



ASIA TURBOMACHINERY & PUMP SYMPOSIUM

14 – 16 May 2024

Kuala Lumpur Convention Centre
Level 3, Grand Ballroom

Exhibitor Toolkit

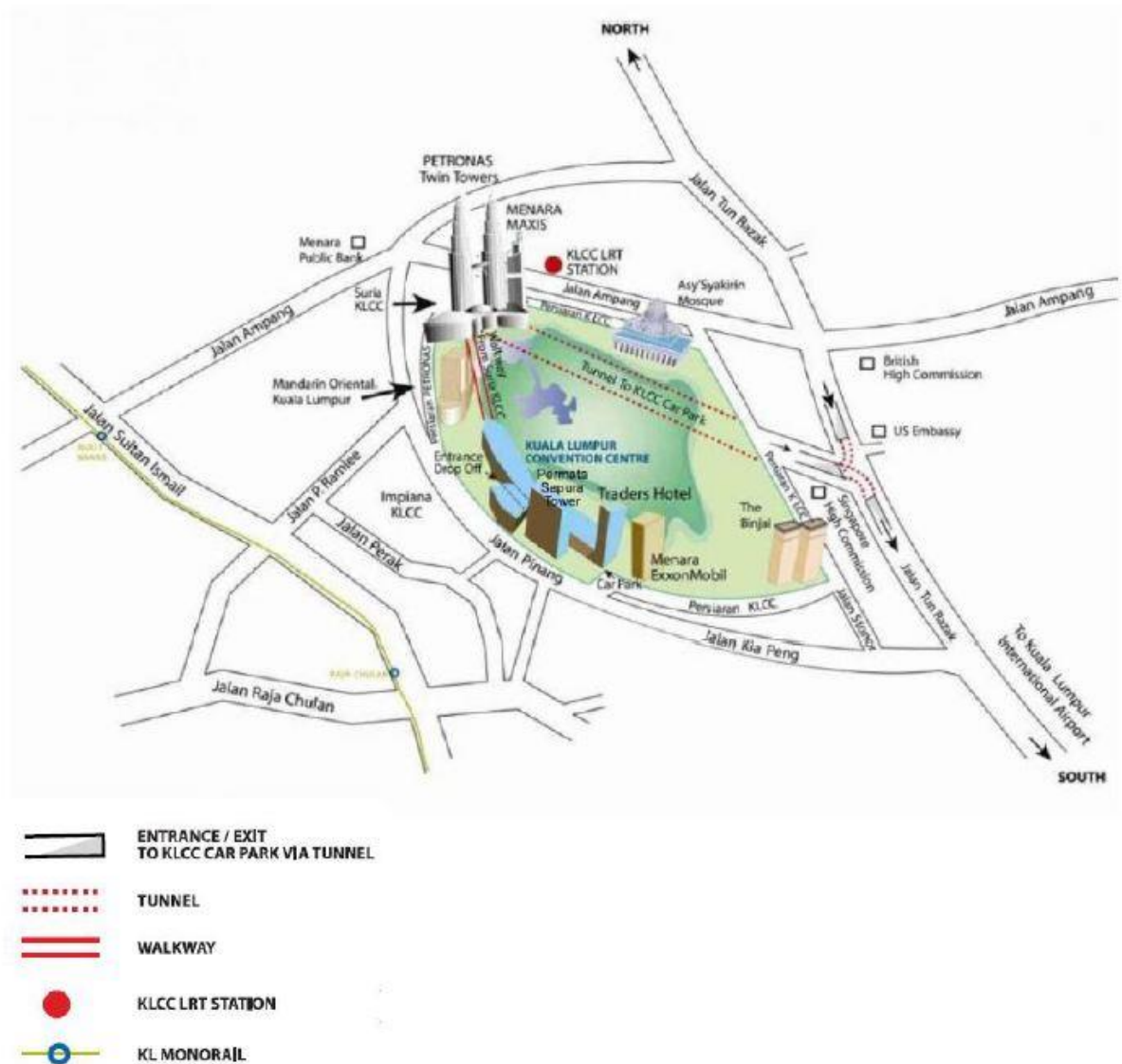
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General Information

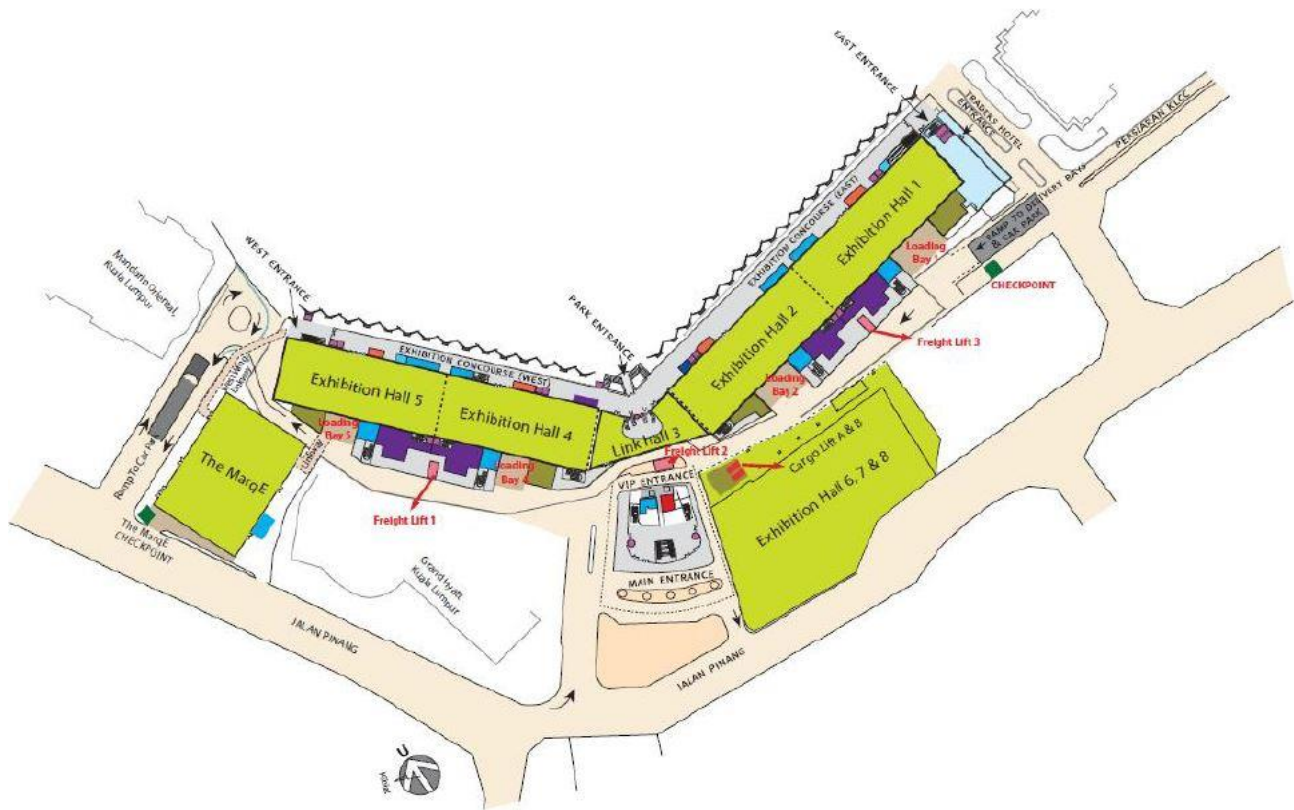
1-1. Location

Map to Kuala Lumpur Convention Centre



For more information on how to get to KLCC, please click on the link below:
https://www.klccconventioncentre.com/clients/asset_1D27A8C6-DE8C-4066-B3D8-0593D73C0267/contentms/img/pdf/Transportation-Guide_2021.pdf

1-2. Loading Bay



General Guidelines Access to Loading Bays

- The Centre's loading bay is located on the ground floor.
- Control point is at the Centre's checkpoint (adjacent to Traders Hotel).
- Traffic flows in a one-way direction, enter from Persiaran KLCC and exit to Jalan Pinang.
- The loading bay service road is 8 metres in height and 6 metres in width at Loading Bay 1 and Loading Bay 2, with narrower sections behind the service road of Link Hall 3 and Loading Bay 4 and Loading Bay 5. The narrow section behind Link Hall 3 has a low ceiling of only 4 metres in height. Safety goal posts of 4 metres in height are installed before and after the service road of Link Hall 3.
- Only vehicles below 3.5 metres in height are allowed access to the loading bay service road.
- A 30-minute parking limit applies for drop-off/pick-up of goods during the move-in and move-out process. Vehicles are not permitted to park at the loading bays at any other time.
- Vehicles and their contents are the responsibility of the owner while at the loading bays.
- The Loading Bay area includes two paint washrooms for cleaning purposes, one located at Loading Bay 2 and the other at Loading Bay 4.
- Due to the potential risks and dangers from the high level of activities during move-in/move-out process, only workers, exhibitors, contractors are only allowed at the loading bay during this period. Other people are strictly allowed.
- The unloading and loading of exhibitor materials for use in the exhibition halls should be conducted within the Loading Bay area only. Loading or unloading of exhibit materials through any other door is prohibited.
- Equipment/goods cannot be moved out via front of house areas. This includes the main entrance, the door steps of Exhibition Hall 1, Exhibition Hall 5 and Atrium Hall 6.

1-3. Evacuation Assembly Area



- Emergency & Evacuation Procedures

Evacuation Assembly Area

- During an evacuation, Contractors, Exhibitors and Visitors in any hall or any part of the Centre must be assembled at the nearest Assembly Area.
 - The Evacuation Route and Assembly Areas are outlined on the maps below.
 - These maps should be studied by all exhibitors and contractors and all their staff or agents as part of their familiarisation with the Centre's physical infrastructure.
-
- Emergency Contact Number – Dial 555 (by using inhouse telephone) or +603 2333 2900 (by using mobile phone)
 - Assembly Map- As attached

1-4. Important Contacts

Venue

Kuala Lumpur Convention Centre

Kuala Lumpur City Centre, 50088 Kuala Lumpur Malaysia

Office Tel: +60 3 2333 2603

Website: www.klccconventioncentre.com



**KUALA LUMPUR
CONVENTION CENTRE**

Exhibitor Services Centre (ESC)

Direct Line: +60 3 2333 2603

Email: exhservices@klccconventioncentre.com

Official Contractor

Knox Pte Ltd

51 Tai Seng Avenue, B1-03, Pixel Red, 533941

Tel: (65) 6904 2498 Fax: (65) 6904 2484

Website: www.knox.com.sg



Raymond Sim

Project Manager

Email: raymondsim@knox.com.sg

Official Stand Builder

BES Production SDN BHD

B-02-06, Sunway Nexis Retail,

No. 1, Jalan PJU 5/1, Sunway Nexis,

Kota Damansara, 47810 Petaling Jaya, Selangor Darul Ehsan

Tel: +60 3 7665 3566



Chloe Chee

Admin Coordinator

Email: contact@besproduction.my

OFFICIAL FREIGHT FORWARDER

Meritex International Freight Services Ltd

United Kingdom

Website: www.meritex.co.uk

Tel: +44 (0)1392 454999

Fax: +44 (0)1392 454998



Dan Sweet

Email: dan@meritex.co.uk

Rasa Margyte

Email: rasa@meritex.co.uk

Schedule & Access

2-1. Operation Hours

Build-Up (Saturday - Monday, 11– 13 May 2024)

Schedule	Date	Time
Build-up for non-official Contractor	Saturday, 11 th May 2024	1500 - 2100hrs
	Sunday, 12 th May 2024	1000 - 1800hrs
	Monday, 13 th May 2024	1000 - 1800hrs
Shell Scheme Booth Exhibitor move-in	Sunday, 12 th May 2024 & Monday, 13 th May 2024	1000 - 1800hrs
Official Freight Forwarder move-in	Sunday, 12 th May 2024 & Monday, 13 th May 2024	1000 - 1730hrs

Official Show Days (Tuesday – Thursday, 14 – 16 May 2022)

Schedule	Date	Time
Show Days Opening Hours	Tuesday, 14 th May 2024	1000 – 1800hrs
	Wednesday, 15 th May 2024	1000 - 1800hrs
	Thursday, 16 th May 2024	0900 - 1300hrs

Teardown (Thursday, 16th May 2024)

Schedule	Date	Time
Exhibitor move-out	Thursday, 16 th May 2024	1300 – 1500hrs
Official & Non-Official Contractor Teardown		1300 – 2200hrs
Official Freight Forwarder move-out		1300 – 2200hrs

Registration (Sunday - Thursday, 12 - 16 May 2024)

Schedule	Date	Time
All Registration Open	Sunday, 12 th May 2024	1630 – 1800hrs
	Monday, 13 th May 2024	0800 - 1200 & 1330 - 1700hrs
	Tuesday, 14 th May 2024	0800 - 1900hrs
	Wednesday, 15 th May 2024	0800 - 1900hrs
	Thursday, 16 th May 2024	0800 - 1300hrs

Exhibitor & Contractor Pass/Badge Collection (Monday - Tuesday, 11 - 13 May 2024)

Schedule	Date	Time
Non-official Contractor	Saturday, 11 th May 2024	1500 – 2100hrs
	Sunday, 12 th May 2024	1000 - 1800hrs
	Monday, 13 th May 2024	1000 – 1800hrs
Exhibitor	Sunday, 11 th May 2024	1500 – 2100hrs
	Monday, 12 th May 2024	1000 - 1800hrs

2-2. Appendix

Freight Arrival

- All cargo sent via the Freight forwarder or Post / Courier service should be planned to arrive at the booth between 12 May to 13 May 2024.
- All cargo will be handle by the official freight forwarder

Show Hours

- All exhibitors are asked to be fully prepared for the booth operation 30 minutes before the exhibition starts
- Overtime preparation is not permitted during the show days

2-3. Badges & Contractor Pass

Badge Types

- Exhibitor . . . Valid ONLY from 13th to 16th May 2024
- Contractor . . . Valid for constructions & dismantle period **ONLY** (11-13 May & 16 May).
(Contractor Pass to be exchanged directly at Knoxx Site-Office)

Exhibitor Badges

- Each exhibitor will be issued with Exhibitor Badge from the Organizer.
- Each exhibitor and their staff are required to wear exhibitor badge in level 3, Grand Ballroom throughout the entire show duration.
- Exhibitor Badges can be collected at the Registration Counter at Level 3
- Each Badge is not transferable.

Non-Official Contractor Pass

- During the construction and dismantle days, every contractor is required to put on their uniform and Pass.
- Contractor is required to show Identification Card (for Non-Official Contractor) that had been submitted to the Organizer, to exchange for Contractor Pass.
- The Contractor Pass is valid only on the construction period and dismantling period. It cannot be used during the show days.
- Contractor Passes can only be collected by the PIC of each exhibition & event company at Knoxx Site Office
- For Non-Official Contractor Deposit for Special Design booth (refundable Performance Bond, please refer to page 10).
- Admin Fee for Special Design Booth (non-refundable)

Before an Exhibitor Appointed Contractor is allowed to work on site, he must:

- Place a performance bond (refundable).
- Pay an administrative fee (non-refundable).
- Submit the Risk Assessment (RA) and Safe Work Procedures (SWPs) for this specific project, in English language. Professional Engineer endorsed drawing (if needed).
- Ensure that all plans are approved by the Organiser and relevant local authorities.
- High visibility vest must be worn at all times during the buildup and teardown period.

Performance Bond
(Refundable)

Administrative Fee
(Non-Refundable)

Constructions

3-1. Shell Scheme Package

Shell Scheme Stand Specifications

All packages listed have the following specifications:

The following items are provided with a 3m x 3m Shell Scheme Booth:

- a) Walls : White laminated wall partition with fire retardant white board infill
- b) Fascia : 210mm (ht) white fascia board c/w Company's name & stand number in Black colour Vinyl sticker in Helvetica typeface of respective zone
- c) Lighting : 2 nos. 40W fluorescent tubes
- d) Furniture : 1 no. white system information counter (1mLx0.5mWx1mH)
1 no. Round Discussion Table
2 nos. white plastic chair and 1 no. wastepaper basket
- e) Electrical : 1 no. 13 Amp / 230V single phase power point (fuse to 5amp)

*** The above entitlements cannot be interchanged with other items. If exhibitors do not require any of the items, no refund will be given.**

Stand Area in sqm	9	18	27	36	45	54	63	72
System Information Counter (1mL x 0.5mW x 0.76mH)	1	2	3	4	5	6	7	8
White Plastic Chair	2	4	6	8	10	12	14	16
Waste Paper Basket	1	2	3	4	5	6	7	8
40W fluorescent tube	2	4	6	8	10	12	14	16
PowerPoint 13amp s/phase (fuse to 5amp)	1	2	3	4	5	6	7	8

*** Do note that the aforementioned items are only subject to exhibitors if said exhibitor has paid the full price for booth package**



3-2. Contractor & Height Restriction

Exhibitor Appointed Contractor (Non-Official Contractor)

- Special Design Booth
 - ※Exhibitors with a special design booth must complete and submit the Form 1 with designated floor planning and drawing.
 - ※Before any construction, a contractor must cover the floor with a suitable material and to use only an easy-to-clean tape specifically to avoid any damage to the exhibition hall.
 - ※It is prohibited to use any wire to secure booth structures to the floor or walls of the exhibition hall.
- Modifications
 - ※Exhibitors are required to notify the Organizer for any modifications after submitting the booth plan.

Height Restrictions

For Shell-Scheme Booths –maximum of 2.4m in height

- For Raw-Scheme Booths:
 - ※The permitted stand & decoration height not over **4m in height**
 - ※Any design for a structure exceeding 4m in height must be submitted for approval at least 2 weeks prior.

3-3. Electrical

Electrical Requirements

The official electrical contractor for ATPS 2024 is Knoxx Pte Ltd and all electrics must be ordered through them using the appropriate form. For safety and liability reasons the installation of electrical power onto stands at ATPS 2024 may only be undertaken by Knoxx Pte Ltd, the official electrical Contractor, who will ensure that all connections are verified as safe before being energized. The electrical facilities in the Hall are subject to Regulations of Kuala Lumpur Convention Centre.

We recommend that Space Only contractors do contact Knoxx Pte Ltd as soon as possible with any electrical requirements for the show.

Exhibitors/ Contractors are not permitted to carry out work on the venue's electrical installation without written permission from the venue.

The Organizer reserves the right to remove or disconnect any electrical equipment which appears defective or has inadequate evidence of electrical inspection.

Please ensure you order a sufficient number of sockets to prevent overloading.

Exhibitors are required to comply with the Centre's electrical connection regulations as follows:

- All electrical installation at the booth must be carried out by Innogen.
- Each electrical point provided is intended for one item of equipment or machine on display. **The use of multiple socket outlets is strictly prohibited** to avoid any overloading as this may lead to a trip in the incoming power supply and cause inconvenience to other exhibitors.
- Without any exception, Exhibitors who provide their own lighting fixtures will be charged the lighting connection fees according to the rates stipulated in the Electrical and Lighting Order Form.
- Lighting connections are charged according to the number of tubes and bulbs lighted on the booth.
- Light boxes are charged according to the number of tubes in each light box, using the lighting hook-up or connection rate, whichever applicable.
- All booth electrical circuits, other than those with a 24-hour supply, shall be switched off as soon as possible after the close of each event day. The booth electrical supply will be switched off by the Centre after the close of each Event day at an agreed time.
- The Centre's Electrical Chargeman will inspect and test all installations. For any installation that is found to be unsatisfactory, the Centre reserves the right to disconnect the electrical supply.

SPECIAL DESIGN OF RAW SPACE ONLY

FORM 1

Please complete and return the form to

KNOXX PTE LTD

51 Tai Seng Avenue, B1-03, Pixel Red, 533941
Attention: Mr Raymond Sim, Tel: (65) 6904 2498; Fax: (65) 6904 2484

Email: raymondsim@knox.com.sg

Deadline:
31st March 2024

3-4. Non Official Contractor Form

NO P.O. BOX ADDRESS PLEASE

STAND NO:

Company Name: _____

Address: _____

Postal Code: _____

Country: _____

Contact Person: _____

Job Title: _____

Tel: _____

Fax: _____

E-mail: _____

Signature: _____

This form is applicable to exhibitors who have contracted for SPACE ONLY and will be engaging their own stand fitting contractor or are building their own stands.

All approved contractors, other than the Official Contractors, must place a refundable Performance Bond of **USD\$ 50.00/sqm(Refundable)** and Administrative Fee of **USD\$ 35.00/sqm(non-refundable)**. Cheques should be made out in favor of "KNOXX PTE LTD"

This is to ensure that the rules & regulations are abided by and to cover any damages arising directly or indirectly from any infringement. This is without prejudice to any additional claim the Organizer may have on the contractor and/or exhibitor if the damages exceed the deposit.

This form must be jointly signed by the exhibitor and the appointed stand fitting contractor, together with the Performance Bond fill up & email or fax back to KNOXX PTE LTD.

Stand-fitting Contractor : _____

Address: _____ Country: _____

Tel: _____ Fax: _____ E-mail: _____

Person in charge: _____ Mobile Phone: _____

Signature: _____ Date: _____

PLEASE NOTE

1. Soft copies of **TECHNICAL DRAWINGS** (plan & perspective view) of your stand design **MUST BE SUBMITTED** to the Organizer for approval by **29 April 2024, OR IMMEDIATELY**, if you join the Exhibition after the above stipulated deadline. Please refer to rules & regulations in this manual for more information.
2. ALL electrical connections must be done by the Official Stand Contractor.
3. Stand height should **not exceed 4m** due to venue ceiling height. Written approval must be obtained from the Organizer on any special design stands.

Performance Bond Form
Refer to overleaf

3-5. Performance Bond Approval Form

SPECIAL DESIGN OF RAW SPACE ONLY (COMPULSORY) PERFORMANCE BOND & ADMINISTRATIVE FEE FORM

Date	:	_____			
Company	:	_____	Attention	:	_____
Tel	:	_____	Mobile	:	_____
Fax	:	_____	Email	:	_____
Exhibitor	:	_____	Dimension	:	_____ m X _____ m
Booth number	:	_____	Total Booth Area	:	_____ sqm

Important Notes:

1. All works must be carried out in a safe manner and comply with all local authority requirements, including, but not limited to the "Workplace Safety & Health Act".
2. Stand should be constructed strictly in accordance to the drawings submitted. The Stand should be re-enforced to ensure the structure stability if any fixtures and/or equipment are loaded.
3. The appropriate insurance coverage must be arranged and the certificate must be ready for on-site inspection.
4. Material samples and certifications used in Stand construction must be ready for on-site inspection by the Fire Safety & Shelter Department (FSSD).
5. Stand design for covered ceiling must be submitted to the local authority, Fire Safety & Shelter Department (FSSD) for their approval.
6. During the build-up and dismantling periods, exhibitors and/or appointed contractors are responsible for the removal of stand construction debris and rubbish on a daily basis. All aisles must be left clear. Exhibitors are reminded that it is their responsibilities of their appointed stand fitting contractor to clean and removed stand construction debris / rubbish from the exhibition site daily. Any debris or rubbish left behind will be removed by the organizer and the cost will be charge to you.
7. Exhibitors must arrange for their cartons and cases to be transported back to their own premises. Exhibitors are not to store such items within the exhibition halls. The Organizer reserves the right to remove/dispose of any carton, cases and/or packing materials left in the exhibition halls. Any cost incurred will be borne by the exhibitor.
8. No smoking is allowed in the halls. The contractor will be penalized if any of their staff are found smoking in these prohibited areas.
9. Paint brushes must be washed at the washing bay only and not in the toilets. Exhibitors are reminded that it is the responsibility of their appointed stand fitting contractor to clean and removed paint on the floor. Any such damage to the exhibition floor will be invoiced to the Exhibitor.

All amount is in US Dollars:

Performance Bond :	USD\$ 50 per sqm	Total Payable :	USD\$ _____
Administrative Fee :	USD\$ 35 per sqm	Total Payable :	USD\$ _____

Acknowledgement:

I, _____ on behalf of _____

Hereby agreed to guarantee production schedule, conduct, any damages caused and our observance of the exhibition rules & regulations.

Signature : _____

Date : _____

Company's Stamp : _____

3-6. Other Technical Service

Lighting Supplies

- Lighting
 - ※ Lighting connections are charged according to the number of per Light Tube, bulb and LED fitting fitted on the stand.
 - ※ Light boxes are charged according to the number of tubes in each light box, using LED strips per meter run or the lighting connection or 40W fluorescent tube rate, whichever is applicable
 - ※ For additional lighting supplies (spotlights, fluorescent tubes, etc), fill out the Form 4
 - ※ For positioning, fill out the Form 4B
- Power socket
 - ※ Power points are meant for running of equipment/exhibits only.
 - ※ If used for lighting purposes, the lighting connection charges will apply on per light bulb/per light tube basis.

*** Non-compliance of the electrical regulations resulting in power disruption will cause a penalty charge to be levied to the exhibitor or the appointed Special Design Stand Contractor.*

3-7. Construction Policies

Safety

- Booth structure and all other materials used within the booth must maintain safety at all times.
- Exhibitors are asked to check the stability and strength of all showcases, counters and any other furniture used during the show days.
- Avoid any obstructions or interfering structure for evacuation when designing booth.

*** In the case where the Organizer and/or Kuala Lumpur finds that the building of stand is not safe or may cause any damage, Organizer reserves the right to stop the construction work immediately and amendment must be made.*

Booth Design

- Exhibitors must be aware to take in all attendees within the booth boundary for all promotional activities and events. Maintain sound level to avoid trouble with immediate neighbors.
- Stage and TV monitors shall not be built or displayed adjacent to the aisles.
- All booth shall be pleasantly designed for attendees. The Organizer would ask all exhibitors to consciously plan a barrier-free design.

Fire Protection

- All materials used inside the exhibition hall must be fire-resistant.
- All flammable work is strictly prohibited inside the venue.

Booth Cleanliness

- The Organizer will be in charge of the general cleaning before and after the show. Each exhibitor is asked to clean or vacuum the booth, as well as responsible for all debris and garbage on a daily basis.
- It is the Exhibitor's sole responsibility to ensure that their stand remains clean throughout the build-up and open days of the exhibition. During the build-up and dismantling exhibitors are requested to remove of all their own rubbish.
- Exhibitors with special design booth are required to recover the space after the show.

Prohibitions

- No direct anchor bolting on the venue floor.
- No canopies or ceiling booth structure.
- No direct construction to the venue facilities or booth structure such as: screwing, nailing, cutting, curving, welding, drilling, painting, pasting, bonding and any other form of activities that may cause damage to the venue or booth structure.

Rules & Regulation

4-1. Basic Rules

Admission

All exhibitors must put on their exhibitors' badges at all times for access to the exhibition venue.

Promotions during the Show

Exhibitors are asked not to place stickers, signs or posters anywhere in the halls other than within their own stand and on paid advertising poster sites and billboards. Likewise, exhibitor's representatives may not distribute brochures, invitations, etc. at the registration areas, Exhibition Hall Entrance / Exit, F&B outlets, show hospitality areas, or any other areas which, in the opinion of the Organizer, is deemed inappropriate and causes inconvenience to visitors and other exhibitors.

Product Demo & Presentations

The Organizer appreciates that demonstrations and presentations form an integral part of the exhibition. Exhibitors, however, should exercise discretion when carrying out demonstrations and presentations, in consideration of other exhibitors.

Loudspeakers/sound devices and/or image projection equipment are to be placed in such a way that sound/image is directed downwards and into the stand, and NOT towards or across the aisles. The operation of any sound device or image projector must not interfere with, or be an annoyance to neighboring stands. Sound level recorded at adjacent or opposite stands should not exceed 70dB for all speech, music and sound effects.

The Organizer may also require such demonstrations or presentations to be carried out in accordance to a timetable as laid down after the consultations with the exhibitors involved.

Exhibitors planning to stage demonstrations or presentations must provide a reasonable space for the audience within the confines of the stand.

Animals

Unless otherwise stated, animals are not allowed to be used as a stand attraction, for performance or demonstration purposes at the exhibition.

Electrical Connections

1. For safety reasons and for the protection of the electrical installations at the Centre, all main power connections from source to outlet during events must be carried out by the Centre's appointed suppliers.
2. Event Organiser must ensure that their nominated electrical contractors are registered with the Suruhanjaya Tenaga (Energy Commission) and comply with Centre's Electrical Policy as stated below, including but not limited to:
 - a) Event Organiser must ensure that the distribution board and associated wiring is equipped with Residual Current Devices and circuit breakers of the appropriate rating
 - b) All provisions and appliances used within the Centre have been tested and tagged as safe in accordance with the relevant safety and health regulations and comply with MS IEC 60364 and IEE Regulations
 - c) The Event Organiser must ensure that the appointed Contractor must use the correct commando plug for connecting to power supply

- d) For approved direct connection a cable lug must be used
- e) Services / Connections do not cross aisles, block exits or interfere with the operation of emergency exits or firefighting equipment
- f) Each electrical point provided is intended for one item of equipment or machine on display. The use of multiple socket outlets is strictly prohibited to avoid any overloading as this may lead to a trip in the incoming power supply and cause inconvenience to others.
- g) Access to the floor trenches is limited to employees of the Centre, and the Centre's appointed suppliers who install the main supply cables, piped services and data and telecommunication services.
- h) Where possible cables should be raised above the walkway. If this is not possible, cables need to be covered with cable ramps failing which carpet tiles, matting or gaffer tape should be used to ensure exposed cables are covered.
- i) In high traffic areas changes in floor levels should be highlighted with high visibility yellow/black hazard tape.

3. The Centre reserves the right to disconnect the electrical supply to any installation which, in the opinion of the Centre's Electrical Chameleon, is dangerous or likely to cause annoyance to visitors or other exhibitors.

4. Charges for power connections are applied for all events and is are to be installed by the appointed official event contractor.

Floor Loading Capacity

30KN/sqm (625 lbs/sq ft) of concrete flooring.

The permitted floor loadings stipulated by the venue owners must not be exceeded. However, on a case-by-case basis, subject to the approval of the venue owner, special arrangements including the provision of steel base plates may be required for any exhibit exceeding these limits. The Organizer's delivery schedule for heavy and large exhibits must be strictly adhered to.

Dangerous Materials

- (a) No temporary gas (LPG) or naked live electrical fittings are to be used in the exhibition halls at any time.
- (b) No explosives, petrol, dangerous gases or highly inflammable substances are allowed in the halls.
- (c) No radioactive substances are allowed unless prior approval in writing is obtained from the Organizer. Any radioactive substances being used must strictly comply with the rules and regulations stipulated by the relevant regulatory body.

Structural Height Restriction

The permitted stand height is 2.44m (8ft). Any design for a structure exceeding 2.44m in height must be submitted for approval at least 4 weeks prior to the exhibition and will be considered on a case-to case basis, to a maximum height of 4m (subject to approval with the relevant professional endorsements to prove that the structure is structurally safe). If approved, this structure will be restricted to a distance of 1 meter (3.28 ft) away from the dividing walls of the adjoining stands. *This restriction also applies to any overhead structure suspended from the existing hall ceiling.*

Stand Boundaries and Design Restriction

All stands must be carpeted or laid with some form of flooring as clear demarcation of contracted space. Except for "island" booths (4-side open), a back wall must be installed for every stand. Stand with immediate neighbor(s) should also be provided with the necessary sidewall(s).

Exhibitors may not place any display material or exhibit, nor extend their stand structures and fittings, beyond their contracted boundary. The exhibitor will be charged for any infringement of this rule, and the Organizer reserves the right to remove the infringement. *Likewise, any display of programmable moving lights (cyber lights) is restricted within the perimeter of their stand. The prevailing rate for space rental on per square meter basis will be charged to exhibitors who fail to comply with the above.*

Open Frontage

All stands in the exhibition, irrespective of height, must have **at least 50% of any frontage** facing an aisle left open or fitted with transparent (clear see-through) material. This area must be left visibly free of obstruction.

Building Material

Materials for the construction of the exhibition booths shall have a minimum flame spread rating of Class 2.

Damage to Stand Structures and Exhibition Premises

No person under any circumstances shall cut into or through any floor covering or wall nor alter the stand service structure except when authorized in writing by the Organizer. Any such damage to the stand service structures will be invoiced to the Exhibitor.

No screwing, drilling, painting or nailing on any of the aluminum frames and existing system pifex panel. In default whereof, the exhibitors or their appointed contractors shall be liable for the total loss resulting therefore and **USD\$ 150.00** will be charged for the damage of each aluminum frame or panel.

Official Contractors

- a) The Organizer has appointed Official Contractors for various services so as to ensure a more efficient and regulated build-up and dismantling. Please refer to the Useful Contact List for details (Page 7-8). Unless otherwise stated, exhibitors may appoint their own stand fitting contractor subject to approval from the Organizer. In this instance, exhibitors are responsible for making their own arrangement for services.
- b) The services of the Official Contractors are for the convenience of exhibitors, and the Organizer will accept no liability in respect of any contract between exhibitors and such contractors for the negligence or default of any such persons, their servants and agents.

Storage

Exhibitors must arrange for their cartons boxes, wooden pallets and wooden cases to be transported back to their own premises. Exhibitors are not allowed to store such items within the Venue. The Organizer reserves the right to remove/dispose of any cartons boxes, wooden pallets and wooden cases and/or packing materials left in the exhibition halls. Any cost incurred will be borne by the exhibitor and a handling fee of **USD\$ 500 per booth** will be charge to the exhibitor.

Stand Fitting Contractor

In adherence to safety requirements, only Kuala Lumpur Convention Centre can carry out **water pipe and hanging/rigging installations**.

Exhibitors may appoint their own contractor for stand design and construction subject to them being approved by the Organizer.

All approved contractors must lodge a **refundable deposit of USD 50 per sqm**. This serves as a performance bond as well as a damage deposit. This deposit will be refunded after deduction for services and damages, if any. Exhibitors are responsible and liable for their appointed contractor's observance of all rules and regulations.

There is also an **administrative fee(non-refundable) of USD 35 per sqm**.

Contractor Badge Entitlement (Additional badge is chargeable at USD\$5 each)

Space Occupied	Contractor Badge Entitlement
9 to 17 sqm	8 badges
18 to 35 sqm	12 badges
36 and above sqm	15 badges (maximum)

Cleaning & Event Waste

1. Additional cleaning charges apply to Exhibitor in the following instances:

- Removal of paints, grease, oil, stubborn tape and/or stains
- Disposal and/or cleaning of waste generated by exhibitors due to booth activities
- Removal of all accumulated rubbish and/or exhibits that are left at the loading bay
- Waste Removal is charged on a per skip basis and this includes the use of bulk bins and the subsequent disposal and recycling of waste.

Booth Cleaning

Booth cleaning is not provided in the Venue Hire for Event Organisers. Exhibitors who require any booth cleaning service shall place their order through the [Exhibitor Service Centre](#).

Event Waste

The Centre does not provide dedicated waste disposal or recycling facilities for event waste. At the end of the event, the hirer, exhibitors and contractors must ensure all equipment has been removed prior to the end of the hiring period. Abandoned equipment and/or excess waste will be removed by the Centre at a cost to the Event Organiser.

Exhibitors are reminded that it is their responsibilities to clean and removed stand construction debris / rubbish / carton boxes / wooden pallets from the exhibition site, especially after event. Any debris / rubbish / carton boxes / wooden pallets left behind will be removed by the organizer and a handling fee of **USD\$ 500 per booth** will be charge to the exhibitor.

Regulatory Authorities

Where applicable, the above rules and regulations are additional to rules and directions set by the Regulatory Authority. All exhibitors and their contractors must abide by the code of practices set by the relevant regulatory authorities.

Security

1. The Centre maintains twenty-four (24) hour general security for the building perimeter areas together with the provision of internal patrols. The Centre's control room is manned twenty-four (24) hours a day, seven days a week. The primary function of the Centre's control room is to monitor security and offer surveillance the Centre.
2. The Centre has overall control of all security systems and security procedures necessary to ensure the safety of all persons in the Centre at all times.
3. The Centre is entitled to employ or engage security personnel or special duty police as it sees fit in order to ensure security is maintained. If this requirement is event related, costs for extra security personnel will be borne by the Hirer and/or Event Organiser.
4. If required by special circumstances, the Event Organiser may engage licensed and authorised independent and/or armed security for any event to provide escort, crowd management services and/or security for any cash or valuables from or in the event space.
5. Event Organiser must provide the following information of the hired external and armed security to the Centre's Coordinator at least fourteen (14) days before the hiring period:
 - a) Letter of appointment of the security company by the Event Organiser
 - b) Profile of the external security company
7. The Centre is the exclusive provider of security control.
8. Security charges apply to all events, whether stand-alone or as part of an event.
9. Security staffing levels will be determined by the Centre's Coordinator based on the size and nature of the event.

Exhibitor Badge Entitlement

Badges can be collected at the Registration Counter at concourse Level 3 Grand Ballroom 1 & 2, from 12th May 2024, starting at 1630hrs onwards.

Please note that exhibitors **are not required to requisite for Contractor badges** as the Exhibitor badges are valid for entry into the exhibition hall throughout the entire show duration, including build-up & tear-down days.

B22 Forbidden items

Helium Balloons, Branding Stickers are strictly forbidden in Kuala Lumpur Convention Centre. The Organizer reserves the right to ask the Exhibitors to stop distributing the items. Any cost incurred will be borne by the exhibitor.

B23 Advertising Canvassing, Solicitation and Distribution

1. Distribution or placement of pamphlets, brochures or other marketing material in public areas and under car windscreen wipers or door handles on vehicles parked at the Centre's car park is prohibited.
2. Without any prior approval, no exhibits, displays or advertising materials of any kind will be allowed in the Centre's public areas, basement parking or hallways.
3. All display/content exhibits or advertising materials must be truthful and non-misleading, and contents that are political or religious in nature or that in the opinion of the Centre are offensive to local norms are prohibited.
4. The Centre's prior approval must be obtained for the display of any display/content exhibits or advertising materials of any kind at the Centre's public areas, basement parking area or hallways.
5. Please refer to the [Banner, Advertising and Event Signage \(download\)](#) for advertising opportunities at the Centre

4-2. Do & Don't for Exhibitors

Do's and Don'ts for Exhibitors

Rules & Regulations

All items entitled in the Standard booth package are not interchangeable. Exhibitors may opt for all or part of the items listed. Pictures shown are only artist's impressions. Exact number of sidewalls and furniture will depend on each individual location and/or exhibitor's own indicated preferences.

Damage to Stand Structures and Exhibition Premises

- No nailing or use of glue onto the System Panel is allowed. ONLY removable tape is allowed.
- For hanging of heavy material, please contact the appointed contractor for arrangement. Exhibitors will be liable for all costs involved to restore damages.



Important Note:

- Exhibitors are not allowed to paint or wall papering of the stand.
- Exhibitors are not allowed to nail, drill or screw holes into the panel walls. Brackets have to be supplied by the exhibitor and are to carry the exhibitor's display panel, signs, etc. from top of the panel wall. The hanging/installation of item is to be carried out by the Exhibitor.
- Any damage caused to the Exhibitor's stand by the exhibitor or his representative or staff will be invoiced to the Exhibitor.
- Exhibitors who have their own poster and wish to install the poster by themselves are required to use the tape as advised below:



VELCRO



DOUBLE SIDED



BLU TACK

- During the build-up and dismantling periods, exhibitors and/or appointed contractors are responsible for the removal of stand construction debris and rubbish on a daily basis. All aisles must be left clear. Exhibitors are reminded that it is the responsibilities of their appointed stand fitting contractor to clean and removed stand construction debris / rubbish from the exhibition site daily. Any debris, graphics sticker/ foam board or rubbish left behind will be removed by the organizer and the cost of **USD\$150.00** will be charged to you.

4-3. Product Sampling & Sales

Product Sampling

- Forbidden Items
 - ※ Helium balloons and any other items that are difficult to remove from the venue space/Any items that may cause damage to the venue/Pointed and sharp objects that may cause injuries.
 - ※ Product sampling must be conducted within the booth boundary. Avoid distributing items that may overload the capacity of the booth.
- Food Sampling
 - ※ Sampling of food must be noticed to the Organizer in advance.
 - ※ The Organizer will review the request and report to the exhibitor accordingly.
 - ※ Requests may be rejected due to the venue restrictions or law.

Product Sales

- Rules & Regulations
 - ※ Products to be sold during the show days all must be officially licensed. No bootlegs are allowed for product sales.
 - ※ Exhibitors who sell products must discuss and fix the sales plan with related companies and associates (licensees, productions, distributors, etc.) prior to the actual selling at the venue booth.
 - ※ The Organizer has the right to discontinue the product sales of all exhibitors if any problems are reported from related companies and associates.
- Forbidden Items
 - ※ All sales products must meet the public policy.
 - ※ Pornography and any other products that depict obscenity are all prohibited for selling.
 - ※ The Organizer reserves the right to abandon any product sales that are unsuitable to be sold during the show days.
- Sales Policies
 - ※ Exhibitors are asked for a smooth operation of product sales during the show days.
 - ※ Problems and claims regarding product sales are sole responsibility of exhibitors.
 - ※ All exhibitors are responsible for their own total sales, cash and management of product sales.
 - ※ Change is not available at the Organizer Room.

4-4. Cautions

Prohibited Acts

- The Organizer strictly prohibits the acts below.
【Prohibitions】
 - Harassment
 - Gambling
 - Pornography
 - Alcohol & Smoking

Cooking & Hot Work Demonstrations

- Cooking & Hot Work Demonstrations
 - No naked or open-flame equipment is to be used in the exhibition hall at any time.
 - Only electrical appliances are allowed and which had been approved by the Organizer.
 - Use of Liquid Petroleum Gas (LPG) in the service area is strictly prohibited.

4-5. Emergency Cases

Booth Problems

- All exhibitors are required to solve problems occurred within the booth and submit a report to the Organizer.
- Booth operation problem is sole responsibility of exhibitor.
- Exhibitors may report sound, crowd and any other problems that distract the booth operation to the Organizer. The Organizer will be in charge and handle the problems.
- Exhibitors are to be responsible for the safety of their own/personal belongings. Organizers are not held responsible for any loss of items.

4-6. Cancellation & Postponement

Show Cancellation

- The Organizer will cancel or postpone the ATPS 2024 in case of; social conditions, natural calamity, venue accidents, terrorism or any other conditions that disables the opening of the event.
- The Organizer will not be in charge for the loss and damage created by the show cancellation under the conditions stated above. However, if the cancellation is made beforehand, the organizer will refund a full or a part of booth charge.

Rule Modification

- The Organizer will modify and change the rules and regulations in exhibitor manual in case of unavoidable situation. When such alternation has taken place, the Organizer will immediately report all changes to the exhibitors.

Safety

- The Organizer is in full charge for the preservation of the event venue during all show days, including construction and dismantle days. All exhibitors are responsible for any product theft/damage, loss accidents, human injuries and fire incidents during the show days.
- The Organizer highly recommend all exhibitors to take up insurance in advance.

Violation Charge

- The Organizer reserves the right to cancel the exhibition or ask for the improvement when any form of violation towards the exhibitor manual has reported. All damages caused by any violation will be a responsibility of the exhibitor.

Exhibitors Service

5-1. Check List for Order Forms

TECHINICAL SERVICES FORM CHECK LIST

FORM	SERVICES	PAGE NO.	Status	SUBMISSION DEADLINE
1	Special Design of Raw Space / Upgrading of Shell scheme stands	9		31 st March 2024
	Performance Bond Form	10		12 th April 2024
2	Fascia Name - Shell Scheme Package	22		19 th April 2024
3	Furniture	23 - 24		19 th April 2024
4	Electrical Supplies & Fittings Rental	25		19 th April 2024
4B	Electrical & Lighting Service Location Plan	26		19 th April 2024
5	Graphic Print	28		19 th April 2024
ALL FORMS TO BE RETURNED TO: KNOXX PTE LTD 51 Tai Seng Avenue, B1-03, Pixel Red, 533941 Attention: Mr Raymond Sim, Tel: (65) 6904 2498; Fax: (65) 6904 2484 Email: raymondsim@knoxx.com.sg				

The terms and conditions of contract / rules & regulations should be read together with the Publicity and Technical Service Manual, which form part of your contract to exhibit.

Please use this checklist of forms to help you plan your work schedule and participation.

All forms (regardless whether the service is required or not) must be returned by the exhibitors by the deadlines stated on the form. Services cannot be guaranteed for forms that are submitted after the stipulated deadline.

A 50% surcharge applies for orders accepted after the deadline.

Exhibitors who contract for space after the deadline are to return ALL forms immediately.

When in doubt, please contact **KNOXX PTE LTD**

FORM 2

Deadline:
19th April 2024

STAND NO:

Address:

Signature:

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FURNITURE

FORM 3

Please complete and return the form to

KNOXX PTE LTD

51 Tai Seng Avenue, B1-03, Pixel Red, 533941
Attention: Mr Raymond Sim, Tel: (65) 6904 2498; Fax: (65) 6904 2484

Email: raymondsim@knox.com.sg

Deadline:
19th April 2024

NO P.O. BOX ADDRESS PLEASE

STAND NO:

Company Name:

Address:

Postal Code:

Country:

Contact Person:

Job Title:

Tel:

Fax:

E-mail:

Signature:

Code	Item	Unit Cost (USD\$)	Quantity	Amount (S\$)
	Information Counter (760mmHt)	50.00		
	Lockable Cupboard (760mmHt)	65.00		
	High Showcase (1m x0.5m x 2mHt)	280.00		
	Square High Showcase (0.5m x 0.5m x 2mHt)	220.00		
	Low Showcase (1m x 0.5mx 1mHt)	130.00		
	High Display Cube (1030mm Ht)	70.00		
	Low Display Cube (500mm Ht)	50.00		
	Shelf-Flat per metre run (slope/flat)	30.00		
	4ft x 2ft Table c/w skirting	55.00		
	Round table with wooden top (white)	45.00		
	Bistro Table	50.00		
	Folding Chair	12.00		
	Free Standing Brochure Rack	50.00		
	Bar Stool	50.00		
	Wastepaper Basket	5.00		
	Bar Refrigerator c/w 13Amp Power Point	180.00		
Note:	1. Lighting for showcase to be ordered separately in form 3 2. Late orders are subjected to stock availability. 3. A 50% surcharge applies for orders accepted after the deadline.		Subtotal	USD\$
			Grand Total	USD\$

Furniture Catalogue
Refer to overleaf

Furniture Catalogue

			
FOLDING CHAIR	ARM CHAIR	BAR STOOL	ROUND TABLE
			
SQUARE TABLE	BAR TABLE	BROCHURE RACK	BAR REFRIGERATOR
			
HIGH SHOWCASE	SQUARE SHOWCASE	LOW SHOWCASE	COAT HANGER
			
INFO COUNTER	LOCKABLE COUNTER	DISPLAY CUDE	SHELF

ELECTRICAL SUPPLIES & FITTINGS RENTAL**FORM 4**

Please complete and return the form to

KNOXX PTE LTD

51 Tai Seng Avenue, B1-03, Pixel Red, 533941

Attention: Mr Raymond Sim, Tel: (65) 6904 2498; Fax: (65) 6904 2484

Email: raymondsim@knox.com.sg

Deadline:
19th April 2024

NO P.O. BOX ADDRESS PLEASE

STAND NO:

Company Name:

Address:

Postal Code:

Country:

Contact Person:

Job Title:

Tel:

Fax:

E-mail:

Signature:

Item	Unit Cost (USD\$)	Quantity	Amount (USD\$)
Fluorescent Tube 40w	30.00		
Spotlight 100w	85.00		
Long-arm Spotlight	95.00		
70W HQI Light	100.00		
150W HQI Light	160.00		
300W Flood Light	120.00		
50W Halogen Down light	46.00		
100W Lighting Connection per fitting	35.00		
300W Lighting Connection per fitting	70.00		
13amp. Power Point/230V (Sufficient for 5amp fuse)	42.00		
13amp. Power Point/230V (Sufficient for 5amp fuse) 24hrs	100.00		
15amp. Power Point/230V	72.00		
LED connection up to 1mRun	35.00		
LED connection up to 3mRun	70.00		
15amp Three Phase Isolator (Machine/equipment use only)	130.00		
30amp Three Phase Isolator (Machine/equipment use only)	180.00		
60amp Three Phase Isolator (Machine/equipment use only)	320.00		
Note: 1. Power points are meant for running of equipment/exhibits only. If used for lighting purposes, the lighting connection charges will apply on per bulb/per tube basis. 2. Lighting connections are charged according to the number of Tubes, bulbs and LED fitting fitted on the stand. 3. Light boxes are charged according to the number of tubes in each light box, using LED strips per meter run or the lighting connection or 40W fluorescent tube rate, whichever is applicable. 4. Late orders are subjected to stock availability. 5. A 50% surcharge applies for orders accepted after the deadline.		Subtotal	USD\$
		Grand Total	USD\$

ELECTRICAL & LIGHTING SERVICE LOCATION PLAN**FORM 4B**

Please complete and return the form to

KNOXX PTE LTD

51 Tai Seng Avenue, B1-03, Pixel Red, 533941
 Attention: Mr Raymond Sim, Tel: (65) 6904 2498; Fax: (65) 6904 2484

Email: raymondsim@knox.com.sg

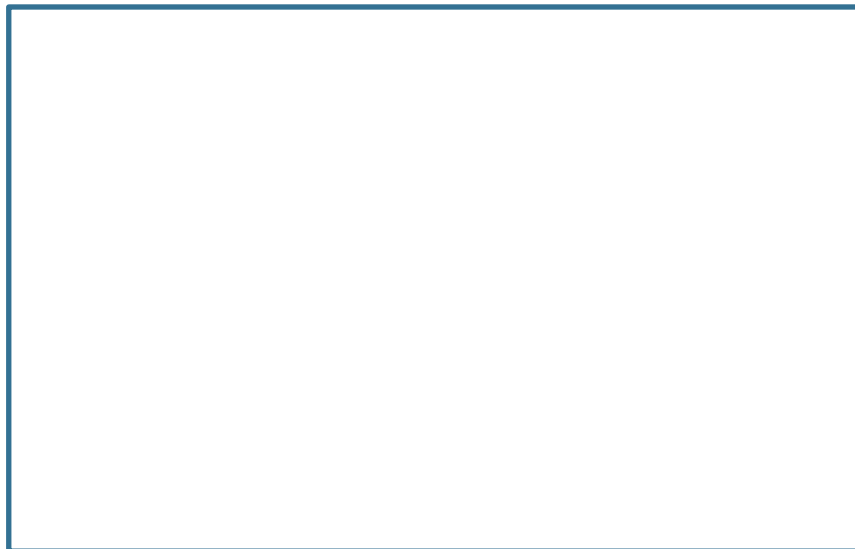
Deadline:
 19th April 2024

Refer to overleaf

- This form must be submitted together with the electrical and lighting order form to the Official Contractor.
- Sketch the location of your utilities, such as power outlets and light fittings
- Location of your electrical requirements will be installed at the discretion of the Official Stand-fitting Contractor if the layout plan is submitted after the deadline. Any relocation after installation will be **charged at USD\$ 50/relocation at the Exhibitors' expense.**
- Please ensure that the positions of light fittings are located on the walls or fascia (unless your stand has an interior structure to which they can be attached).

Backwall

Sidewall
 (Open / Close)



Sidewall
 (Open / Close)

Open Front

Exhibitor : _____ Stand No : _____

Person in charge of exhibition details : _____

Signature : _____ Date : _____

Tel : _____ Fax : _____ E-mail : _____

Company Address (or company stamp) : _____

Refer to overleaf

ELECTRICAL REGULATIONS

- 1) Electricity will be supplied through the Organizer only. The Official Contractor has been appointed to carry out all electrical work (wiring and connection, lighting fixtures etc.) at the exhibition and the exhibitor there of shall pay all charges.
- 2) For safety reasons, only Licensed Electrical Worker (LEW) with the Organizer's approval will be permitted to carry out electrical work onsite.
- 3) No installation work shall be carried out without the written permission of the Organizer or the Official Stand Contractor.
- 4) Exhibitor / Special Design Stand Contractor who wish to carry out their own electrical installation using their own fittings must comply with the following:
 - Power supply will be terminating in a fuse switch or isolator. Wiring and maintenance is the responsibility of the Electrical Worker (LEW).
 - Exhibitor or Special Design Stand Contractor who have appointed their Electrical Worker (LEW) for turn-on of temporary electrical supply and schematic electrical wiring diagrams to the Official Contractor for verification and approval latest by **12th April 2024**.
 - No electrical installation may be suspended from the roof of the exhibition hall or affixed to any part of the building structure. No fitting may be projected beyond boundaries of the booth and must be adequately protected against excess current.
 - The Organizer reserves the right to disconnect electrical supply of any exhibitor whose installations either violate the Organizer's regulations or is deemed dangerous or is likely to cause annoyance to visitors or other exhibitors.

Non-compliance of the electrical regulations resulting in power disruption will cause a penalty charge to be levied to the exhibitor or the appointed Special Design Stand Contractor.

GRAPHIC PRINTING

FORM 5

Please complete and return the form to

KNOXX PTE LTD

51 Tai Seng Avenue, B1-03, Pixel Red, 533941
Attention: Mr Raymond Sim, Tel: (65) 6904 2498; Fax: (65) 6904 2484

Email: raymondsim@knoxx.com.sg

Deadline:
19th April 2024

NO P.O. BOX ADDRESS PLEASE

STAND NO:

Company Name:

Address:

Postal Code:

Country:

Contact Person:

Job Title:

Tel:

Fax:

E-mail:

Signature:

Item	Unit Size	Unit Cost (USD\$)	Quantity	Amount (USD\$)
Graphic mount on 5mm Foam Board	1m(W) x 2.4m(H)	160.00		
Graphic Inkjet on Vinyl Sticker	1m(W) x 2.4m(H)	120.00		
Graphic Inkjet mount on 5mm Foam Board	1 SQM [1*1m]	65.00		
Sticker die-cut	1 SQM [1*1m]	50.00		
Pull-up Banner	0.85m(W) x 2m(H)	120.00		
Note:	※ Products listed are subject to availability ※ A 50% surcharge applies for orders accepted after the deadline.		Subtotal	USD\$
			Grand Total	USD\$

Graphic Data Guideline – **Graphic Data Submission Deadline: 19th April 2024**

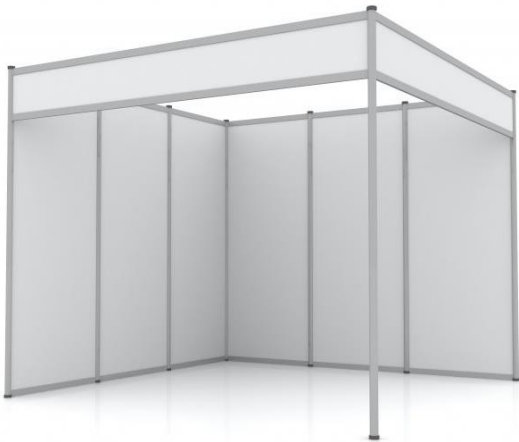
- ※ All graphic data must turn in under the conditions below.
- ※ Format: CS / Illustrator/ PSD / TIFF (**print sample in either .gif or .jpeg format required)
- ※ Size: 200MB (minimum) and 25KB (maximum), must be in high-resolution (721 dpi).
- ※ Logos requiring colour coordination must submit CMYK samples.
- ※ All wording or phrases must be outlined to avoid misconversion.
- ※ Corrections and editing may not be accepted after submitting the data.
- ※ Graphic data needs at least 20mm bleed on all sizes.
- ※ All graphic data must be stored in a compressed file. Use wetransfer or other upload services.

Shell Scheme Design

(Most of the Shell Scheme are all 1 side open except for some that is located at the corner of each block are 2 sided open)



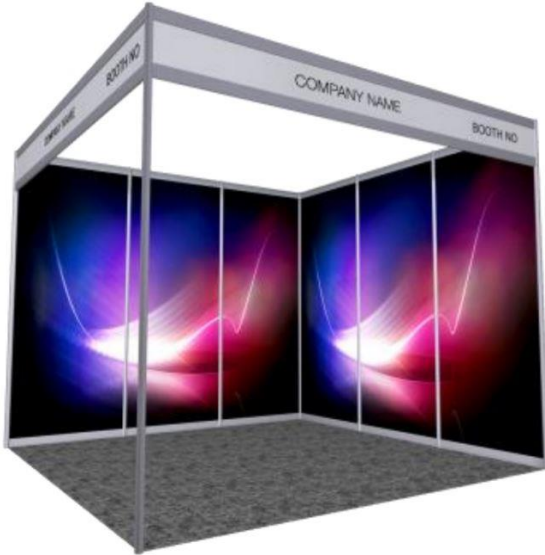
- Standard Shell Scheme Design (**1 side open**)



- Standard Shell Scheme Design (**2 side open**)

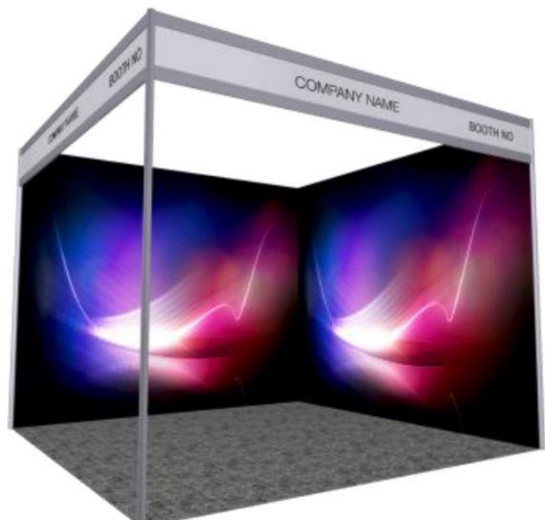
Shell Scheme Graphic Type

(Most of the Shell Scheme are all 1 side open except for some that is located at the corner of each block are 2 sided open)



Sticker Print on each Panel

- 6nos. Panel for 2 sided open booth
- 9nos. Panel for 1 sided open booth



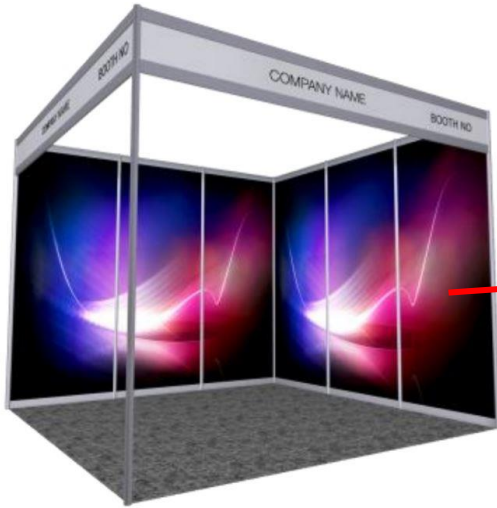
Sticker Print on Foamboard

- 2 side Full Panel Print for 2 sided open booth
- 3 side Full Panel Print for 1 sided open booth

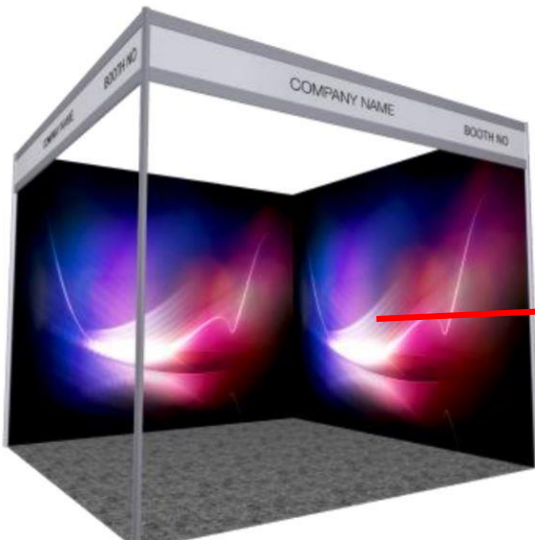
***All graphic working file to be provided by the exhibitor**

Shell Scheme Graphic Dimension

(Most of the Shell Scheme are all 1 side open except for some that is located at the corner of each block are 2 sided open)



Sticker Print on each Panel
• 950mmW x 2350mmH



Dimension Sticker Print on Foamboard on each side
• 3010mmW x 2470mmH

***All graphic working file to be provided by the exhibitor**



KUALA LUMPUR

CONVENTION CENTRE

Service Form



KUALA LUMPUR CONVENTION CENTRE EXHIBITOR ONLINE ORDER FORMS 2024

The KL Convention Centre order form is on line now. To access to the system, kindly follow the below step-by step guide:

1. Click on [Kuala Lumpur Convention Centre Exhibitor Online Order Forms 2024](#) and Sign-Up
2. Complete required details as a new user on your first visit to the site
3. Key in your booth/stand number and click "Ok"
4. You will be taken to the homepage to browse and purchase products and services and pay online (as well as the incentive rate deadline)
5. Your order will be sent directly to our teams to process in readiness and you will also receive an email confirmation

