shop in the QSNCC to receive a complimentary 2-hour parking stamp (you will get a total of 4 hours complimentary parking).



#### ประทับตราจอดรถเพิ่ม 6 ชั่วโมง

เมื่อแสดงใบเสร็จร้านค้าภายในศูนย์ฯ สิริกิติ์ 500 บาท ขึ้นไป (รวมจอดฟรี 8 ชั่วโมง)

Show a receipt with a minimum spend of 500 baht from any retail shop in the QSNCC to receive a complimentary 6-hour parking stamp (you will get a total of 8 hours complimentary parking).



#### ประทับตราจอดรถเพิ่ม 8 ชั่วโมง

เมื่อแสดงใบเสร็จร้านค้าภายในศูนย์ฯ สิริกิติ์ 1,000 บาท ขึ้นไป (รวมจอดฟรี 10 ชั่วโมง)

Show a receipt with a minimum spend of 1,000 baht from any retail shop in the QSNCC to receive a complimentary 8-hour parking stamp (you will get a total of 10 hours complimentary parking).

- ทำบัตรจอดรถสูญหายหรือชำรุด ปรับ 300 บาท (ไม่รวมค่าจอดรถ)

A fee of 300 baht must be paid if a parking ticket is damaged or lost, excluding the parking fee.

- จอดรถค้างคืนโดยไม่ได้รับอนุญาต ปรับคืนละ 1,000 บาท (ไม่รวมค่าจอดรถ)

Unauthorized overnight parking will result in a fine of 1,000 baht, excluding the parking fee.



## F ORDER FORM

FORM	Subject	Send to	Deadline	Page	Condition
F1	Exhibitor Badge Registration	NCC (EO)	18 July 2024	33	Compulsory
F2	Raw Space Contractor Registration			34	Compulsory
F2.1	Insurance Checked for Any Damage (Only Raw Space)			35	Compulsory
F3	Booth Name and Equipment for Standard Space			36	Compulsory
F4	Parking Coupons			40	Compulsory
F5	Usage of loudspeaker for presentation			41	Compulsory
F6	Booth Security Service	NCC (ES)	3 August 2024	42-43	Optional
F7	Booth Cleaning Service	NCC (ES)		44	Optional
F8	Telephone Service	NCC (ES)		45	Optional
F9	Wireless Internet (Wi-Fi) Card Service	NCC (ES)		46	Optional
F10	Wireless Internet LAN Service	NCC (ES)		47	Optional
F11	Wireless Internet Half Link Service	NCC (ES)		48	Optional
F12	Flower and Plant Service	NCC (ES)		49	Optional
F13	<b>N-Service: Order Product Items at N-Service Online: consist of</b>				
	Audio/Visual Equipment Service	NCC (EC)	18 July 2024	N-Service	Optional
	Electrical Fitting & Supplies (Show Day)	NCC (EC)		N-Service	Compulsory
	Electrical Fitting & Supplies (Show Day) Lighting	NCC (EC)		N-Service	Compulsory
	Electrical Service (Build -Up & Tear Down Period)	NCC (EC)		N-Service	Compulsory
	Furniture and Accessories Service	NCC (EC)		N-Service	Optional
	Miscellaneous Stand Items	NCC (EC)		N-Service	Optional
	Needle Punch Carpet	NCC (EC)		N-Service	Optional
F14	Official Onsite Handling Agent	ROGERS		63	Optional
F15	Official Hotel Service			64	Optional