



# ILDEX Bangkok 2012

## Exhibitor Briefing Presentation



# ILDEX Bangkok 2012 Team



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**Senior Project Manager**



**Mr. Anucha Parnpichet**  
**Assistant Project Manager**



**Ms. Warisara Pongpattapan**  
**Senior Project Coordinator**



**Ms. Panadda Kongma**  
**Project Coordinator**



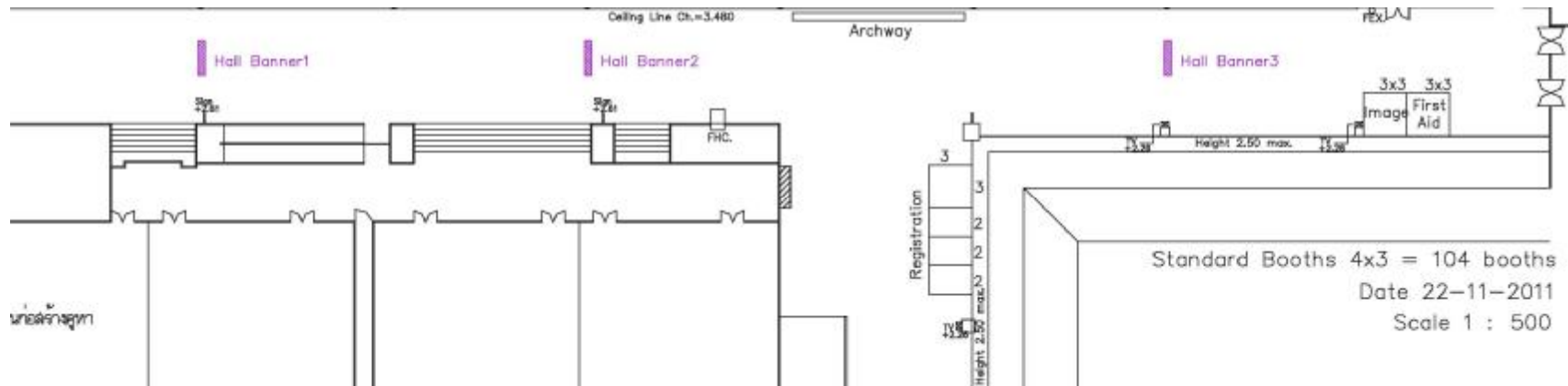
**Mr. Natthapong Udomseth**  
**Senior Account Executive**



**Mr. Pralongpol Sittijinda**  
**Account Executive**



# Main Foyer



# In-Hall Operation Schedule (Set-up day)

<b>Building – up (February 7, 2012)</b>	<b>Date</b>	<b>Time</b>
Move-in of Official Stand Contractor(NCC IMAGE)	<b>February 7, 2012</b>	08.00 – 24.00
Move-in of Special Design, Approved Stand Contractor, Other Contractors	<b>February 7, 2012</b>	14.00 – 24.00
Exhibitor Registration	<b>February 7, 2012</b>	14.00 – 17.00

# In-Hall Operation Schedule (Show day)

Show Day (February 8-9, 2012)	Date	Time
Hall Opens For Exhibitors	<b>February 8-9, 2012</b>	08.30 – 18.00
Hall Opens For Visitors	<b>February 8-9, 2012</b>	09.30 – 17.00

# In-Hall Operation Schedule (Dismantling)

Dismantling Period (February 9,2012)	Date	Time
Move-out of exhibits and stands	February 9, 2012	18.00 – 24.00
Switching off power supply	February 8-9, 2012	18.00
Switching off power supply and Dismantling electrical Equipment	February 9, 2012	18.00
Move out of Heavy and/or Large Exhibits, Stand Fitting Material	February 9, 2012	18.00 – 24.00
Hall Closes	February 9, 2012	24.00

# Standard Booth Construction



# Standard Booth Construction

- Hard wall panel 2.5 m. high, both back and side wall
  - Fascia board (30 cm. High) with a set of company's name
  - (10 cm. high standard lettering)
  - 1 No. Receptionist Table
  - 2 Nos. Upright Chair
  - 2 Nos. Fluorescent
  - 1 No. 5 Amp. Power Socket cannot use with lighting bulb
  - Booth Carpet
  - 1 No. Waste Basket
- Note: It is not permitted to use nails, screws, paint or adhesive to the stand wall.

# Remark

- During the exhibition period, exhibitors are allowed to enter the hall an hour before the opening time and remain not more than an hour after the closing time.
- Large & heavy machines need to enter the exhibition hall in the morning of the construction day.
- Only trolleys must be used to move-in and move-out of any exhibits or decoration items at the loading doors of the exhibition hall (Plenary Hall).
- In case of setup or teardown over than specified time as in-hall operation schedule, it will cause overtime charges.
- Exhibitors are advised to commence packing their exhibits as soon as the exhibition ends on February 9, 2012 at 17.00. To avoid delay and traffic congestion, special arrangements have to be made in advance with the Official freight forwarder

# Registration

Every exhibitor has to pre-register for their badges prior the show at [www.ildex.com](http://www.ildex.com)

Surface (sq.m.)	No. of exhibitor badges
12	5
24	10
36	15
48	20
Over 48	20

Exhibitors can register and pick up badges at exhibitor registration counter:

February 7, 2012: 14.00 – 17.00

February 8, 2012: 09.00 – 17.00

February 9, 2012: 09.00 – 17.00

# Pre-Registration

- Every exhibitor has to pre-register for their badges prior the show at [www.ildex.com](http://www.ildex.com)



# Badges



# Official Hotels

- The Imperial Queen's Park Hotel
- Amari Boulevard Bangkok
- Grand Mercure Hotel

# Official Contractor



# Official Freight Forwarder



# Activity Rules and Regulations

การดำเนินกิจกรรมในคูหา ต้องเป็นกิจกรรมในลักษณะที่ส่งเสริมความสงบสุขร่วมกัน ของผู้  
แสดงงานข้างเคียงและผู้แสดงงานทั้งหมด โดยต้องไม่เป็นกิจกรรมในลักษณะใด  
ลักษณะหนึ่ง ดังนี้

1. กิจกรรมที่แสดงออกถึงพฤติกรรมการหมิ่นเหม่ หรือการแสดงความไม่  
จงรักภักดีต่อสถาบันชาติ ศาสนา พระมหากษัตริย์
2. กิจกรรมที่แสดงออกถึงการพนัน และ/หรือ การเสียดาย การทำนาย หมายถึง  
รวมถึง การปาเป้า การใช้เกมหรือการละเล่นผ่านระบบไฟฟ้า หรือโดยระบบ  
อินเทอร์เน็ต และการตอบปัญหาชิงรางวัล
3. กิจกรรมที่มีการแสดงซึ่งดนตรี และ/หรือ มีเสียงดนตรี และ/หรือ มี  
ภาพยนตร์ หรือภาพโฆษณาสินค้า ทั้งที่เป็นการแสดงสด หรือ ผ่าน  
วีดิทัศน์ จนมีเสียงหรือภาพสะท้อนไปยังคูหาข้างเคียง

# Activity Rules and Regulations

ห้ามใช้เครื่องเสียง และเครื่องขยายเสียง ทุกประเภทเพื่อดำเนินกิจกรรมในพื้นที่คู้หาแสดงงาน อาทิ ลำโพง ไมโครโฟน ฯลฯ

ใช้หุ่นประกอบ (Mascot) หรือ ผู้ประชาสัมพันธ์สินค้า ทั้งชายและหญิง (Pretty) เพื่อโฆษณาประชาสัมพันธ์ได้เฉพาะในพื้นที่คู้หาแสดงงานเท่านั้น และการแต่งกายจะต้องเป็นไปด้วยความสุภาพเรียบร้อย ไม่ขัดต่อศีลธรรมอันดี และไม่ส่อไปในทางอนาจาร

ไม่อนุญาตให้มีการแจกจ่ายเอกสารสินค้า ใบปลิว คู่มือชิงโชค สินค้าทดลอง หรือสิ่งของอื่นใด ทุกประเภทบนพื้นที่ส่วนกลาง พื้นที่ทางเดิน ทั้งในและนอกอาคารแสดงงาน

**\*\*English version is available in Exhibitor Manual**

# Activity Rules and Regulations

ไม่อนุญาตให้มีการแจกจ่ายเอกสารสินค้า ใบปลิว คู่มือชิงโชค สินค้าทดลอง หรือสิ่งของอื่นใด ทุกประเภทบนพื้นที่ส่วนกลาง พื้นที่ทางเดิน ทั้งในและนอกอาคารแสดงงาน

การดำเนินกิจกรรมต่าง ๆ ต้องกระทำในพื้นที่คูหาแสดงงานเท่านั้น ไม่สามารถใช้พื้นที่ส่วนกลางหรือพื้นที่สาธารณะในการเป็นส่วนหนึ่งส่วนใด

ผู้จัดงานขอระงับการทำกิจกรรม หากผู้แสดงงานไม่ทำตามกฎระเบียบที่กำหนดไว้

# Moving in-out Rules and Regulations

**Hand Carry item = item that can be carried by 1-2 persons.**



**Exhibitor or Non-Official contractor is NOT allowed to operate any lifting equipment such as crane, fork lift, Pallet truck inside the hall. Please obtain service from Official Freight Forwarder ONLY.**

# Order Form – Deadlines For NEO

Form No. & Subject	Deadline
Form 1 : Unofficial Stand Contractor	December 28, 2011
Form 3 : Freight Forwarder	January 6, 2012
Form 4 : Temporary Employment Service	January 6, 2012
Form 17 : Visa Support	January 6, 2012
Show Directory Form (Reply only word format)	December 24, 2011

**\*\*\*Order Form is Available in Exhibitor Manual**

# Show Directory

ILDEX Bangkok 2012  
Exhibitor Manual



8-9 February 2012 at Queen Sirikit National Convention Center, Plenary Hall 2-3

## Show Directory Form

Please completely fill the company information in the below blank boxes.

Company name	:	
Address	:	
Contact person	:	
Telephone no.	:	
Fax no.	:	
E-mail Address	:	
Web-Site	:	
Product/ Service	:	
Brand	:	
Country of original	:	
Description	:	
Booth no.	:	

### \*\*remark\*\*

- please fill-in with CAPITAL LETTER ONLY.
- please submit completed form to [ildexbangkok@gsncc.com](mailto:ildexbangkok@gsncc.com) in **word file format only** within 24 December 2011.

Item	Deadline
- Supply your company profile and information to be presented in show directory (form is available at the end of this manual)	24 Dec 2011



# Venue

## Queen Sirikit National Convention Center





# RULES AND REGULATION (1)

- Restricted Area : For your safety, Fire Hoses, Exits, Lifts, Ramps and Public Area must remain clear of any obstructions at all times.
- Lease Area : Construction work should be done within the area specified in the lease agreement.
- Floor Covering : For the protection of the QSNCC's floor, appropriate materials are need to cover areas where painting and construction occur.

# RULES AND REGULATION (2)

- Electrical Equipment : For your safety, electric saws, welding and drilling equipment which emit sparks are not allowed in the building
- Identification : For the security of your event, all organizers, contractors and sub-contractors must have identification. Please consult with the show organizer for assistance

# RULES AND REGULATION (3)

- Working Hours : Construction work and dismantling time must be in accordance with lease agreement. Please consult with your show organizer for scheduled times
- Forwarding : Construction equipment is allowed to be transferred to the building only on set up and tear down day
- Foods & Drinks : Outside foods and drinks are not allowed into the Center unless approved by NCC Management and Development Co.,Ltd.

# RULES AND REGULATION (4)

- Paint Spraying : Paint spraying is prohibited in the building
- Smoking : The QSNCC exhibit hall are no smoking areas. Smoking Zones will be provided. Please ask our staff for smoking zone locations

# Over Time Regulation (Set up Period)

- Exhibitors are allowed to set up their booths until midnight
- If Exhibitors who need to set up booth over midnight, please inform Organizer before 20.00 hrs. or Venue Management

The Rate of Over Time :

- 5,000 THB/booth/hour.
- 650 THB for additional security guard

\*\* At least 1 additional security guard is compulsory

\*\*\* Exclude Vat 7%

# Over Time Regulation (Dismantling Period)

- Exhibitors are allowed to tear down their booths until midnight
- If Exhibitors who need to tear down booth over midnight, please inform Organizer before 20.00 hrs. or Venue Management

The Rate of Over Time :

- 20,000 THB/booth/hour.

\*\*\*Exclude Vat 7%

# Order form

- TEL & FAX: Form 10
- FLOWERS & PLANTS : Form 11
- BOOTH SECURITY SERVICE : Form 12
- CLEANING SERVICE : Form 13
- HIGH SPEED INTERNET SERVICE-ADSL : Form 14
- INTERNET WIRELESS: Form 15
- NCCTV ADVERTISING: Form 16

**DEADLINE : Jan 16,2012**

# Main Contact

Ms. Neeranuch Chusing

Tel. 0 2229 3000 Ext. 3214

Fax 0 2229 3222

E-mail : [neeranuch.chu@qsnc.com](mailto:neeranuch.chu@qsnc.com)



## The Official Contractor

- Standard shell scheme booth
- Furniture & accessories service
- Electrical services
- Audio / visual equipment service
- Water supply & drainage

The Approved Stand Contractor  
for special booth design and construction

Side walls facing to the aisle :

Automatically removed and replaced with the fascia name

Fascia :

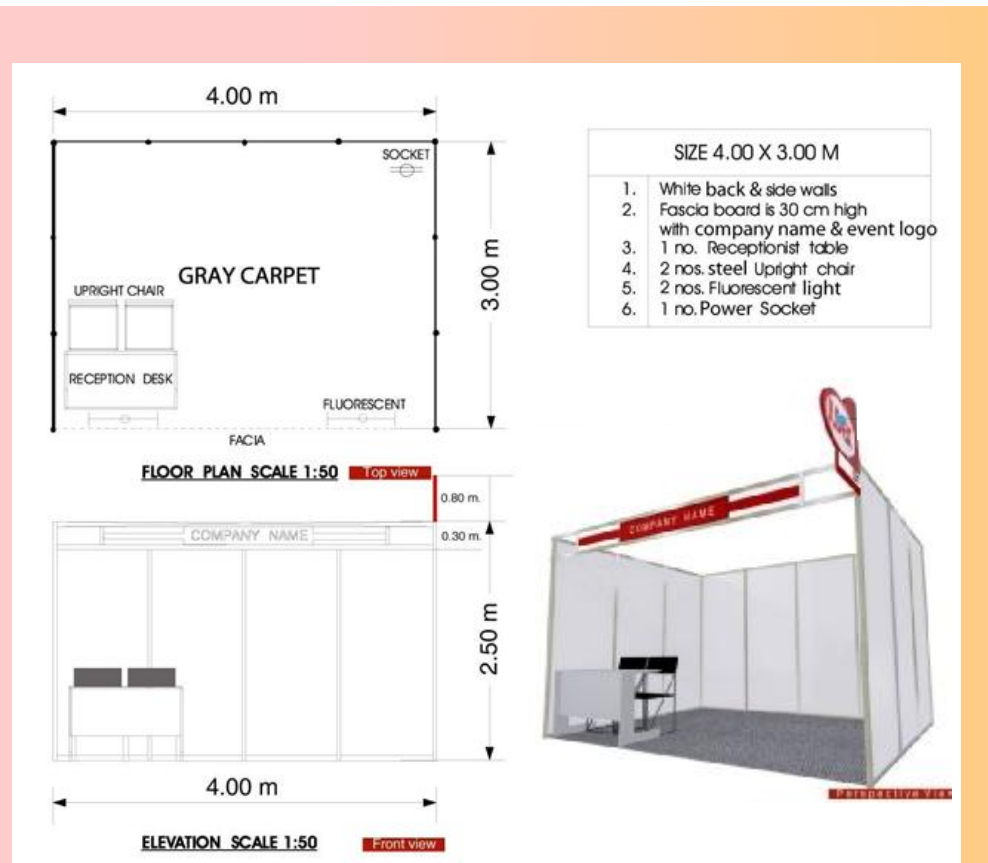
Please submit **Form 2**

Package per 12 sq.m. :

- 1 Table
- 2 Steel upright chairs
- 1 Waste paper basket
- 2 Fluorescent
- 1 Power socket 5 Amp
- Gray carpet

Space only :

Nothing will be provided but the exact floor measurement of the area rented



## Standard shell scheme

- No financial credit or exchange will be given for any shell scheme package item not utilized.
- Do not move or make any additions or changes to the standard shell scheme booths. Should you wish to make any change, please contact N.C.C. Image Co., Ltd.
- Do not spray glue, paint or write on the panels. To attach posters on the panels, please use S-hook or TWO-SIDED tape.
- Do not drill, nail, perforate, tack down or cause any damage to the panels or any components of the standard shell scheme.

## Important notes

- The socket is to be used for low electricity-consumption type of machine and equipment (max.1,000 watt, over than that please order a breaker), and not allowed for lighting connection
- **Form 5/1** : Electrical services
  - Section A : Lighting equipments with electric power
  - Section B : Electric power for equipment and machine
  - Section C : Electric power for lighting
- Exhibitors who need electricity during set-up & show days, please submit **Form 5/2**
- Please attach the electrical layout (**Form 5/3**) together with your order form
- Electrical supplies to stands will be switched off at source 1 hour after the exhibition closes daily
- Exhibitors requiring 24 hour electrical supply should contact our staff, the cost must be borne by the exhibitors
- Order forms without remittance are considered invalid

## N.C.C. Image's service forms

### *For shell scheme exhibitors*

- Lettering/Logo (**Form 2** )

### *For all exhibitors*

- Electrical fitting & supplies service (**Form 5/1** )
- Electrical service for build up & tear down period (**Form 5/2** )
- Utility point layout (**Form 5/3**)
- Furniture and accessories service (**Form 6** )
- Audio / visual equipment service (**Form 7** )
- Miscellaneous Stand Items (**Form 8** )
- Water supply & drainage (**Form 9** )

Please submit your required order forms  
together with remittance to us within the deadline

**16 January 2012**

# Contact person

## Shell scheme, furniture & accessories

Ms.Thanyaporn Kumpaengpan

ชญญาพร กำแพงพันธ์

Tel: 0 2203 4141

Email : [thanyaporn@nccimage.com](mailto:thanyaporn@nccimage.com)

## Special design

Ms.Waraluk Ongtilanon

วราลักษณ์ องค์ติลาณนท์

Tel: 0 2203 4140

Email : [waraluk@nccimage.com](mailto:waraluk@nccimage.com)

## Electrical, AV

Ms.Supranee Chomdee

สุปราณี ชมดี

Tel: 0 2203-4163

Email : [supranee.cho@nccimage.com](mailto:supranee.cho@nccimage.com)

Fax : 0 2203 4118

# *ILDEX Bangkok 2012*

*Logistics Plan by Official Freight Forwarder*

*AFEC Logistics (Thailand) Limited*

- q Shipping Instruction & Deadlines
- q On-site handling and Hand-carry items
- q Courier shipment
- q Contact details

# Shipping Instruction & Deadlines



## Shipping Instruction

For shipment to ILDEX Bangkok 2012 should be consigned as follows:

AFEC LOGISTICS (THAILAND) LIMITED  
507/321, 2<sup>nd</sup> FLOOR THAICEN TOWER, SATHUPRADIT ROAD (SOI 31),  
CHONGNONSEE, YANNAWA, BANGKOK 10120, THAILAND

## Consignment deadlines

- Seafreight shipment must arrive Bangkok before: 18 January 2012
- Airfreight shipment must arrive Bangkok before : 25 January 2012

# On-site handling and hand-carry items



## On-site handling

AFEC Logistics (Thailand) Ltd has been appointed as the sole official freight forwarder of the show and only AFEC is allowed to operate mechanical handling equipments at the loading area and inside the exhibition hall

Cargo which cannot be hand carried is required to hand-over to official freight forwarder at the loading area and shall be subject to on-site handling charges.

## Hand-carry items

Hand-carry items include small cartons, packages or wheeled luggage, which can be carried by 1 or 2 employees of exhibiting company. Otherwise, labor/lifting equipment will be required for handling and can be ordered from official freight forwarder

# Courier shipment



## Courier shipment

Exhibitors are strongly advised not to send the cargo for this exhibition via courier services as it could be detained by Customs. But if exhibitors still insist to send it via courier, please check with official freight forwarder in advance and please send copy of AWB and commercial invoice & packing list to us as soon as the shipment uplifted (via fax or email) so that we can monitor the shipment for you.

Please kindly be informed that there will be a delivery charge for courier shipment, rate will be quoted upon request. Please contact us if you need a quotation. However, in case that the shipment detained by Customs, we need to arrange clearance as normal airfreight shipment, and tariff for airfreight will be applied

# Contact



For more information please contact us at:

AFEC LOGISTICS (THAILAND) LIMITED

507/321, 2<sup>nd</sup> floor Thaicen Tower, Sathupradit road (Soi 31),  
Chongnonsee, Yannawa, Bangkok 10120, Thailand

Telephone : (66)(2) 674 3521

Fax : (66)(2) 674 3520

E-mail : [hasnai@afeclogistics.com](mailto:hasnai@afeclogistics.com)

Contact : Mr Hasnai Kongkaew

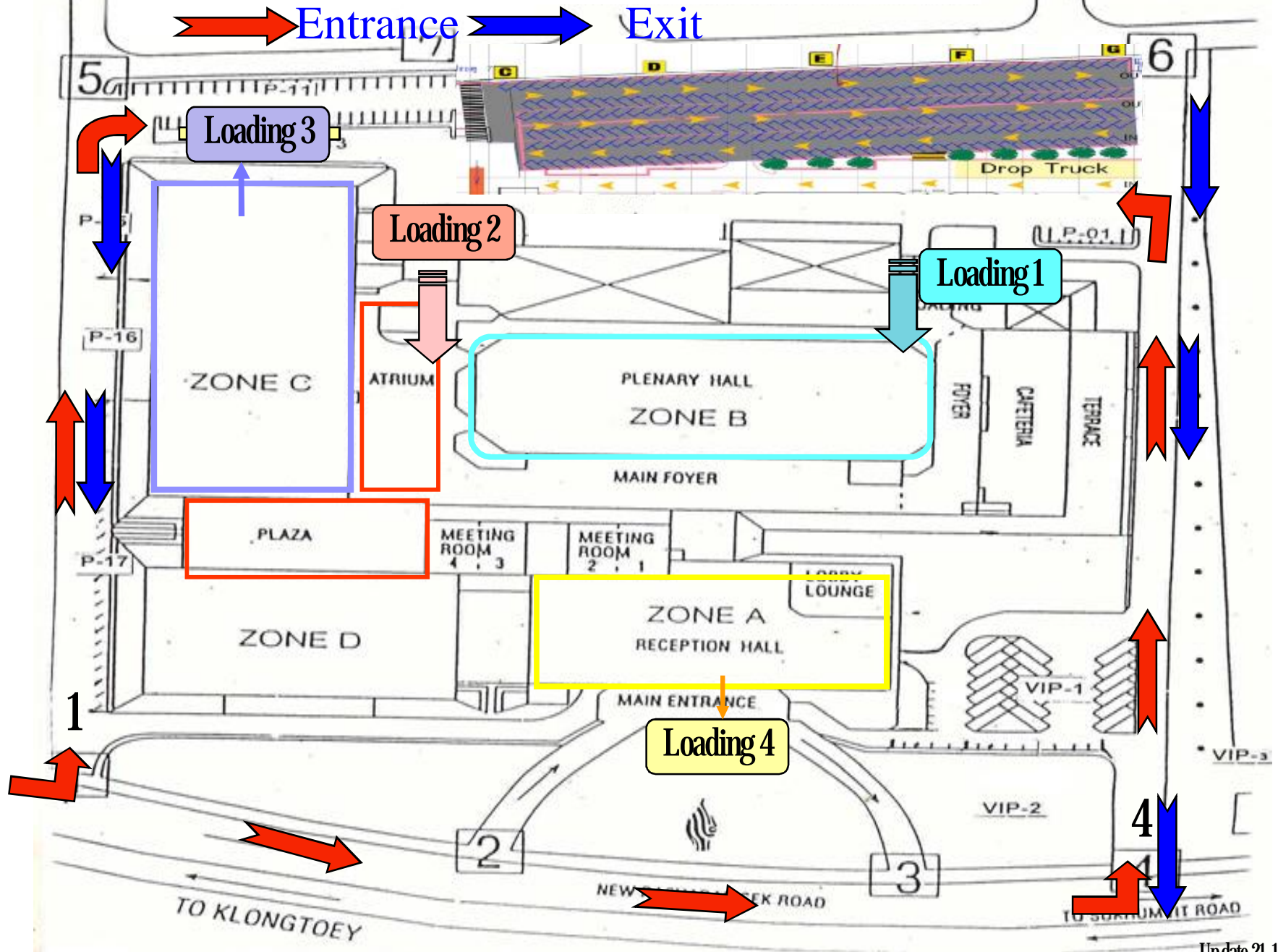


# Security system

## Queen Sirikit National Convention Center



# Traffic Loading Point

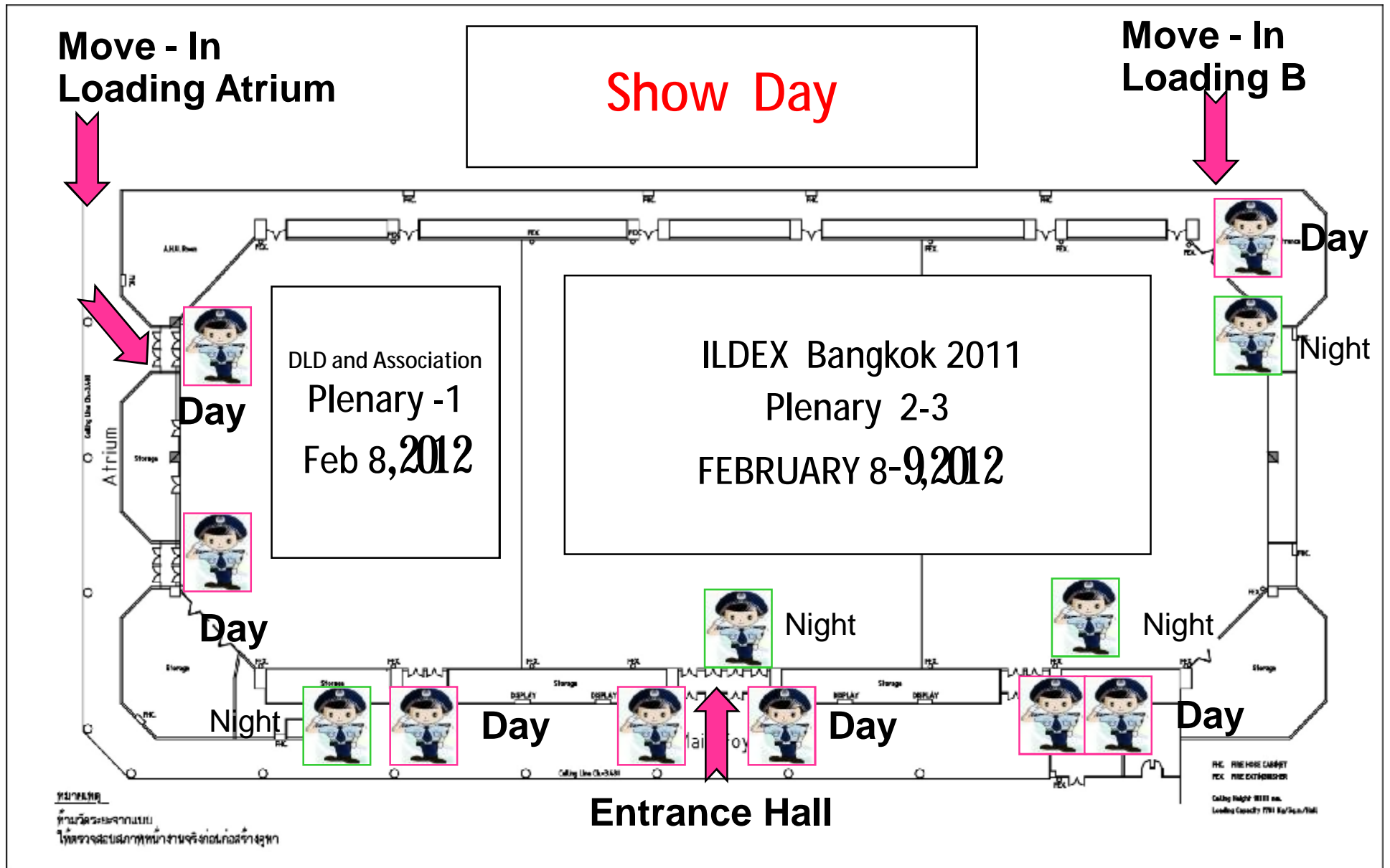




**Move - In  
Loading Atrium**

**Show Day**

**Move - In  
Loading B**



**Day**

DLD and Association  
Plenary -1  
Feb 8, 2012

ILDEX Bangkok 2011  
Plenary 2-3  
FEBRUARY 8-9, 2012

**Day**

**Night**

**Day**

**Night**

**Night**

**Night**

**Day**

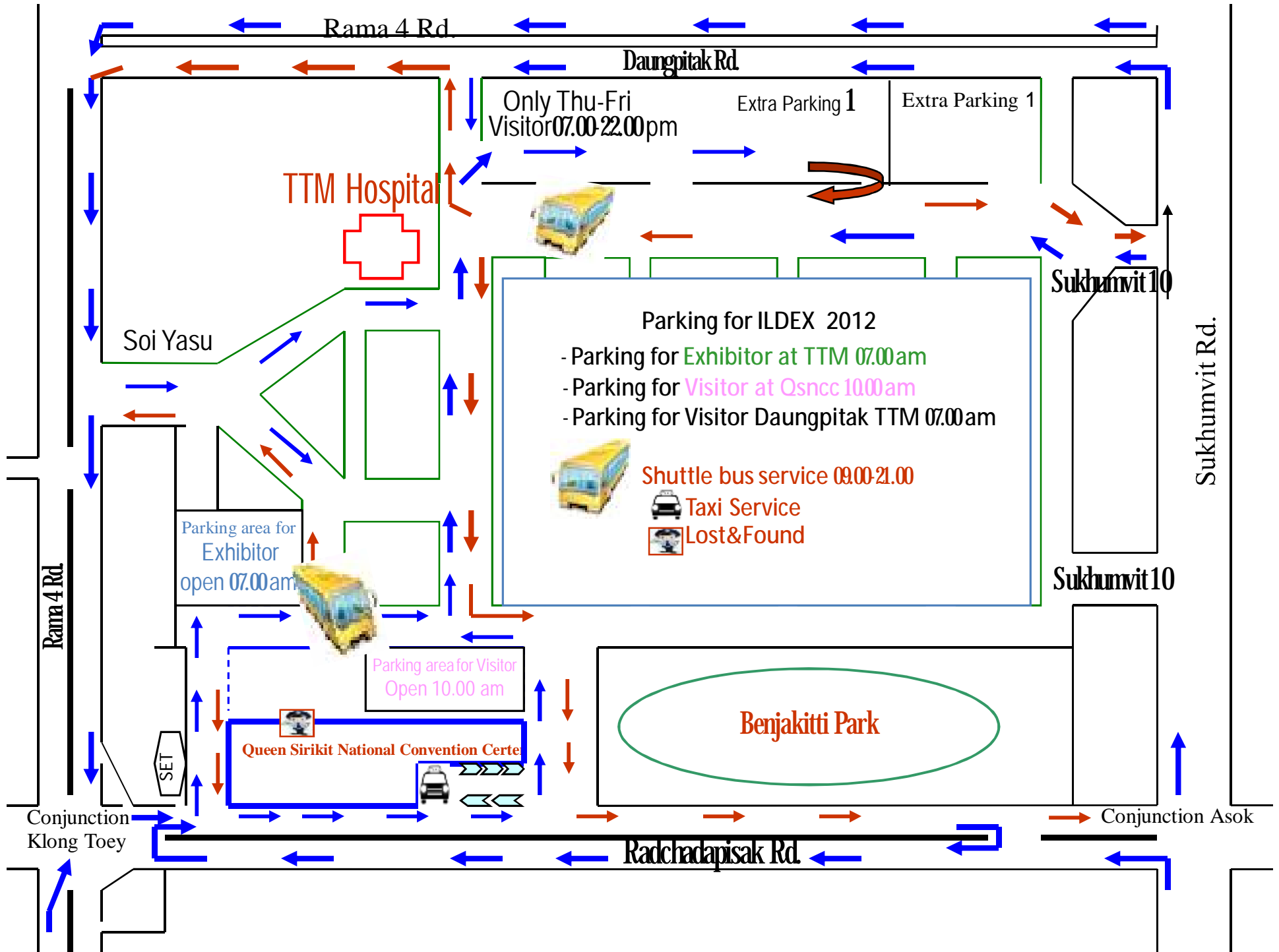
**Day**

**Day**

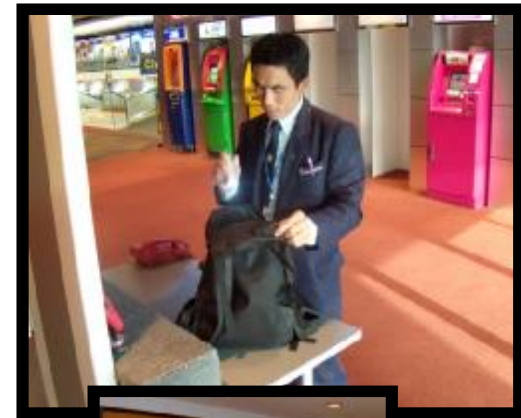
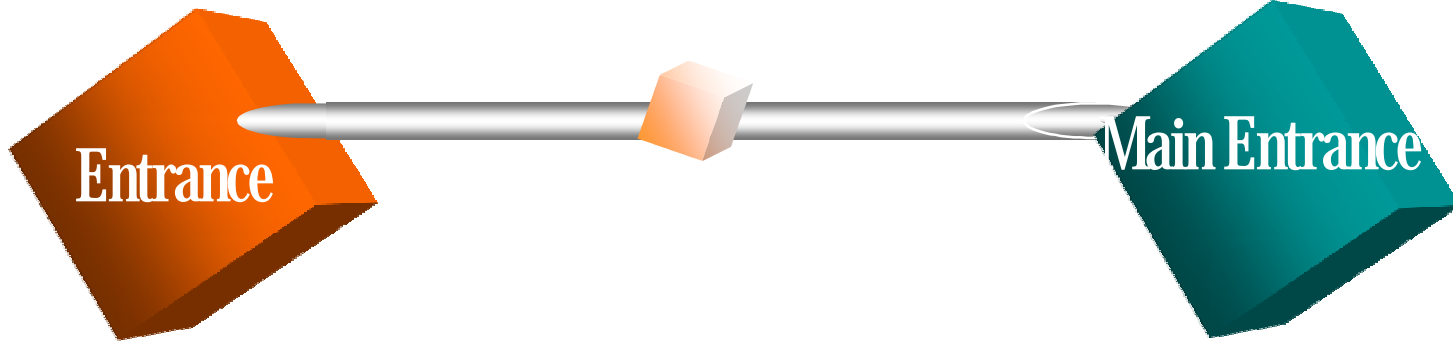
**Entrance Hall**

หมายเหตุ  
ห้ามติดกระดาษบนผนัง  
โปรดวางสิ่งของให้พ้นทางเดินและจุดต่อสายไฟ

PKC FIRE HOSE CABINET  
PKC FIRE EXTINGUISHER  
Ceiling Height: 10.00 m.  
Loading Capacity: 700 Kg/Space/10sqm



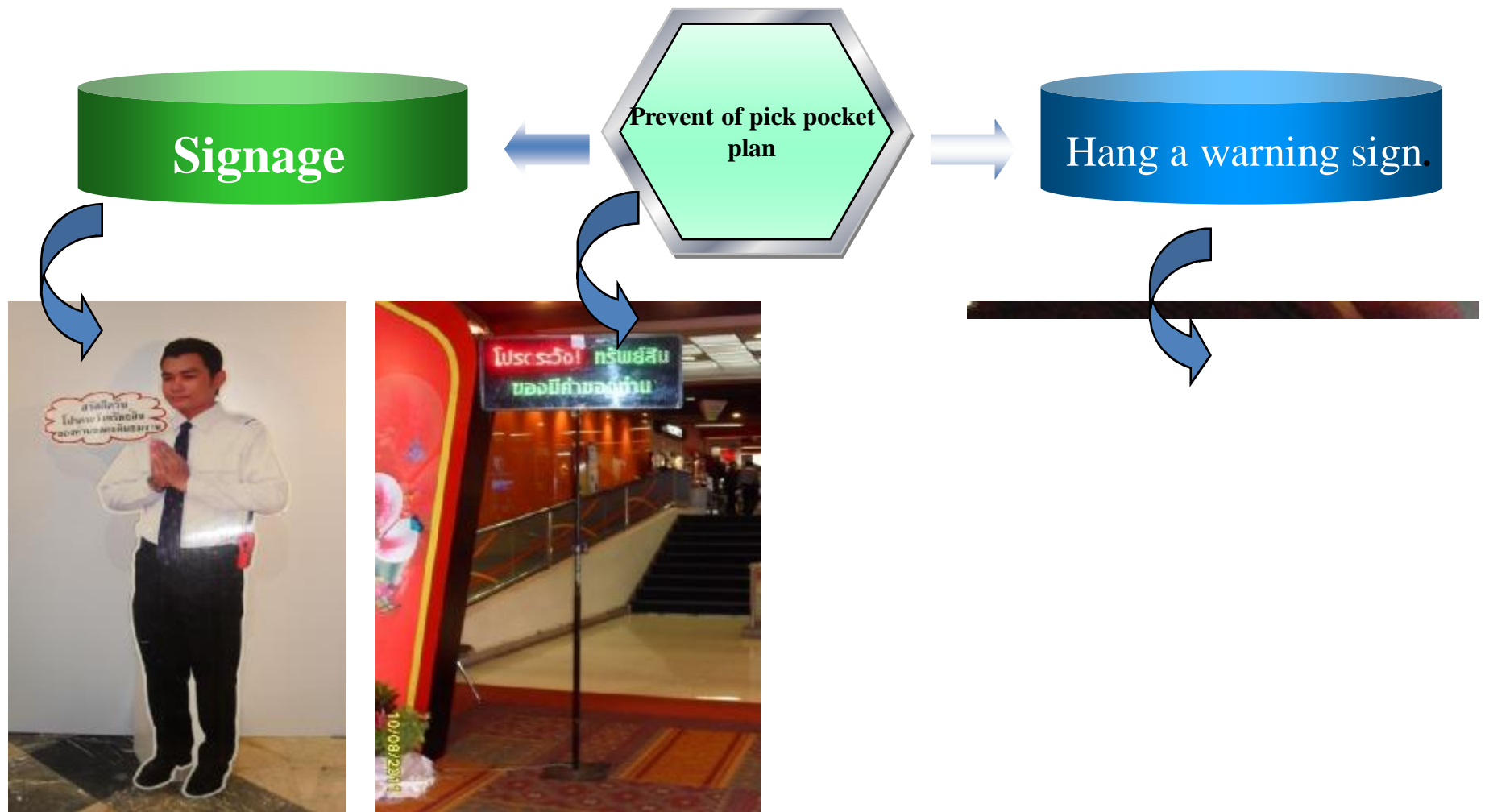
# Security System



# Security System in Exhibition Hall



# Security System in Exhibition Hall



# Lost & Found

Inform

A

Found - Return

B

Basic Assistance

C

Contact  
Lost & Found  
Zone Atrium



# Suggestion to secure your personal belonging

1

Keep your valuable belongings

2

Do not leave your possessions without care

3

Available secured locker for service





**Security Department**  
**Queen Sirikit National Convention Center**  
**Tel. 02-229-3253**



Thank You for Your Kind Attention

