



**17 – 19 October 2023**

Hall A2 & A3, Jakarta International Expo, Kemayoran – Jakarta  
Indonesia

# EXHIBITOR MANUAL

If you have any query, please contact the following persons:

PROJECT TEAM <i>Manual Access, Forms &amp; Deadlines, Payment, Invoices &amp; Receipts, General Enquiries</i>			
Ms. Kas Xie	Project Manager	+65 6780 4571	kas.xie@rxglobal.com
Ms. Rohani Liu	Project Executive	+62 819 0829 0706	rohani.liu@rxglobal.com
Ms. Billini Ng	Project Coordinator	+65 6780 4622	billini.ng@rxglobal.com
Ms. Yeow Hui Leng	Group Project Director	+65 6780 4639	huileng.yeow@rxglobal.com
SALES TEAM <i>Your Stand Packages, Stand Upgrades, Sponsorship Packages, Contractual Changes</i>			
Mr. Anthony Tan	Asst. Account Director	+65 6780 4651	jockhong.tan@rxglobal.com
Ms. Patsy Leung	Account Manager	+65 6780 4506	patsy.leung@rxglobal.com
Ms. Jessica Go	Sales Account Executive	+65 8028 8712	jessica.go@rxglobal.com
Ms. Rohani Liu	Project Executive	+62 819 0829 0706	rohani.liu@rxglobal.com
MARKETING TEAM <i>Promotion &amp; Advertising</i>			
Ms. Francine Haryanto	Marketing Executive	+62 812 8857 7509	francine.haryanto@rxglobal.com
Ms. Teo Hui Hiang	Marketing Director	+65 6780 4625	huihiang.teo@rxglobal.com
OPERATIONS TEAM <i>Raw Space Builds, Work Health Safety, Freight, Utilities, Security</i>			
Mr. Hendra Lie	Operations Manager	+62 812 8478 9512	hendra.lie@rxglobal.com
Ms. Karen Leong	Operations & Event Production Director	+65 6780 4631	karen.leong@rxglobal.com

The Organiser will maintain an Exhibitor Service Centre (ESC) on-site throughout the build-up, tear-down, and exhibition days. Staff members will always be on hand to answer questions, handle problems, and be of assistance to all exhibitors. **Any matters which may arise on-site affecting Exhibitors or Contractors should be referred to The Organiser immediately, so that prompt action can be taken to manage them.**

Built by



In the business of  
building businesses

Welcome to **INDONESIA MARITIME EXPO 2023!**

In order to assist you in preparing for this Exhibition, we have designed this Exhibitor Manual that contains all essential information to simplify your arrangements.

Please take time to read through the information and complete any of the compulsory forms by the dates specified. Should you need any specific information or just want to talk through some options, please feel free to call any of our team members listed within, who are here to support and help you throughout your exhibiting experience.

For exhibitors who sign up after our deadlines, we will liaise directly with you on your requirements. We will try our best to cater to your last-minute requests; however, we cannot guarantee that these requests can be met.

**EXHIBITORS SHOULD BE AWARE OF THE FOLLOWING IMPORTANT MATTERS:**

1. The Exhibition Hall is open from **0900 hours to 2100 hours** during the build-up from **15 October, Sunday** to **16 October, Monday** and Tear-down from **1700 to 2200 hours** on **19 October, Thursday**. Thereafter, all persons must leave the hall for security reasons.
2. All exhibitors and their stand contractors must comply with all the rules and regulations stated in this Exhibitor Manual.
3. Exhibitors with a “space only” stand, will be required to submit the stand layout plans, elevation and artist’s impressions to the organisers for approval via email no later than **18 August, Friday**.
4. Exhibitors are advised that electrical supply to stands will only be available from **16 October, Tuesday, 1700 hours** (Subject to satisfactory testing being completed by the Hall’s Electrical Engineer). You are reminded to bring your own portable generator if you require electrical power before this date.
5. Only general cleaning is provided in-hall. This includes cleaning of carpet and emptying of wastepaper baskets. Please note that cleaning of exhibits is the responsibility of the Exhibitor. The removal/disposal of all construction debris and waste materials during the Exhibition are also the responsibility of the Exhibitor and their appointed contractors.
6. Persons under 18 years of age will not be granted entry during the build-up, show day and tear-down period. This includes the children of exhibitors, contractors, and visitors.
7. Packing of exhibits and removal of portable items/personal effects and dismantling of stands may only commence after the Exhibition closes on **19 October, Thursday, 1600 hours**. All exhibits must be removed by **19 October, Thursday, 1900 hours**. All stand materials must be removed by **19 October, Thursday, 2200 hours**.
8. All Exhibitors including their staff, representatives, agents, and contractors must be made aware of the Exhibition’s **“Time Table of In-Hall Operations”**; and ensure that all activities are planned and carried out within these timings. Any extension of timings may not be possible or would be very costly.
9. Exhibitors must have adequate insurance coverage against all eventuality throughout the whole duration of the Exhibition for their personnel, equipment, third party liability claims, and movements of equipment in and out of the Exhibition premises.

Exhibitors and their contractors building stands in this Exhibition must comply with all the rules and regulations stated in this Exhibitor Manual.

**All information contained in this manual is correct at the time of printing as the Organizer/Show Manager have done their utmost to ensure their accuracy. The Organizer/Show Manager apologizes for any misprint, omission or error, and express regret; however cannot be held liable on any account whatsoever for them.**

## 1.1 THE EXHIBITION

## Jakarta International Expo (JIEXPO)

Hall A2 &amp; A3, Jakarta International Expo, Kemayoran – Jarkarta

Trade Mart Building (Gedung Pusat Niaga) Arena JIEXPO Kemayoran Central Jakarta 10620, INDONESIA



## HOW TO GET JIEXPO

From Airport:

- Soekarno – Hatta International Airport (CGK)
  - Drive through Inner Ring Road Toll and take the exit at “PRJ Kemayoran (Approx. 35 – 50 minute)
- Halim Perdanakusuma International Airport (HLP)
  - Drive through Inner Ring Road Toll and take the exit at “PRJ Kemayoran (Approx. 30 – 40 minute)

By Public Transportation:

- Taxi / Online Ride-Hailing
  - Drive through Inner Ring Road Toll direction to Tanjung Priok and take the exit at “PRJ Kemayoran
  - Toll Fee – Approx. IDR 10.500,-
- Transjakarta Bus
  - Take the Transjakarta line with route “Coridor 11-12” and get off at “JIEXPO Kemayoran” or “Landas Pacu Timur” bus station (15 min by walk, 3 min by motorcycle, 5 min by car)
- Train / Commuter Line
  - Take the train / commuter line with route “Bogor – Jatinegara” or “Bekasi – Jatinegara” and get off at “Rajawali” or “Kemayoran” train station.
    - From Rajawali Train Station (5 min by walk, 2 min by motorcycle, 3 min by car)
    - From Kemayoran Train Station (15 min by walk, 5 min by motorcycle, 7 min by car)

## TIMETABLE OF IN-HALL OPERATIONS

### 2.1 OFFICIAL CONTRACTORS / AGENCIES

The following companies have been appointed as Official Contractors/Agencies for the Exhibition:

EVENT	DAY / DATE / TIME
<b><u>BUILD-UP PERIOD</u></b>	
Exhibitor Nominated Contractors move-in	Sunday, 15 October, 0900 hours
Registration of Exhibitors from	Monday, 16 October, 1400 hours
Delivery of Freight to Stands from	Monday, 16 October, 1400 hours
Shell Scheme Stands ready for occupancy on	Monday, 16 October, 1400 hours
Electrical Supply to Stands (subject to testing by Electrical Engineer)	Monday, 16 October, 1700 hours
Completion of all Stand Structures by	Monday, 16 October, 1900 hours
Completion of Stand Dressing and Product Display by	Monday, 16 October, 2100 hours
<b><u>EXHIBITION PERIOD</u></b>	
Exhibitors' Access	Tuesday, 17 October, 0900 - 1730 hours Wednesday, 18 October, 0900 - 1730 hours Thursday, 19 October, 0900 - 2200 hours
Visitors Access	Tuesday, 17 October, 1000 - 1700 hours Wednesday, 18 October, 1000 - 1700 hours Thursday, 19 October, 1000 - 1600 hours
<b><u>TEAR-DOWN PERIOD</u></b>	
Packing of items, emptying rented furniture and equipment shutdown from	Thursday, 19 October 2023, 1600 hours
Disconnection of all utilities at	Thursday, 19 October 2023, 1630 hours
Distribution of packing materials from	Thursday, 19 October 2023, 1630 hours
Collection of rented items from	Thursday, 19 October 2023, 1630 hours
Dismantling of Stands from	Thursday, 19 October 2023, 1800 hours
All exhibits must be packed and removed from the Hall by	Thursday, 19 October 2023, 1900 hours
All Exhibitors must leave the Hall by	Thursday, 19 October 2023, 2200 hours
All stand materials must be packed and removed from the Hall by (For Nominated Stand Contractors Only)	Thursday, 19 October 2023, 2200 hours
All Nominated Stand Contractors must leave the Hall by	Thursday, 19 October 2023, 2200 hours
<b>This schedule is correct at the time of printing. Should there be any amendments; an updated copy will be available at the exhibitor service centre (ESC) on-site.</b>	

**\* To prevent congestion, timing for exhibitors to use the loading and unloading bay may be staggered. A detailed timetable will be provided nearer to date.**

- The Exhibition Hall will be opened for stand installation and dismantling from **0900 to 2100 hours** from **Sunday, 15 October** to **Monday 16 October 2023** and **1600 to 2200 hours on Thursday, 19 October 2023** during the **Build-up and Tear-down days unless otherwise stated**.
- On the Exhibition Days, Exhibitors are permitted into the Exhibition Hall one hour before opening (i.e., 0900 hours; except on the 1<sup>st</sup> show day at 0830 hours) and remain for half an hour after closing (i.e. 1830hrs) to service their stands. For security reasons, all Exhibitors and their contractors/vendors requiring to be at the stands earlier or later must submit in writing the reason for and to obtain prior written permission from the Organizer.
- Exhibits may be delivered to the stand earlier than the time specified if construction (in the case of "Space Only" stands) has progressed sufficiently to receive the exhibit/s. Please liaise with the Official Freight Forwarders for such arrangements. Exhibitors must be present to receive such exhibits.
- Exhibitors are reminded that **small, portable and attractive items are most at risk** when the Exhibition closes each day. Therefore, Exhibitors are advised to have them safely stored away each day before leaving the Exhibition Hall. Exhibitors should pay particular attention to these items during the **Tear-down period**.
- Dismantling of Shell Scheme Package stands will commence immediately upon Exhibition closure. Exhibitors are advised to remove any displays from the walls, partitions or furniture which they wish to retain.

**Please note that ALL EXHIBITS MUST BE DISMANTLED AND MATERIALS REMOVED BY THE RESPECTIVE TIMINGS STATED ABOVE.**

## 1. GENERAL INFORMATION

### 1.2 THE EXHIBITION

INDONESIA MARITIME EXPO is the must-attend exhibition gathering international shipbuilding & marine, workboat, offshore companies and ship-owners, technical procurers, and end-users from the Region at one place to buy, sell and network. Into this edition, **Indonesia Maritime Expo 2023** is recognized by industry professionals as the strategic event in Indonesia to strengthen brand presence, build business alliances and develop potential businesses with Indonesia

### 1.2 VENUE

Hall A2 & A3, Jakarta International Expo.  
Arena JIExpo Kemayoran; Jakarta 10620, Indonesia

### 1.3 DATES AND EXHIBITION HOURS

Exhibition Hours:	Tuesday,	17 October 2023, 1000 – 1700 hours
	Wednesday,	18 October 2023, 1000 – 1700 hours
	Thursday,	19 October 2023, 1000 – 1600 hours

### 1.4 ORGANIZERS

PT. REED EXHIBITIONS INDONESIA  
APL Tower Central Park, 26<sup>th</sup> Floor, Unit T3 Jl. Letjen S. Parman Kav.28, Grogol, Petamburan, Jakarta Barat 11470 - Indonesia

The Organizer / Show Manager will maintain an Exhibitor Service Centre (ESC) on-site throughout the build-up, break-down, and Exhibition days. Staff members will always be on hand to answer questions, handle problems, and be of assistance to all Exhibitors. ***Any problem which may raise on-site affecting Exhibitors or contractors should be referred to the Organizer / Show Manager immediately, so that prompt action can be taken to prevent its escalation to unnecessary proportions.***

### 1.5 ADMISSION

#### (a) Exhibitors

Exhibitors have access to the Exhibition Hall 1 hour before exhibition opening and ½ hour after exhibition closure each day in order to service their stands. Exhibitors who are required to be at their stands before/after official opening hours must obtain approval from the Organiser by 2pm on the same day. Security guards will be arranged during the extended hours and exhibitors will have to pay for the cost of the security service.

Only contracted exhibiting companies may apply for exhibitor passes, and these passes are only meant for their staff who will be manning the stands. The number of complimentary exhibitor passes issued is based on contracted space. Exhibitors with 25sqm and below of contracted space will be allocated 5 complimentary exhibitor passes. Exhibitors with more than 25 sqm of contracted space will be issued 1 additional pass for every additional 5 sqm e.g. 30 sqm = 6 passes (maximum 50 passes). Exhibitors' staffs who are NOT manning the stand but wish to visit the exhibition will be treated as trade visitors. They may register themselves online at a later date.

All exhibitor pass applications must be submitted through Marketing forms. Please contact [francine.haryanto@rxglobal.com](mailto:francine.haryanto@rxglobal.com) for more information. All passes will be ready for collection from Monday, 16 October, 1400 hours at the Exhibition Hall.

#### (b) Visitors

Trade Visitors must be registered pre-event or at the exhibition venue during show days to gain entry into event halls. The exhibition is open to trade professionals only. **Persons under 18 years of age will not be granted entry during the build-up, show day and tear-down period.**

## 1. GENERAL INFORMATION

(c) **Contractors**

All contractors (stand-fitting, interior decorating, etc.), other than the Official Contractors, are required to sign an undertaking guaranteeing their observance of the regulations laid down by the Organizer / Show Manager, before admission passes are issued for the build-up and tear-down days, to carry out construction and dismantling works only.

Where a contractor has a valid reason to be present during the Exhibition period (e.g. maintenance or remedial purposes), please register at the Exhibitor Service Centre (ESC) on-site. The Organizer / Show Manager reserve the right to disallow any contractor using Exhibitor or Visitor badges into the Exhibition.

Please note that the accepted dress code for admission during the Exhibition days for all parties is business attire.

If you are foreigner, please check [imigrasi.go.id](https://imigrasi.go.id) for VISA requirement to enter Indonesia.

### 1.6 **SECURITY**

The Organizer / Show Manager have engaged security service to ensure the safety of all exhibits. Nevertheless, Exhibitors must arrange their own insurance to cover all stages of the Exhibition and be particularly careful to pack all items/exhibits immediately after the Exhibition closes on **Thursday, 19 October 2023**. It is currently that there is the greatest risk of exhibits and valuables going astray. The Organizer / Show Manager will not accept responsibility for theft, loss or damage of exhibits, stores or any other equipment belonging to Exhibitors, contractors or visitors.

For security reasons, small, portable and valuable exhibits/products/display items should be brought into the Exhibition Halls and be displayed closer to the Exhibition opening days and to be stored away securely at night.

It is strongly recommended that at least one representative is at your stand to supervise all deliveries; packing and unpacking; installing and dismantling until hand-over to your nominated agent.

Exhibitors are advised that rented furniture will be collected when the Exhibition closes; therefore drawers, cupboards, store rooms etc. should be emptied and contents packed away.

The Organiser will not accept responsibility for theft, loss or damage of exhibits, stores or any other equipment belonging to Exhibitors, contractors or visitors.

Exhibitors who require special individual security at their stand may contact the Official Security Agency for quotation. Please note that only the Official Security Agency can provide this service.

The following security measures will be taken during build-up, exhibition and tear-down period:

- I. The Organiser reserves the right to refuse entry to anyone without having to assign any reason whatsoever.
- II. Persons below 18 years of age are not allowed to use Exhibitors Passes, nor will they be admitted. This ruling will also be enforced during the build-up and tear-down days.
- III. The Organiser reserves all rights to conduct random identification & security checks for all personnel, including exhibitors, visitors and contractors.
- IV. Movement in and out of the exhibition halls will be restricted to designated control points and this includes freight movement.
- V. Delivery personnel may be issued with Temporary Pass upon submission of valid delivery order and proof of identification. Any loss of the Temporary Pass will incur a fee of IDR50.000 per pass. Any lost passes must be returned if found, any misuse of passes are strictly forbidden.
- VI. Pass holders must ensure that their passes are worn at the point of entry, and at all times within the halls. It is strictly prohibited to allow their passes to be worn by anybody else at all times. Any failure is likely to lead to the pass holder and the person wearing the pass being removed



## **1.7 FOOD AND BEVERAGES**

There will be Cafe and a Food Court provided by the Venue (JIEXPO) in the area during the show days. In addition, there are various other food and beverage outlets located near the Exhibition Centre. Please contact our Exhibition Service Center (ESC) for the location of these outlets.

Stand catering is also available and orders must be made at least Twenty-One (21) days in advance only with the official caterer, Jakarta International Expo. Please email Ryan ([ryan@jiexpo.co.id](mailto:ryan@jiexpo.co.id)) to place your order. Orders may also be placed at the concession stands on-site at Jiexpo Café/Restaurant.

Exhibitors are reminded that standard regulations and practice forbid the consumption of any food and beverages not purchased from an outlet within the venue premise.

## **1.8 BUSINESS CENTER**

The MICE Business Centre, managed by JIEXPO, is located at Gedung Pusat Niaga Ground Floor. It operates from 10am to 8pm daily and provides secretarial services, use of PC workstations with Internet access, prepaid cards, and many other business-related services.

## **1.9 PUBLIC ADDRESS (PA) SYSTEM**

The PA system is for use by the Organizers / Show Managers and Hall Owner for ***official announcements only***. Paging services cannot be provided, nor can any Exhibitors' announcements be made.

## 2. OFFICIAL CONTRACTORS / AGENCIES

### (2.1) OFFICIAL CONTRACTORS / AGENCIES

The following companies have been appointed as Official Contractors/Agencies for the Exhibition:

No	Contractor	Contact Details	Contact	Services
I	SAMUDRA DYAN PRAGA	E: fatimah@samudra.co.id M: +62 812-1303-5124	FATIMAH	<b>OFFICIAL CONTRACTOR</b> Official responsibilities covering the Shell Scheme installation, the rental of furniture and electrical fittings. Also provides competitive Special Design construction booth that caters to your needs.
II	ARK MEDIA KOMUNIKA	E: milan.iskandar@arkmedia.id M: +62 811-9707-797	MILAN	<b>AUDIO VISUAL &amp; STAGING</b> To provide the rental of audio-visual equipment including Screen, Projector, Audio Player and other related electronic equipment to suit the need of your exhibition booth.
III	JIEXPO	E: ryan@jiexpo.co.id M: +62 877-8508-2811	RYAN	<b>CATERING FOOD &amp; BEVERAGE SERVICE</b>
V	DSV SOLUTIONS INDONESIA	E : rini.astuti@dsv.com M: +62 821-2224-2617	RINI	<b>FREIGHT &amp; LOGISTIC TRANSPORT</b> On-site handler providing competitive rates for the transfers of freight and exhibits into and out of the Exhibition Hall that require any form or mean of mechanical lifting and handling equipment. They can also provide customs documentation, film censorship clearance and the hiring of labor on-site
VI	GARDA UTAMA	M: +62 812 8393 9689	ANDI	<b>SECURITY AGENCY</b> To provide security during exhibition days

(2.2) For easy reference, the bank account details of the Organizer / Show Manager and Official Contractors / Agencies are listed below. Please note that if payment is drawn in a foreign currency, please include the bank commission:

No	Company	IDR
I	PT REED EXHIBITIONS INDONESIA	BANK CENTRAL ASIA (BCA) Account No – 084-543-2011



### 3. RULES AND REGULATIONS

The Rules and Regulations listed below are designed for *safety, security* and to provide *equal exposure* for all Exhibitors.

Exhibitors and their personnel/appointed agents must observe the Rules and Regulations stated in this Exhibitor Manual and those attached to the Exhibition Participation Agreement.

#### 3.1 PRESENTATIONS AND/ OR DEMONSTRATIONS OF EXHIBITS / PRODUCTS

An Exhibitor intending to present and/or demonstrate equipment, exhibit or product at his stand must:

- (a) Consider the safety conditions under which the exhibit will be demonstrated.
- (b) Securely install all working machinery to prevent base slippage and position such machinery so that the operation hereof will not cause intrusion into the aisle or otherwise prove hazardous to all persons.
- (c) Adequately guard all moving parts of machinery to prevent injury to any person.
- (d) Isolate starting devices to prevent operation by any visitor or other unauthorized person.
- (e) Ensure that toxic fumes, exhaust or other irritants caused by the exhibits/products are not released into the Exhibition Hall. Prior approval from the relevant controlling authority, in addition to that of the Organizer / Show Manager, must be obtained for such purpose.
- (f) Ensure that gas cylinders, naked flames and welding demonstrations are not exposed in the Exhibition Hall and stands. Prior **DINAS PEMADAM KEBAKARAN** approval must be obtained and their conditions for such purpose fully met and satisfied before any demonstration is carried out.
- (g) Ensure that adequate protection is catered to prevent damage to the Hall flooring, carpet and facilities. Any damages caused will be at the responsibility of the Exhibitor concerned.
- (h) Ensure that any product or display like roofing, awning, ceiling or lighting pelmet must be highlighted in the respective stand plan and submitted to the Organizers / Show Managers for the **DINAS PEMADAM KEBAKARAN** approval. Without this approval, no such product or display will be permitted in this Exhibition by the **DINAS PEMADAM KEBAKARAN**.
- (i) Ensure that all the relevant local government authority license(s) and/or permit(s) are obtained, and its stipulated regulations and conditions observed and abided with for the demonstration and/or use of electronics, radio and/or satellite receiving and/or transmitting equipment.
- (j) Ensure that only products for which they are agent, distributor or dealer, are displayed. In the event of a dispute between/among Exhibitors, the Organizer / Show Manager reserve the right to rule on the right to exhibit.
- (k) As an ethical company, PT Reed Exhibitions Indonesia views intellectual property rights violation seriously

#### 3.2 USE OF SPREADER PLATES / FLOOR LOADING

Spreader plates are necessary if the static display exhibit exceeds the stipulated floor loading of above **1500kg/sqm**, and/or for any demonstrating exhibit/product that causes severe vibrations or reverberations, in which case the floor loading is subsequently reduced by at least 30% or around **1050kg/sqm**. The Exhibition Hall Safety Officer has the final authority on this matter. These spreader plates must be arranged in advance with the Official Freight Forwarder.

### 3.3 **FILM AND AUDIO / VISUAL DEMONSTRATIONS / CENSORSHIP / COPYRIGHTS**

#### (a) **Censorship**

Video tapes/discs sent to Singapore for Exhibition purposes ***may be exempted*** from censorship by the **Lembaga Sensor Film** (subject to approval, at the Board's discretion).

To apply for exemption, Exhibitors will need to complete The Audio Tape/Disc Censorship Exemption Form, and this Form is to be attached together with your shipment to Indonesia. Exhibitors should also fax to our Official Freight Forwarder a copy of your shipping documents together with the completed Form, so that they are able to monitor on your behalf. If you need further information, kindly contact the Official Freight Forwarder.

Further clarification can be obtained from:

**LEMBAGA SENSOR FILM**

Jalan M.T. Haryono Kavling 47-48

Jakarta Selatan 12770

Tel: (+62) 21 7902971 – 79191129

Fax: (+62) 21 7902971 ext. 222

Website: [lsf.go.id](http://lsf.go.id)

Email: [sekretariat@lsf.go.id](mailto:sekretariat@lsf.go.id)

#### (b) **Copyright**

Exhibitors who wish to utilize audio and/or visual aids in the Exhibition in relation to the soundtracks of videos and music being played must ensure that their use will not infringe the copyrights of others. Exhibitors are advised to contact the following organization regarding the procedures for application of a "Copyright Music License":

**DIREKTORAT JENDERAL HAK KEKAYAAN INTELEKTUAL DIVISI SERTIFIKASI**

Jalan Daan Mogot Km 24, Tangerang Banten Gedung C Lantai 1

Telepon: (+62) 21 552 4992 ext 611, 552 4993

Fax: (+62) 21 552 4993

Email: [docopyright@dgip.go.id](mailto:docopyright@dgip.go.id)

Website: <http://www.dgip.go.id>

#### (c) **Sound Level**

Sound levels must be set at **85 decibel level** which cause no interference with or annoyance to other Exhibitors. The Organizer / Show Manager reserves the right to reduce the sound level or restrict or switch off any audio/visual displays which cause complaints and the Organizer / Show Manager's decision is final if such a dispute arises.

### 3.4 **INDUSTRIAL GAS AND NAKED FLAME DEMONSTRATION**

A detailed application to the **DINAS PEMADAM KEBAKARAN** submitted through the Organizer and Hall Owner is mandatory for the use of any industrial gases of an inflammable or toxic nature for demonstration purposes in the Exhibition; and if approved, the **DINAS PEMADAM KEBAKARAN** stipulated conditions must be met in full. Failing which might result in the imposition of severe penalty on the concerned party that conduct or carry out the naked flame demonstrations or who store gas cylinders in the Exhibition. Please note that the Organizer and Hall Owner can only assist in this matter and the final say lies with the governing authority

### 3.5 **FIRE PRECAUTIONS**

Any persons, on seeing an outbreak of fire, however slight, must make immediate use of the fire alarm system and subsequently endeavor to extinguish the outbreak or confine it by the use of extinguishers and/or remove all items in that vicinity.

Exhibitors, who, because of the nature of their exhibits, require a special type of fire extinguisher, must make arrangements, at their own expense, for the provision of such equipment. The Organizer / Show Manager will assist and advise, if required.

No packing materials or brochures may be stored behind the walls of perimeter stands or any other designated service areas, unless prior written approval has been given by the Organizer / Show Manager and Hall-owner.

### **3.6 PHOTOGRAPHY OF EXHIBITS**

You may be photographed, audio-recorded and video-recorded at any event organized by PT Reed Exhibitions Indonesia. By entering the event premises, you consent to all photographs, interviews, audio recordings and/or video recordings made, produced or taken of you ("Materials") and the use, release, publication, exhibition, or reproduction of the Materials in all marketing and communication materials in any media by PT Reed Exhibitions Indonesia, its affiliates and/or representatives. You also waive any right to inspect or approve any Materials, including any photo, video, or audio recording taken by PT Reed Exhibitions Indonesia, its affiliates and/or representatives. All intellectual property rights to the Materials shall be reserved by PT Reed Exhibitions Indonesia, and you waive all rights to any claims for payment or royalties in connection with their use, release, publication, exhibition or reproduction

Commercial photographers representing the appropriate media or individual visitors to the Exhibition may wish to photograph Exhibition stands or an individual exhibit. General photography of the Exhibition and exhibits is permitted; however, "head-on" photography or "close-ups" of any exhibits lies within Exhibitor's jurisdiction. Please note that Exhibitors have the right to request any such person not to carry out photography without specific permission.

Exhibitors wishing to restrict photographs for any reason should place notice to that effect, adjacent to the exhibit, and are advised to hire their own security guards to enforce this restriction.

### **3.7 NO SMOKING IS PERMITTED IN THE EXHIBITION HALLS**

According to "PERATURAN GUBERNUR PROVINSI DAERAH KHUSUS IBUKOTA JAKARTA No 75 Tahun 2005 TENTANG KAWASAN DILARANG MEROKOK"

### **3.8 STAND CLEANING**

The Organizers / Show Managers will only arrange for the general cleaning of the Exhibition Hall and stands. This only includes cleaning of carpet/flooring and rubbish disposal before the Exhibition opens in the morning and after the Exhibition closes in the evening. It excludes cleaning of exhibits and displays. Exhibitors are responsible for always maintaining their own stand in a tidy condition. Exhibitors with lockable offices are requested to place refuse outside the office before departure each evening, for disposal. Exhibitors may contact Jakarta International Expo for quotation, should additional cleaning services be required.

### **3.9 REMOVAL OF WASTE**

During the build-up and break-down days of the Exhibition, the aisles of the Hall must not be obstructed with packing and construction materials or debris. Contractors building Space Only stands or stand interiors are responsible for removing their own building waste and off-cuts from the site at the end of each day. Painting and sawing can only be carried out at certain designated areas outside the Exhibition Hall.

At the end of the Exhibition, contractors must remove from the site all the materials especially the double-sided carpet tape used from their clients' stands by the respective timings stated in the "**Time-Table of In-Hall Operations**". Should they fail to do so, the monies of their Performance Bond will be used to pay for such removal by the Official Cleaning Contractor.

The Venue reserves the right to charge the Exhibitor concerned for the removal of excessive waste (stand construction debris, crates/pallets, cartons, packing materials or literature), minimum **IDR350.000,-** and maximum **IDR36.000.000,-**

### **3.10 OPERATION OF STANDS / CONDUCT AND BEHAVIOUR**

All Exhibition stands must be fully staffed and operational throughout the opening hours of the Exhibition. Exhibitors must not participate in any activity which causes, or is likely to cause, annoyance to visitors or other Exhibitors.

All activities of the Exhibitor and his staff must be confined to the stand or site allocated. No advertising or canvassing for business may take place elsewhere in the Exhibition Hall. This includes the distribution of leaflets, brochures, journals, etc. Exhibitors may not use the Exhibition for recruiting staff, other than to seek local agents for their products.

### **3.11 DILAPIDATION**

Exhibitors shall be responsible for the cost of making good or replacing any damage or dilapidation to the Exhibition premises, whether caused by themselves, their agents, contractors or by any person or persons employed or engaged on their behalf by such agents or contractors.

Exhibitors occupying Shell Scheme Package stands are also responsible for the cost of making good, any damage to the contractor's stand structures, floor coverings, light fittings and any other hired items, whether caused by themselves, their agents, contractors or by any person or persons employed or engaged on their behalf by their agents or contractors. The cost of damages and losses will be stated by the relevant contractor and charged to the Exhibitor concerned.

### **3.12 FORCE MAJEURE**

The Exhibition may be postponed, shortened or extended due to any cause whatsoever outside the control of the Organizer. In such an event, the Organizers / Show Managers shall not be responsible for any loss sustained by the Exhibitor, directly or indirectly attributable to the elements of nature, force majeure or orders and directives imposed by any governmental authority, and fees paid by the Exhibitor, in full or any part thereof, are refundable at the sole discretion of the Organizers / Show Managers.

### **3.13 LIABILITIES AND INSURANCE**

#### **(a) Liabilities**

All Exhibitors participating in this Exhibition must arrange at their own cost "all-risk" insurance coverage from Origin Country up to their exhibition stand including duration of the Exhibition period and return to domicile. Exhibitors are strongly advised to pack and remove from the exhibition hall all portable, attractive and valuable items at the end of each day when the Exhibition closes as this is the time that there is the greatest risk of loss and theft. All these items must not be left unattended or out of sight at any time. The Organizers / Show Managers will not be responsible for the safety of articles of any kind brought into the Exhibition by the Exhibitors, their agents, contractors, visitors or any other person whatsoever.

Exhibitors shall ensure 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 his agents or contractors first enter the Exhibition site, and to continue until all his exhibits and property have been removed.

The Exhibitor shall insure, indemnify and hold the Organizers / Show Managers harmless in respect of all costs, claims, demand and expenses to which the Organizers / Show Managers may in any way be subjected as a result of any loss or injury arising to any person howsoever caused as a result of any act or default of the Exhibitor, his agents, contractors or invitees.

Exhibitors shall also be responsible for making good any loss or damage to any items which they have rented or hired from the official contractors. And Exhibitors shall take all necessary precautions to prevent any damage to their equipment, exhibits and displays before making any connection to the electrical supply of the official contractors.

Exhibitors are required to provide evidence and proof of the above insurance documents to the Organizers / Show Managers if request to do so.

### **3.14 PAYMENT FOR EXHIBITION SPACE / PERFORMANCE BOND**

No Exhibitor, their staff and agents and/or their contractors/vendors/suppliers may begin stand construction/decoration or move their exhibits into the Hall or surrounding area until full payment of their participation has been received by the Organizer / Show Manager and bond received by the venue.

### **3.15 AUTHORITY OF PREMISES**

In the event of any problems or disputes on-site, the decision of the Organizers / Show Managers, being lessee of the premises, will be final. The Organizers / Show Managers also reserves the right to amend any decision made earlier in order to meet and satisfy any unforeseen or prevailing circumstance for the benefit of the Exhibition and concerned parties.

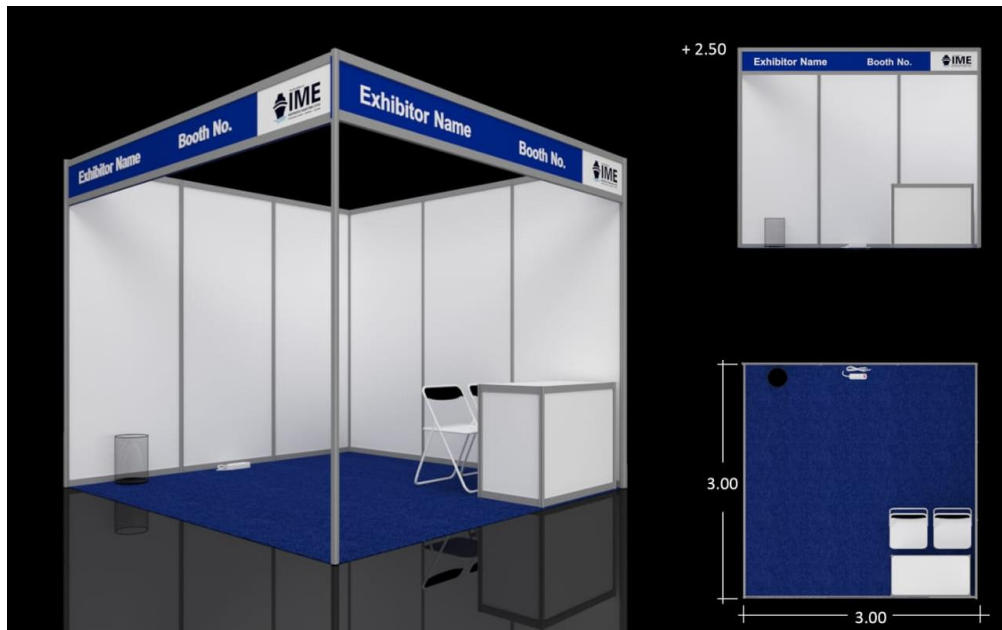
## 4. HALL & SHELL SCHEME SPECIFICATIONS

### 4.1 EXHIBITION HALL SPECIFICATIONS

Description	Spec
Roof Height	12 – 15 m
Floor Loading	1,500 kg/sqm
Rigging Capacity	100 kg (length 8 m) / point
Loading Doors, Location Size	4 Doors – Located in A2, A3 6 m (W) & 6 m (H)

### 4.2 SHELL SCHEME SPECIFICATIONS

Shell scheme stands will be built of a modular system. The following items will be provided in the package:

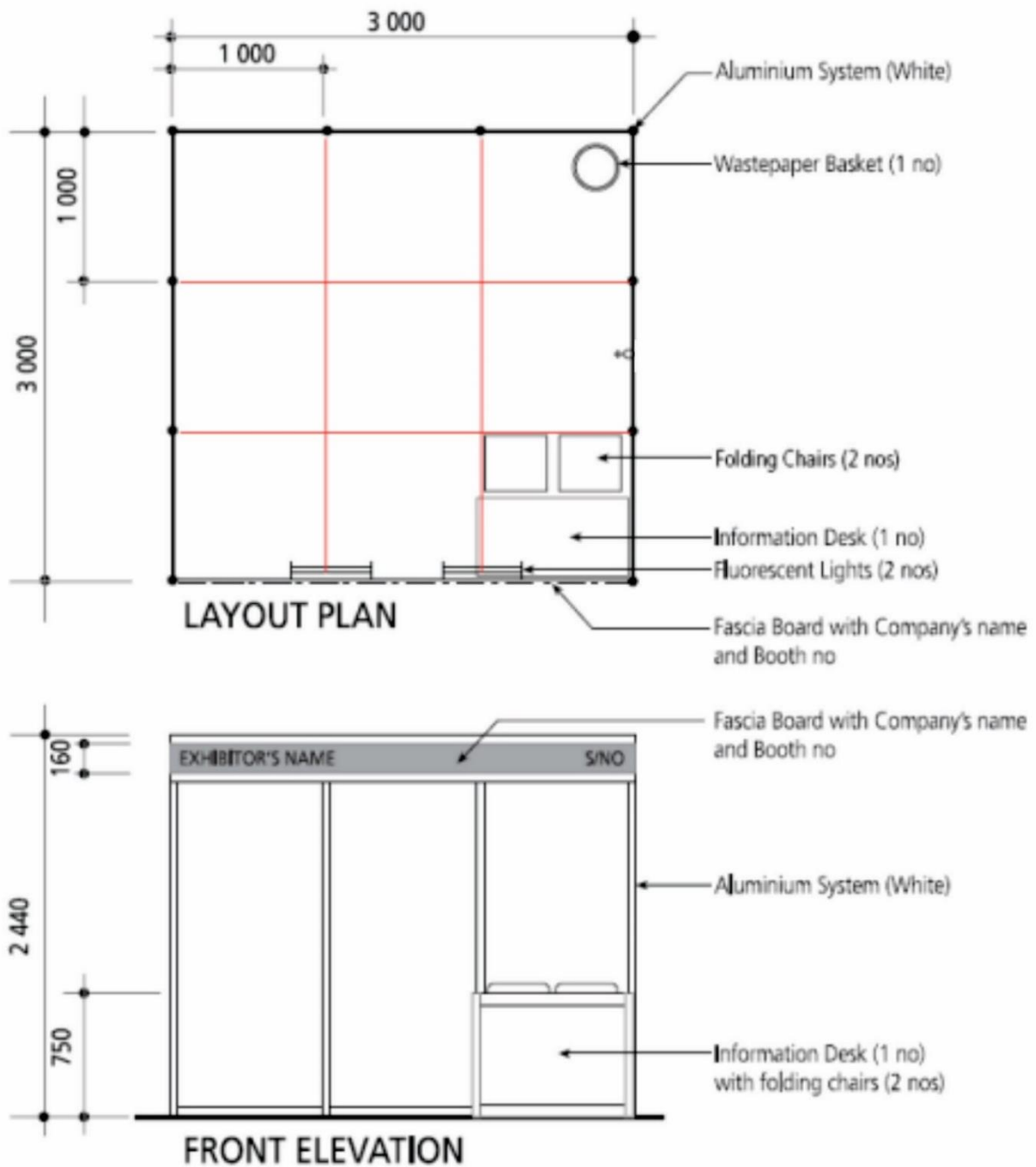


Shell scheme stands will be built of a modular system. The following items will be provided in the package:

Entitlements/Sqm	9 – 12	13 – 17	18 – 21	22 – 26	27 – 30	31 – 35	36 – 41	42
Aluminium system of 2.44m height with 965mm wide white panels	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Colored fascia 35-cm deep with name of Exhibitor and stand number on all aisle faces, in 10-cm letters 24 digits (5cm may be used for long names)	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Show logo on fascia (to be placed after the booth number)	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
New needle-punch carpet - sqm	9 – 12	13 – 17	18 – 21	22 – 26	27 – 30	31 – 35	36 – 41	42
Counter Unit (Size: 1000mmL x 500mmW x 750mmHt)	1	2	2	3	3	4	4	5
Folding Chairs	2	2	4	6	6	8	8	10
Wastepaper Basket	1	1	1	1	2	2	3	3
Fluorescent lights (40W, 1.2m)	2	3	4	5	6	7	8	8
Electricity (not for lighting use) 2Amp / 1phase (440 watt)	1	1	2	2	3	3	4	4

#### 4.3 SHELL SCHEME SPECIFICATIONS

Sample of a standard shell scheme 3MD x 3MW



## 5. STAND-FITTING REGULATIONS AND SPECIFICATIONS

### 5.1 ELECTRICAL SUPPLIES AND INSTALLATION

The standard electrical current supplies available for use on stands at the Exhibition are:

- (a) **Single-Phase alternating current at 220W**
- (b) **Three-Phase with neutral alternating current at 380W**

Owing to limitations in the Hall's electrical loading, Exhibitors requiring three-phase electrical supplies for exhibits must provide, as soon as possible, the following information for each machine:

- Starting load (in kilowatts) for each motor
- Running load (in kilowatts) for each motor
- Kilowatt loading of heaters, etc.
- Number of other machines running concurrently at any one time

And in accordance with local regulations, these methods of starting must be adopted for all motors use in this Exhibition:

Up to 5 Hp: Direct on line;                      5 Hp to 25 Hp: Star Delta;                      Above 25 Hp: Auto-transformer

For **safety** reasons and for the **protection** of electrical installation at the Exhibition premises, **all power main installations from source to outlet (Exhibition stands) must only be carried out by the Official Electrical Contractor**. And all DBs where required and/or deemed necessary by the Official Electrical Contractor must be hung or mounted on the walls or structures of the stand. Please inform your stand contractor and engineers/technicians of this regulation and ensure that they submit to the Official Electrical Contractor the positions where such DBs can be mounted. Any installation deviating from this regulation will result in the supplies not being switched on unless and until the Exhibitor submit in writing discharging the Organizer / Show Managers or the Official Electrical Contractor from any consequence or liability whatsoever. The Exhibitor's **co-operation and understanding** on this matter is appreciated as it is only beneficial to all parties concerned.

Connection of exhibits within the stands may be carried out by the Exhibitor's technician, but such connections should be inspected by the Official Electrical Contractor before supply can be switched on.

Each electrical outlet/point provided is intended for the direct hook-up to one light fitting or machine/equipment on display. Connections made with multi-point sockets are not permitted as an **overload** may occur resulting in a trip or short-circuit in the incoming power supply. Severe trips/short-circuits may take hours to rectify, thereby causing **inconvenience** to all Exhibitors.

No electrical installation or fittings may be suspended from the ceiling of the Exhibition Hall or fixed to any part of the building structure without the prior permission of the Organizer / Show Manager and the Hall Owner and, if permitted, a fee may be levied.

The Organizers / Show Managers reserves the right to disconnect the electrical supply to any installation, which in the opinion of the Official Electrical Contractor / Safety Officer is dangerous or will cause annoyance to visitors or to other Exhibitors.

***Please place orders early to facilitate submission of electrical plans to the governing authority for approval. Late or wrong orders will cause delays in the supply to your stand. Please note that the physical environment / conditions of the Exhibition may be different from those in the Exhibitor's premises which may affect the stability of electrical supplies and installations; and thus allowances must be factored into the orders made and as a rule-of-thumb practice 80% is deemed as full load.***

Electrical arrangements for Exhibition can be ordered by using Electrical Service Form which has three (3) parts, for clarity:

**PART A:** Covers the provision, on hire, of electrical items and fittings such as lights, socket outlets and other fittings. The price includes installation, electricity consumption and full maintenance throughout the Exhibition period.

**PART B:** Is for Exhibitors who wish to use their own light fittings. Supply which includes electricity consumption is provided ending in a fused switch or connector of a capacity you have ordered. The Exhibitor and his contractor must submit the appropriate single-line drawing to the official contractor for approval and submission to the Authority. In such case please be informed that there might be an



additional inspection fee imposed for carrying out the inspection of wirings and fittings, and the preparation of an overall electrical drawing for certification by the Official Electrical Consultant / Engineer. The Exhibitor is also deemed to know that all form of maintenance required forward of the fused switch or connector provided is their and their contractor's responsibilities, and who must arrange for their own electricians to be on stand-by for such purposes throughout the Exhibition.

PART C: Is for the individual direct supply to a high electrical demand machine or equipment. The price includes the cable terminating in a fused switch/isolator, electricity consumption but exclude connection to the exhibits. Please order according to the start-up current requirement of the machine or equipment. ***The supply ordered in this Part is strictly not permitted for any other form of hook-up or connection, i.e. DB or light fitting or sockets.***

Exhibitors requiring **24-hour supply** must submit in writing their requirement, **at least two (2) weeks** prior to the build-up date, to the Official Electrical Contractor, and any additional cost due to wiring, consumption, inspection fees, levies, etc. must be borne by the Exhibitor concerned.

Requests for any item not listed in Electrical Service Form can be directed to the Official Electrical Contractor.

Supplies to stands will be from one (1) hour before to 30 minutes after Exhibition hours each day. And supplies to stands during the Build-up and Break-down period are stated in the **Timetable of In-Hall Operations**.

Please remember to indicate the locations of any additional electrical fittings you require on Service Location Plan Form, so that the electrical and service engineers and staff can prepare your requirements before you arrive at the Exhibition site.

## **5.2 COMPRESSED AIR SUPPLY**

Exhibitors requiring compressed air for demonstration purposes must provide full technical details to the Organiser using Compressed Air Supply Form – Exhibitor Order Form E13.

All compressors and compressed air supply should be provided by our official contractor, unless for special reasons, for which prior written approval must be given by the Organizer / Show Manager and Hall Owner. Only electrically powered silent-type air compressors are permitted in-hall for safety reasons.

Please note that the physical environment/conditions of the Exhibition, being different from those of the Exhibitor's premises, may affect the supplies and installation, and thus allowances must be factored into the orders.

## **5.3 WATER AND DRAINAGE SUPPLY**

Water and Drainage is available in the Exhibition Hall and provided exclusively by our official contractor, thus order must be submitted to the Organiser by completing Water & Drainage Form - Exhibitor Order Form E14. The supply comes at ambient temperature and normal household pressure, and at flow rates which may vary at different locations. Special arrangements must be made with the Official Contractor well in advance, should an Exhibitor require very specific water supply. The drainage is via gravity flow.

## **5.4 STAND-FITTING REGULATIONS**

These regulations aim to benefit all participants, albeit that larger stands would inevitably have much more elaborate designs. All Exhibitors and their contractors building and decorating the stands should view such regulations as guidelines to develop an **effective** presentation as part of the overall Exhibition environment; although they are subject to these regulations as well as the other rules and regulations stated in this Exhibitor Manual. Thus, Exhibitors are advised to inform their nominated stand contractors of these regulations and to ensure their strict compliance:

- All parts of this Section are inter-related and are to be complied with collectively, where applicable.
- All dimensions and positions of stands and utilities are estimates and must be verified and confirmed on-site. Adjustments to the stand construction must be made to accommodate any such variation.
- Exhibitors and their contractors must take note and adhere to the timings for the build-up and break-down periods stated in the **Time-table of In-hall Operations** when preparing and constructing their stands and exhibit displays, as extension of these timings may not be possible since the Exhibition Hall may be booked already for other events; and even if an extension is possible, the charges involved are very costly, and must be borne by the Exhibitor or their contractor concerned.

**(a) Shell Scheme Package**

The Organizer / Show Manager have appointed **SAMUDRA DYAN PRAGA** as the Official Contractors for all standard booths. However, an Exhibitor may employ a contractor of his choice to construct stand interiors and any free-standing displays or fitments that may be required, subject to the rules and regulations:

- (i) No additional fittings or displays, including additional name boards, covers, logos, balloons, etc., are to be attached, nailed, screwed, or drilled to the standard booths. If this instruction is ignored, the Official Contractor reserves the right to charge the Exhibitor or Contractor concerned for any damages to his material. The Official Contractor may provide assistance in hanging or displaying exhibits on the stand structure whenever possible. Please consult them if you require their assistance.
- (ii) No painting, wallpapering, or pasting of panels is allowed. Exhibitors who wish to have such works done on the panels must inform the Official Contractor, who will provide a quotation and carry out the work. Any double-sided or adhesive tape belonging to the Exhibitor or contractor must be removed from the panels after the Exhibition.
- (iii) Exhibitors may add their company logo to the stand structure by arrangement with the Official Contractor. All costs incurred must be borne by the exhibitor.
- (iv) Any changes in the type or color of the floor covering provided must be negotiated with the Official Contractor. All costs incurred must be borne by the Exhibitor.
- (v) An Exhibitor occupying a corner stand has the choice of a wall or an additional open side to the aisle. And any such wall may be required to be set into the stand by half meter as deemed necessary by the Organizer for safety reason or exposure of other Exhibitors.
- (vi) No financial credit or item-exchange will be given by the Organizer / Show Manager for any Shell Scheme package items not utilized.

**(b) "Space Only" / Shell Scheme's Interior Decoration**

Exhibitors who have booked "Space Only" stands may use either the Official Contractor or appoint another contractor of their choice, subject to the approval of the Organizers / Show Managers & Hall Owner. The Contractor will have to comply with the following rules and regulations.

- (i) All materials used for standing construction and/or interior decoration works shall have a minimum flame spread rating at Class 2 (Surface at Low Flame Spread) when these are tested in accordance with B.S. 476 part 7:1921. Evidence and proof may be required for on-site inspection by the **DINAS PEMADAM KEBAKARAN**.
- (ii) All works in the Exhibition Hall should be confined to installation and minor alteration works only. Fabrication works like welding, cutting, sawing, laminating, painting, spraying etc. should not be carried out inside the Exhibition Hall. Severe restrictions and penalties will be imposed on anyone who infringes this regulation. This is a safety and health measure.
- (iii) The Company Name and Stand Number of the Exhibitor must be prominently displayed. If this requirement is not observed, the organizer reserves the right to affix stand numbers and charge the cost incurred to the Exhibitor concerned.
- (iv) Where the stand abuts onto another stand, the walls of the adjacent stand may not be used by the Exhibitor, i.e., every exhibitor is responsible to build their own walls to separate their stand. Minimum walls height of 2.5m must be constructed and properly finished with white paint.
- (v) Depending on the location of the stand, stand structure or any form of fitting & display elements may be erected to a height of **4 meters**. Any design or structure higher than 4 meters is subject to the approval of the Organizers / Show Managers and the Hall Owner on a case-by-case basis.

- (vi) Stands with perimeter or side walls or partitions facing the aisles should be set in from the aisle. This is a **safety** precaution and to ensure that sufficient **exposure** is given to the neighboring Exhibitors. Any exception must be permitted by the Organizers in writing. The following guidelines should be observed:
  - to be set into the standby at least half a meter from the aisle or edge.
  - for every 3 meter-run walls, there must be at least 2 meters break;
  - Not higher than 2.5 meters.
- (vii) A back wall must be provided, except in the case of an island stand. The Organizers / Show Managers reserves the rights to request an Exhibitor to change, modify, lower or shorten any back wall, if such, in the opinion of the Organizers, may obstruct the reasonable view or exposure of other Exhibitors' stands.
- (viii) Where a stand wall on the common boundary line is higher than the adjacent stand wall, the visible rear surface must be finished in plain white only by the Exhibitor building the higher wall, and with the adjacent Exhibitor having the right to use that portion if required.
- (ix) The Exhibitor cannot display his name boards or signs over on the sides another adjacent exhibitor's back wall or sidewall other than on his own sides. Any structures to be used for logos and graphics like towers and signboards should be set in by at least half a meter from the common walls.
- (x) No part of any structure or exhibit or promotional displays to that effect (other than those permitted by the organizer) may extend beyond the boundaries of the site allocated. This includes symbols, logos, lighting, floral decorations, furnishings etc.
- (xi) A suitable floor covering, such as carpet or matting must be provided for all stands. In some locations, the Exhibitor may be required to construct a platform at his own cost
- (xii) Ceilings or lighting pelmets may be approved, provided that the materials used will allow water to flow freely (e.g. Egg box or mesh netting). Approval of the Organizers / Show Managers and DINAS PEMADAM KEBAKARAN must be obtained in writing, even if a portion of the stand is to be covered for a video presentation or any other purpose. Portable sprinkler balls at a stipulated rate of one per every 12sqm of covered area are required. Please note that Hall-owners and DINAS PEMADAM KEBAKARAN approvals may not come in until one (1) week before the exhibition.
- (xiii) No fitting or display may be attached, nailed, screwed or drilled on to the flooring. If this instruction is ignored, the Exhibitor / Contractor concerned will be responsible for any damage caused.
- (xiv) No suspensions are to be made from the trusses of the Exhibition Hall nor may any fixings be made to the floor, columns, walls or any other part of the Hall without the prior permission of the Organizers / Show Managers and the Hall Owner; and if permitted owing to safety reasons, a penalty fee will be levied. Other than the Organizer's banners and fittings, all Exhibitors' banners under the Creative Marketing Opportunity (CMO) Package will be considered on a case-by-case basis.
- (xv) Neon lights or signs may be permitted; but continuously flashing ones will not be permitted unless it forms an integral part of an Exhibitor's product. Sequentially lighted displays may be used subject to the Organizer's approval on the rate of light change. All neon lights or signs must be fitted with a safety "fireman" switch.
- (xvi) No air-conditioning unit or system is permitted in the stands without the prior written permission of the Organizers and Hall Owner. Restriction on the type, quantity and operation will be imposed as part of the permission granted.
- (xvii) Exhibitors and their contractor must inform or consult the Official Electrical Contractor whenever works are carried out near any electrical installations such as DBs, fuse switches, isolators and/or power points. The Official Electrical Contractor has the right to switch off the supplies for **safety** reasons as well as to prevent any damage to the Exhibitor's equipment. And it is the responsibility of the Exhibitor and their contractor to ensure that a thorough integrity check is carried out on all circuits, DBs, switches, outlets and/or

connections before supply is switched on again. Failing which, the Organizers / Show Managers and the Official Electrical Contractor shall assume no responsibility for whatsoever damage caused

- (xviii) Contractors must bring their own generators, which must be placed outside the Exhibition Hall, if they need electrical power during the build-up or tear-down days of the Exhibition. No generator and/or oil drums are to be placed on any surface without a metal drip tray with raised lip to prevent oil leaks and spillage. Only small electrical compressors for carpentry works may be permitted in-hall when electrical supplies are available.
- (xix) Exhibitors are reminded that it is the responsibility of their appointed stand contractor to clean and vacuum the stand upon completion of construction, before handing over to the Exhibitor. Thereafter, the Official Cleaning Contractor will clean the carpet, unless excessive material still remains.
- (xx) Exhibitors and their nominated stand contractor must adhere to the timings stated in the **Time-table of In-hall Operations** and are responsible for removing their excess materials including waste, paints, debris and off-cuts daily during the build-up, and all their materials including all adhesive tapes and padding used in the laying of floor coverings, at the end of the Exhibition.

(c) **Exhibits of Vehicle**

- (i) Fuel tanks of motor vehicles on display are to be emptied during the event.
- (ii) Wheels of vehicles are to be cleaned before bringing into the exhibition hall.
- (iii) Batteries of vehicles must be disconnected upon entry to the exhibition hall.

(d) **Double-Storey Stands (if applicable)**

Some exhibitors may wish to erect double-storey stands for their presentation in this Exhibition; we seek the full understanding and co-operation of these exhibitors and their appointed contractors to ensure that all the construction rulings pertaining to such stand stipulated and being in-force at the time of this Exhibition by the local authorities (DINAS PEMADAM KEBAKARAN, etc.) are strictly adhered to and in addition to the in-house rules and regulations set by the Organizers team for this Exhibition. In addition, these exhibitors and their contractors must ensure that they work to the timings schedule stated in the "*Time-Table Of In-Hall Operations*" and there are additional air space cost of 50% of the space rate not exceeding 50% of the space contracted (minimum 72sqm)

- (i) Booths with covers shall not exceed 225m<sup>2</sup> in area and shall be separated from one another by a minimum distance of 15m.
- (ii) Multi storey booths shall be limited to at most 2 storey or 4m high.
- (iii) A minimum of 2 exit points is required for enclosed booths which have a floor area of 75m<sup>2</sup> or more. The maximum escape travel distance to the nearest exit point shall not exceed 15m. Each exit shall be of minimum 1m width. The exit capacity is based on a maximum of 60 persons per metre width of exit.
- (iv) Any upper storey of a multi-storey booth with a floor area of 75m<sup>2</sup> or more (ie. Able to accommodate 50 persons or more) shall be provided with a minimum of 2 staircases.
- (v) Staircases for multi-storey booth must be of a minimum 1.2m width.

**Please consult with the IME 2023 Operations Team immediately for a feasibility study and more details should you decide to erect such a stand.**

(e) **Rigging**

There may be a charge for hanging above booth banners or structures, please contact [hendra.lie@rxglobal.com](mailto:hendra.lie@rxglobal.com) for clarifications.

## 5.5 EXHIBITOR NOMINATED STAND CONTRACTOR

- (a) Exhibitors (or their nominated stand contractors) are required to submit for approval, stand layout plans, elevation and artist's impressions, in duplicate, to the Organizer / Show Manager's office by **Friday, 18 August 2023** together with their nominated contractor's details (company name, address and contact person's name) using Exhibitor Nominated Stand Contractor Form. This is to prevent costly alterations being required on-site by the DINAS PEMADAM KEBAKARAN, Hall Owner and/or Organizer. All drawings must have clear dimensions, and scale drawings should not be smaller than 1:200. Faxed copies are acceptable, but original drawings must be submitted for final approval. Late submission may mean that approval may not be granted in time for construction to commence on-site. And although such an approval may have been given already, the Organizer / Show Manager reserves the right to request the Exhibitor concerned to modify certain portions of their stand to meet Hall or government or the Exhibition's prevailing conditions and circumstances.
- (b) Before the nominated stand contractor is permitted to start work in-hall, either he or his employing Exhibitor/Group is required to pay **a refundable performance bond of Rp. 250.000 per square meter (minimum levy of Rp 3.000.000 and maximum of Rp 30.000.000)** to Venue and sign an undertaking to guarantee conduct and behavior, proper schedule of works, and observance of the Exhibition and Hall regulations. The Organizer reserves the right to increase this maximum limit on any Exhibitor and their contractor who had previously performed or behaved unsatisfactorily, without having to assign any reason.

Only when both the administration fee and performance bond are received and the Undertaking signed, will the contractor be allowed to bring stores into the Hall and commence work.

All monies must be lodged in cheques or cashier's orders. Please note that any bank charges, levies or exchange rate differences will be deducted accordingly from the performance bond money. No banker's guarantees (BG) or other forms than those stated are acceptable for this purpose. Contractors will also have to bear any charges levied by the Hall Owner for damages caused to their property and/or flooring.

Contractors, especially foreign-based ones who do not engage a local sub-contractor for the installation and dismantling works should make prior arrangements with the Official Cleaning Contractor for the cleaning and disposal of waste materials daily during Build-up and Break-down periods. The standard working areas used and occupied by the contractors should be always kept tidy.

**Six (6) Contractor Badges** will be issued **for every 9 square meters** of construction, up to a maximum of fifty (50) badges per contractor. Please note that a complete name list, with details of identification card/passport/work permit numbers must be provided.

Where a contractor has a valid reason to be present during the Exhibition period (e.g. maintenance or remedial purposes), please register at the Exhibitor Service Centre (ESC) on-site. The Organizer / Show Manager reserve the right to disallow any contractor using Exhibitor or Visitor badges into the Exhibition.

***All foreign employees and staff must be in possession of valid work permits issued by the Ministry of Law & Human Rights and the Immigration Department of the Government of Indonesia. Please check [imigrasi.co.id](http://imigrasi.co.id) for the required documents.***

Relevant Government officials do visit during Build-up/Tear-down to check on work permits. Please note that the issuance of Exhibitor and Contractor badges by the Organizer / Show Manager does not imply in any way that permission is granted for any person to work on-site without the necessary work permits.

## 5.6 **FREIGHT FORWARDER**

Below information serves as a general guideline only. Please contact our Official Freight Forwarder, DSV should you require more information and assistance. Alternatively, you can refer to the Shipping Manual/Instructions & Tariffs sent separately.

(a) **Lifting and Handling On-site:**

Only DSV, the appointed Freight Forwarder is permitted to work inside the Exhibition Hall as the Sole On-site handler to operate all mechanical and lifting equipment. Any forwarder/contractor/ exhibitor may deliver goods/exhibits that require the aid of mechanical lifting or handling equipment up to the freight yard or unloading bays of the Hall and then hand over to DSV to deliver such goods/ exhibits to Exhibition stand. This is unless such item/s can be hand-carried easily or pushed via hand-trolley safely by one (1) man. This regulation will be strictly enforced and is necessary for reasons of safety, insurance and control/co-ordination of in-hall movements.

(b) **Local Deliveries and Hand-carried Items:**

Exhibits should not be sent to the Exhibition Hall until the stand construction has progressed sufficiently to receive them (refer to the Schedule of On-Site Operations). The Exhibitor and/or his representative must be present at his own stand to accept/hand over delivery of freight to avoid any loss or damage. The Organiser will not accept any delivery on behalf of the Exhibitor, nor can we be responsible for any failures in delivery. The Organiser will not be responsible for the safe-keeping of items which arrive in advance of the Exhibitor's staff.

(c) **General Consignment Instructions:**

This courier shipment only suggested for Printed Materials Shipment i.e Brochures, Flyer, Catalogue with weight under 100 Kgs per Shipment. Please do not send any exhibits with courier services. The service is covered from arrival at PT DSV SOLUTIONS INDONESIA up to delivery to exhibition stand.

Any duties or taxes that have been paid in advance by DSV on the exhibitor's behalf will be returned to the exhibitor as an outlay with an additional 10% Outlay Fee; see the shipping tariff for more information. We strongly suggest to pay the Duty & Taxes under shipper account to avoid any delay.

**Please note that DSV only act as receiver, we cannot provide any document for clearance purpose.**

Kindly send by courier not later than 03 October 2023 and please consign directly to:

**PT. DSV SOLUTIONS INDONESIA**

**(Fair & Events)**

Hall E Lantai 1, Lot # 112

Arena Pekan Raya Jakarta Kemayoran

Jl.Benjamin Sueb, Jakarta 10620, Indonesia

Telephone: (62) (21) 2664 5170 (Hunting)

Fax: (62) (21) 2664 5171

Email: rini.astuti@dsv.com

Contact: Rini Astuti

Mobile: (+62) 821 2224 2617

### **TERMS AND CONDITIONS COURIER DOOR TO DOOR SHIPMENT ACCORDANCE TO PMK No. 199/PMK.010/2019**

- Please email the CCIPL in advance for further checking, please do not shipment without notice;
- FOB value less than \$3.00 per consignment – duty free;
- FOB value over \$3.00 per consignment will be subject to duty and taxes;
- Please make sure that duty & taxes is under shipper account;
- Pre-alert shall be sent to us indicating the Courier Airway Bill numbers, courier company, Name of Exhibition/Event and your contact details for tracking purpose.
- Freight and other relevant charges paid by us on behalf of exhibitor will be subject to a 10% outlay fee
- Please be noted in some cases, customs will inspect the shipment; if it is discovered to be undervalued or has any other discrepancies, customs will require additional documents for clearance, including an Import declaration. The document can only be released by a registered importer.

## 6. UTILITIES / SERVICES

### 6.1 COMMUNICATIONS

a) Internet

Exhibitors who wish to have Internet Services (WIFI) at their booth can place their order under Exhibitor Order Form

b) Telephone / Fax – Local, IDD, ISDN and Lease Line

Exhibitors who wish to have telephone and/or fax lines with machines for their stand use should place their order with the **Official Venue** using the prescribed form and submit it on time to avoid surcharge as all orders will be treated on “*first-come-first served*” basis. Please note that all outgoing calls/transmissions are chargeable on time basis.

### 6.2 STORAGE

- (a) The Organiser is unable to provide in-hall storage facilities for packing cases, surplus materials or other property of the Exhibitor. Direct arrangements should be made with **DSV**, our Official Freight Forwarder for any storage requirement. Otherwise, exhibitors and/or their agents, vendors as well as contractors must arrange for their items to be transported back to their own premises. Exhibitors are strictly not allowed to store any items within the exhibition halls which include gangways and rear stand alleys.

The Organiser reserves all rights to remove and dispose of any carton, cases and/or packing materials left in the exhibition hall without consent. Any costs incurred for the removal and disposal will be borne by the exhibitor. The Fire Safety Bureau (FSB) regulations prohibit surplus stores being placed behind perimeter stands and service access areas, other than those equipment needed to run the Exhibition, and those provided by the Official Contractor.