

Dear Exhibitors,

On behalf of the Organizing Committee, we welcome you to the **8th Thailand Auto Parts and Accessories 2018: TAPA 2018**

This exhibitor's manual is provided with the purpose to assist your company in preparing for your participation in the **TAPA 2018**.

Please read this manual carefully and thoroughly to ensure that all relevant matters are processed properly and therefore, make your participation in this event a memorable one. **Please also note the deadline dates and return forms to the contact numbers promptly.**

Should you have any queries, please contact the responsible persons whose name and contact number are provided in this manual for your assistance.

Thank you for your cooperation.

Department of International Trade Promotion
Ministry of Commerce, Thailand

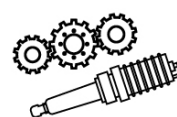


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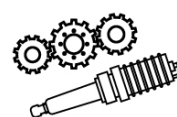


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A. General Information

A1. Fair Name

Thailand Auto Parts and Accessories Fair : TAPA 2018

A2. Venue

Bangkok International Trade & Exhibition Centre (BITEC)

Address: 88 Bangna-Trad Road (Km. 1), Bangna,
Prakanong, Bangkok 10260 Thailand

Tel. +66 2 726 1999 and +66 2 366 9797

E-mail: info@bitec.com

Fax. +66 2 726 1939

Website: www.bitec.co.th

A3. Fair Duration

Thursday 5 - Sunday 8 April 2018 (4 Days)

Trade Days: 5 - 7 April 2018 (3 Days) 10.00 - 18.00 hrs.

Public Day: 8 April 2018 (1 Day) 10.00 - 18.00 hrs.

A4. Organizer & Supporters

- **Organizer**

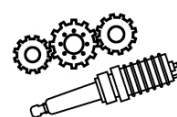
Department of International Trade Promotion (DITP), Ministry of Commerce,
Royal Thai Government

Co-organizer

Thai-Auto Parts Manufacturers Association (TAPMA)

Supporters

1. Thai Auto Parts Aftermarket Association (TAPAA)
2. Worachak Automotive Synergy Association (WASA)
3. Thai Subcontracting Promotion Association
4. The Federation of Thai Industries
 - Automotive Industry Club
 - Auto Parts Industry Club
 - Agricultural Machinery Manufacturers Industry Club
5. Thailand Automotive Institute
6. The Thai Automotive Industry Association (TAIA)
7. Society of Automotive Engineers Thailand
8. Thailand Board of Investigation (BOI)
9. Thailand Convention & Exhibition Bureau (TCEB)



A5. Product Categories

Auto parts & Components (OEM/REM), Auto accessories, Petroleum/Lubricants/Maintenance Products, Tools/Dies & Machine, Vehicle, Repair, Maintenance & Services, IT & Management

A6. Special Activities

Activities	Date and Time	Venue
1. Opening Ceremony	5 April 2018 : 10.00 hrs.	Main Lobby, Hall 103
2. Reception Party	5 April 2018: 18.00 hrs	Grand Hall 202 - 203
3. Exhibition	5 - 8 April, 2018 :10.00-18.00	Hall 101 - 104
3. Business Matching	5 - 7 April, 2018: 10.00-18.00	Buyers' Lounge

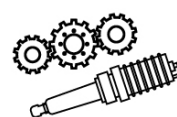
A7. Visitor Admission

Trade Days: 5 - 7 April 2018 (10.00-18.00 hrs.)

1. Onsite registration or pre-registration in the website: www.tapafair.com with no admission fee for professional, businessmen and relevant persons.
2. The organizer reserves the rights to refuse admission or to remove any person from the event without having to specify reason.
3. Unauthorized photo/video shooting at the venue is prohibited. Authorized personnel must wear PRESS badge at all times.
4. **For safety and trade negotiation reasons, children under the age of 15 and person with informal attire such as shorts, sandals will not be allowed to enter the fair during trade days.**

Public Days: 8 April 2018 (10.00-18.00hrs.)

No registration required. General public and tourists are invited to visit the fair to buy products.



A8. Contact Persons

8.1 Organizer

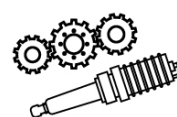
Department of International Trade Promotion (DITP), Ministry of Commerce,
Royal Thai Government
563 Nonthaburi Rd., Bangkrasor Muang, Nonthaburi 11000, Thailand
Tel: +66 (0) 2507 8374-77, 2507 8380-81
Fax: +66 (0) 2547 4282
E-mail: tapa@ditp.go.th
Website: www.tapafair.com , www.thaitradefair.com

8.2 Co-Organizer

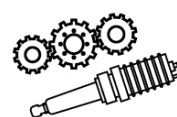
Sector	Address	Contact
Thai Autoparts Manufacturers Association (TAPMA)	Rajamangala University of Technology Krungthep, 2 Nanglinji Rd. Tungmahamek, Sathorn, Bangkok 10120 Tel; +(66) 0- 286-9166, +(66) 0- 286-9167 Fax : +(66) 0- 286-9168, +(66) 0- 286-9169 E-mail: tapma@thaiautoparts.or.th Website : www.thaiautoparts.or.th	Khun Narisara, Khun Anekporn

8.4 Supporters

Sector	Address	Contact
Thai Auto Parts Aftermarket Association (TAPAA)	228 Worachak Rd., Ban Bart, Pomprab Satrupai, Bangkok 10110 Thailand Tel: +66 (0) 2621 2020 Fax: +66 (0) 2621 2021 E-mail: info@tapaa.or.th Website: www.tapaa.or.th	Khun Yanisa



Sector	Address	Contact
Worachak Automotive Synergy Association (WASA)	116/24 Soi Suan Mali Bumrungruang Rd., Wat Thepsirin, Pomprab Satrupai, Bangkok 10100, Thailand Tel: +66 (0) 2221 3959 Fax: +66 (0) 2621 5539 Mobile: +66 (0) 92 253 9797 E-mail: chinakanon@hotmail.com Website: www.worachak.org	Khun Sompoch
Thai Subcontracting Promotion Association	86/6 3 rd Fl. Soi Trimitr Rama IV Rd. klongtoey, Bangkok 10110 Tel. (+66) 2713 6540-1 Fax. (+66) 2713 6542 Website: www.thaisubcon.com	Khun Piyachat
Automotive Industry Club The Federation of Thai Industries	Queen Sirikit Convention Center 60 Rachadapisek Rd. Zone C, 4 th fl. Klongtoey Bangkok 10110 Tel: +66 (0) 2345 1000 ext 1274 Tel: +66 (0) 2345 1269-99 Website: www.aic.or.th	Khun Preeyaporn
Auto Parts Industry Club The Federation of Thai Industries	Queen Sirikit Convention Center 60 Rachadapisek Rd. Zone C, 4 th fl. Klongtoey Bangkok 10110 Tel: +66 (0) 2345 1170 Tel: +66 (0) 2345 1281 Website: www.fti.or.th	Khun Pipat
Agricultural Machinery Manufacturers Industry Club The Federation of Thai Industries	Queen Sirikit Convention Center 60 Rachadapisek Rd. Zone C, 4 th fl. Klongtoey Bangkok 10110 Tel: +66 (0) 2345 1161 Tel: +66 (0) 2345 1281-3 Website: www.thaiagrimacclub.com	Khun Patama

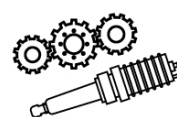


Thailand Automotive Institute (TAI)	4 th fl. Bureau of Industrial Sectors Development, Soi Trimitr Kluaynamtai, Rama VI Road, Klongtoey, Bangkok 10110 Tel: +66 (0) 2712 2414 Fax: +66 (0) 2712 2415 Email: preedee@thaiauto.or.th kanamas@thaiauto.or.th Website: www.thaiauto.or.th	Khun Preedee Khun Kanamas
The Thai Automotive Industry Association (TAIA)	Queen Sirikit National Convention Center 60 Rachadapisek Rd., Zone D 2 nd fl. Room 201/20 Klongtoey , Bangkok 10110 Tel: +66 (0) 229 4310 Fax: +66 (0) 229 4311 Website: www.taia.or.th	Khun Voraluck
Society of Automotive Engineers Thailand	The two storey building, Automotive Engineering Faculty of Engineering, Chulalongkorn University Phayathai Rd. Pathumwan, Bangkok 10330 Thailand Tel.& Fax (+66) 2218 6617 E-mail: tsae@tsae.or.th	Khun Kultida
Thailand Board of Investigation (BOI)	BOI Unit for Industrial Linkage Development (BUILD) 555 Vibhavadee-Rangsit Rd., Chatuchak, Bangkok 10900 Tel. +66 2537 8111 Fax +66 2537 8122 Website: www.boi.go.th	Khun Lertchai
Thailand Convention & Exhibition Bureau (TCEB)	Siam Tower, 26th Floor, 989 Rama 1 Road,, Pathumwan, Bangkok 10330 Tel: (+66) 2694 6000 Fax (+66) 2658 1411 E-mail: info@tceb.or.th Website: businesseventsthailand.com	Ms. Nawaporn

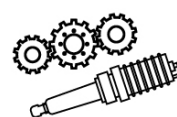


A9. Official Contractors

Service	Company	Address	Contact
- Standard Booth - Booth Decoration -Approval Design (Raw Space)	XCON CO.,LTD	92,94,96 Vibhavadee Rangsit Rd., Dindang, Bangkok 10400, Thailand Tel : +66 (0) 2275 5260 to 2, +662276 1831 to 4, +66 2275 5312 Fax : +66 (0) 2691 8873 +66 (0) 2277-6075 Website: www.xcon.co.th	Project Manager Mr.Nutchapon ext. 303 nutchapon@xcon.co.th Standard Booth/ Mr.Phuminan ext 202 phuminan@xcon.co.th Ms.Chayaanana 204 chayaanana@xcon.co.th Technical drawing of special design stand Mr. Chaichana ext 512 tapa-design@xcon.co.th
- Electrical Service - Water Supply & Drainage - Compressed Air	Management Exhibition and Electrical Co.,Ltd.	27/17 Moo 7, Tumbol Buengkamproi, Lumlooka District, Phatuntani 12150 Tel. +(66) 0 2054 2471-2 ext.101 Fax. +(66) 0 2053 9526	Electricity Ms.Patcharin Tapamee.ex@gmail.com
- Security Service	EXSS Security Guard Co.,Ltd.	Room C203, Beehive Lifestyle Mall 50/1121 Moo 9, Bangpood, Pakred, Nonthaburi 11120 Tel. +(66) 0 2038 9617	Security Service Mr. Jakkapan Jakkapan.c@th-exss.com
- Cleaning -Telephone & Internet Service - Flower Decoration Service	Bangkok International Trade & Exhibition Centre (BITEC)	8 Bangna-Trad Km 1, Bangna, Bangkok 10260, Thailand Tel: +66 (0) 2726 1999 ext. 7525 Fax: +66 (0) 2726 1946 E-mail: ops@bhirajburi.co.th Website: www.bitec.co.th Please order online at www.bitec-onlineorder.com	Mr.Nuttapol Luangjaroen ext.7525 Nuttapol.L@bhirajburi.co.th Booking service online at www.bitec-onlineorder.com



Service	Company	Address	Contact
Official Freight Forwarder	Aerocean Logistics Co.,Ltd.	86 Chalermphrakiat Rama 9 Rd., Nongbon, Pravet, Bangkok 10250 Tel. +66 2398 2242 Fax. +66 2399 3904-5 Email:exhibition@aerocean.co.th	Ms.Waraporn ext. 112 Ms.Sinee ext. 107
	Schenker Thai Co.,Ltd.	3388/54-61, 63-67 Sirinthip Buld. 16-19 th Fl. Rama IV Rd. Bangkok 10520 Email: Sopisa.budchiew@dbsschenker.com	Ms.Sopisa B. CP. +(66) 63221 9964
	Rogers Bangkok Co,Ltd	90/1 Moo4 Bangchalong,Bangplee, Smutprakarn 10540 Tel. +66 2752 6417-9 Fax +66 2752 6420 Email: exhibitions@rogers-asia.com	Mr.Danaithip M. ext.332 Ms.Kanticha S. ext.331



A10. In-Hall Operation Schedule

Construction Period 2 - 4 April 2018

Date	Time	Hall	The person concerned
2 April 2018	13.00 - 24.00 hrs.	101 - 102	- Unofficial Stand Contractor
	21.00 - 24.00 hrs.	103 - 104	- Exhibitors (Raw space)
3 April 2018	00.01 - 22.00 hrs.	101 - 104	- Unofficial Stand Contractor - Exhibitors (Raw space)
4 April 2018	08.30 - 22.00 hrs.		- Unofficial Stand Contractor - Exhibitors (Raw space) - Exhibitors (Standard Booth)

Exhibition Period/Start - End Schedule 5 - 8 April 2018

Date	Round	Time	Remark
5 April 2018	1	08:00 - 09:30 hrs.	
	2	18:00 - 19:00 hrs.	
6 April 2018	1	08:30 - 09:30 hrs.	
	2	18:00 - 19:00 hrs.	
7 April 2018	1	08:30 - 09:30 hrs.	
	2	18:00 - 22:00 hrs.	
8 April 2018	1	08:30 - 09:30 hrs.	Any trolley is no longer allowed to be used, hand-carry only in round 2.
	2	<u>12:30 - 14:00 hrs.</u>	
	3	18:00 - 22:00 hrs.	

Dismantling 8-9 April 2018

Date	Time	The person concerned
8 April 2018	18.00 - 22.00 hrs.	- Unofficial Stand Contractor - Exhibitors (Raw space) - Exhibitors (Standard Booth)
9 April 2018	08.00 - 15.00 hrs.	- Unofficial Stand Contractor - Exhibitors (Raw space) - Exhibitors (Standard Booth)



Notes:

- 1) All exhibitors must **construct and decorate their stand within 22.00 hrs. of 4 April 2018.**
It is prohibited to construct/decorate after indicated time since the exhibition hall will be cleaned.
- 2) The exhibitor will be permitted to remove their exhibits, belonging, and goods from their stand **after 18.00 hrs. of 8 April 2018.**
- 3) All exhibitors must store their products in their stand and instantly move out on the last show day (8 April 2018). The construction and decoration parts will be dismantled from 8 April, at 18.00 - 22.00 hrs., and on 9 April, at 08.00 - 15.00 hrs. Don't leave your valuable belongings without any security at all time.
- 4) It is prohibited to move any exhibits in/out of the fairground other than the allocated time that is above mentioned.
- 5) It is prohibited to use any trolley, and open loading door during show time.

The organizer will not be held responsible for any damage to the exhibit/decoration left in the hall.

A11. Exhibitor Badge/ Contractor badge

EXHIBITOR'S BADGE

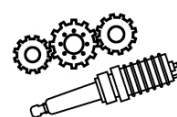
Please be inform for Thailand Auto Parts & Accessories 2018, all exhibitors have to register for exhibitor's badge **ONLINE** only. (Available from March 14, 2018)

Exhibitor's Badge Quota

1 Booth = 4 Badges

Online Badge Registration Step

1. Login to exhibitor's badge management system with your username & password.
****You will be received username & password through contact email which applied.**
2. Fill out all member information in English as below :
Individual Email / First name / Last name / Country.
3. Print confirmation page to show upon day of receiving the badges.



EVENTTHAI.CO.,LTD

Badge

List Badge Company Name: EVENTTHAI.CO.,LTD

PRINT

Qty #12/12	Image Profile	First Name - Last Name	Passport ID/ID No.	Country	Email	Action
1/12		XXXXXXXX XXXXXXXX	1120515416142	THAILAND	Email@email.com	Edit Delete
2/12		XXXXXXXX XXXXXXXX	1120515416142	THAILAND	Email@email.com	Edit Delete
3/12		XXXXXXXX XXXXXXXX	1120515416142	THAILAND	Email@email.com	Edit Delete
4/12		XXXXXXXX XXXXXXXX	1120515416142	THAILAND	Email@email.com	Edit Delete
5/12		XXXXXXXX XXXXXXXX	1120515416142	THAILAND	Email@email.com	Edit Delete

Thailand Auto Parts & Accessories 2018

List Badge Company Name: EVENTTHAI.CO.,LTD

PRINT

Qty #12/12	Image Profile	First Name - Last Name	Passport ID/ID No.	Country	Email	Action
1/12		XXXXXXXX XXXXXXXX	1120515416142	THAILAND	email@email.com	Edit (edit_badge.php?id=1456) Delete (cancel.php?id=1456)
2/12		XXXXXXXX XXXXXXXX	1120515416142	THAILAND	email@email.com	Edit (edit_badge.php?id=1457) Delete (cancel.php?id=1457)
3/12		XXXXXXXX XXXXXXXX	1120515416142	THAILAND	email@email.com	Edit (edit_badge.php?id=1458) Delete (cancel.php?id=1458)
4/12		XXXXXXXX XXXXXXXX	1120515416142	THAILAND	email@email.com	Edit (edit_badge.php?id=1459) Delete (cancel.php?id=1459)
5/12		XXXXXXXX XXXXXXXX	1120515416142	THAILAND	email@email.com	Edit (edit_badge.php?id=1460) Delete (cancel.php?id=1460)
6/12		XXXXXXXX XXXXXXXX	1120515416142	THAILAND	email@email.com	Edit (edit_badge.php?id=1461) Delete (cancel.php?id=1461)

*Show printed exhibitor member list at exhibitor service counter to get the badges

4. Exhibitors are able to change or edit information online until March 28, 2018

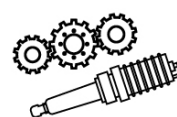
****Registration date : On or before March 28, 2018**

****Badge receiving date : April 3-4 , 2018 at Counter 102, BITEC 10:00-20:00**

Contact : Exhibitor's Badge Registration

Email : support@eventthai.com

Tel. : (662) 1151445

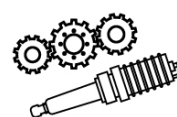


Contractor Badges

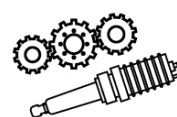
- Please submit Identification card, Driving license card or any card that is issued by the Government to exchange for contractor badges at the service counter around loading area of Hall 103 , at BITEC. From 2 April 2018 during 13.00 - 22.00 hrs. and 3 - 4 April 2018 during 8.30 - 22.00 hrs.
- The contractor badge is **valid only on the construction period (2 - 4 April 2018) and dismantling period (8 April: 18.00 - 22.00 hrs. and 9 April 2016)**, it **cannot** be used during the exhibition period (5 - 8 April 2018).
- Exhibitors who will build their own stands must submit **Form 1, Unofficial Stand Contractors**, to the official stand contractor in order to approve their design before construction. The official stand contractor will issue approval letter when any designs are already checked. This letter will be sent via e-mail or FAX. **Please bring along approval letter on site to collect contractor badge at the loading area or counter 102.** Otherwise, unofficial stand contractors will not have access to the exhibition hall.

A12. Services and Facilities

Services	Location	Date	Time (hrs.)	Details of services
1.Organizer's Office	In front of Hall 102	2–8 April 2018	09.00-18.00	<ul style="list-style-type: none"> • Contact to DITP • Contact and inquiry for space and overall of the show • Contact for clarifications • Collecting <ul style="list-style-type: none"> - Contractor badges - Exhibitor badges - Fair Catalogue
2. Official Contractor's Office	In front of Hall 102	2-4 April 2018 5–7 April 2018 8–9 April 2018	08.30-20.00 08.30-18.00 08.30-22.00	<ul style="list-style-type: none"> • Contact official contractor • Standard Booth Services • Furniture Services • Electrical Services • Other



Services	Location	Date	Time (hrs.)	Details of services
3. Registration • Overseas - Trade Mission Pre-Registration & Walk-in • Local - Pre-Registration - Walk-in	In front of Hall 104 In front of Hall 103	5-7 April 2018	09.30-17.30	• Distribute Visitor's badges Fair Catalogue to the trade mission only. • Registration for admission visitor badges
4. Information Counter	In front of Hall 103	5-8 April 2018	10.00-18.00	• Provide details for the fair
5. Buyers' Lounge	Hall 102	5-7 April 2018	10.00-18.00	• Provide services for Trade Mission & Overseas Visitor • Business Matching • Internet Service
6. Press Center	Between Hall 102-103	5-8 April 2018	09.30-18.00	• Hospitality services for Press • Provide fair information for Press (Promotional material of exhibitors can be placed in this center)
7. Business Center	Main Lobby	5 - 8 April 2018	08.00-18.00	• Tel & Fax Local and IDD communication • Photocopying • Internet Service by • Wi-Fi TOT Hotspot is wireless broadband Internet by purchasing the prepaid card (Scratched card) or E- online • Luggage deposit room for oversea buyers
8. Public Telephone	In front of Hall 104, B1 floor			• Coin and TOT card telephone for local and International calls




Services	Location	Date	Time (hrs.)	Details of services
9. ATM Machines	In Front of Hall 104, B1	2-9 April 2018		ATM Services
10. – Shuttle Bus - Taxi-Meter Service	Door Entrance In Front of Hall 101	5-7 April 2018 5 - 8 April 2018	10.00-18.00 09.00-19.00	Shuttle bus from official hotel –BITEC-hotel for trade mission and buyer Taxi Meter services
11. Praying Room	B2 Floor	4-8 April 2018	10.00-18.00	For Islamic Praying
12. First Aid	In Front of Hall 104	2-9 April 2018	10.00-18.00	Provide the primary aids
13. Kid's Corner	B2 Floor	5 - 7 April 2018	10.00-18.00	Take care children under age of 15
14. Food and Beverage	Fahrenheit International Food court B1	4-8 April 2018	10.00-18.00	<ul style="list-style-type: none"> • International Buffet • Food Court

A13. Official Hotels

Hotel	Room Type	Rate (THB)	
		Single	Twin
 Address : Patumwan, Bangkok 10330 Website : www.siamatsiam.com E-mail : dos@siamatsiam.com Tel. : (66) 2217 3000 Fax. : (66) 2217 3077	Leisure (Nett + BF)	THB 3,600	THB 3,900
 Address : 566 Ploenchit Rd., Bangkok 10330 Website : www.novotelbangkokploenchit.com E-mail : H7176-SL7@accor.com Tel. : (66) 2305 6029 Fax. : (66) 2305 6020	Superior (Nett + BF)	THB 3,600	THB 3,900



Hotel	Room Type	Rate (THB)	
		Single	Twin
 Address : 1 Sukhumvit 22, Bangkok 10110 Website : www.holidayinn.com E-mail : dhanindhorm.banjongtad@ihg.com Tel. : (66) 2683 4777 Fax. : (66) 2683 4888	Deluxe (Nett + BF)	THB 3,600	THB 3,900

A14. Shuttle Bus Schedule

Shuttle Bus Schedule

THE 8th THAILAND AUTO PARTS & ACCESSORIES 2018 : TAPA 2018 (APRIL 5 - 8 , 2018)

HOTEL		HOTEL TO BITEC								BITEC TO HOTEL			
		ON APRIL 5, 2018				ON APRIL 6 - 8 , 2018				ON APRIL 5 - 8, 2018			
No.	HOTEL	1 ST	2 ND	3 RD	4 TH	1 ST	2 ND	3 RD	4 TH	1 ST	2 ND	3 RD	4 TH
1	HOLIDAY INN SUKHUMVIT	8:30	9:00	9:30	10:00	9:00	9:30	10:00	11:00	15:00	16:00	17:00	18:00
2	NOVOTEL BANGKOK PLOENCHIT	8:30	9:00	9:30	10:00	9:00	9:30	10:00	11:00	15:00	16:00	17:00	18:00
3	SIAM @ SIAM DESIGN	8:30	9:00	9:30	10:00	9:00	9:30	10:00	11:00	15:00	16:00	17:00	18:00

REMARK:REMARK AFTER THE END OF THE 4th TRIP, SHUTTLE BUS TO BITEC WILL BE LEAVING EVERY HOUR UNTILL 12.00

REMARK: AFTER THE END OF THE 4th TRIP, SHUTTLE BUS TO BITEC WILL BE LEAVING EVERY HOUR UNTILL 12.00

A.15 Confirmation Letter by Organizer

Due to the custom procedure, if any exhibitor requires letter of confirmation from the organizer, please fill Special Form 2 and send to Department of International Trade Promotion by 26 March, 2018.



B. Rules & Regulations

- B 1 Participation Rights and Allocation of Exhibition Spaces
- B 2 Stand Construction and Decoration
- B 3 Electrical Supplies and Lighting
- B 4 Booth Cleaning Service
- B 5 Security Service
- B 6 Hall Air Conditioner System
- B 7 Overtime Operation
- B 8 Demonstration and Presentation
- B 9 Message Announcement
- B 10 Photo/Video Shooting
- B 11 Unforeseen Circumstances
- B 12 Warning
- B 13 Penalty



B - Rules & Regulations

B1. Participation Rights and Allocation of Exhibition Spaces

1.1 The organizer may allocate the exhibition space in any manner as they deem fit but will take into account such factors as the order of application and payment received, number of booths, and the nature of exhibits, etc.

1.2 Exhibition space is licensed to the exhibitor only. The exhibitor must not sub-license the exhibition space allocated to it, either wholly or in part to others.

1.3 Products or services not included in the application document cannot be exhibited. The organizer has the right to remove non-approved exhibits at the cost of the exhibitor.

1.4 Exhibitors can only sell their products within their own stands.

1.5 It is prohibited to do any retail sales during Trade days.

1.6 Exhibitors must assign at least one personnel to attend to the stand at all times.

1.7 Personnel attending the booth must be able to communicate with foreign buyers for negotiation purposes. (Please provide at least one English speaking personnel to attend to your booth)

1.8 In case your display of stand decoration is an inflammable object e.g. incense, candles or paper that can catch fire easily, you must take full caution and responsibility before you leave your stand every day.

B2. Stand Construction and Decoration

Exhibitors may choose to use a standard booth package or build their own stands or use other contractor companies to build their stand. Nevertheless, all exhibitors must comply with the regulations of stand construction and decoration below.

1. Using Standard Booth

1.1 Standard booth (3 m. x 3 m. = 9 sq.m.) comprises of

- Grey needle punch carpet 9 sq.m.
- White wooden system partitions 2.5 m.-H
- Exhibitor's name and booth number.
- 1 no. of table, 2 nos. of chair, 1 no. of lockable cabinet, 1 no. of 2 levels display plinth, 1 no. of Waste basket.
- Electrical equipment (electric charge included) consists of 3 units of spotlight 100 w., 1 no. of socket outlet 5 Amp.

1.2 Exhibitors who would like to rent the standard booths must contact **XCON CO., LTD.** by **26 March, 2018** for any arrangement concerning their booth. Details are contained in **Form 4**.



Regulations concerning the use of standard booth include:

- It is prohibited to alter, paint, nail, or screw any part of the booth's panels. Otherwise, exhibitors must be responsible for the damages and charges occurred.
- Exhibitors have to inspect the quality of stand/decorative equipment/furniture and electrical equipment before using them. If there are any defects or missing parts, please inform the contractor for correcting/changing. Otherwise, it is the exhibitors' responsibility in case of any damage of their exhibits/products.
- If any exhibitor would like to change position or any electrical equipment in the standard booth, please fill in **Form 7.4** and return it to the address which stipulate in the order form by **26 March, 2018**. Otherwise, cost at Bt. 214 (vat 7% is included) per position will be charged after 26 March, 2018. It is not permitted to change the position of any electrical equipment without informing the contractor.
- If exhibitors do not want any item in the standard booth package, they must comprehend that the cost of the package will not change and there will be no compensation by other equipment.
- It is prohibited to hang electrical or any decoration items extend the booth.

2. Special Stand Construction (Exhibitor's own construction)

Exhibitors who apply for raw space only may hire the official contractor or other contractors to build a special stand. In any case, they must comply with the following regulations.

2.1 Fill in **Form 1** and return it with detailed drawings of elevations, layout, electrical plan and perspective with dimensions of the stand including materials used to **XCON CO., LTD.** at tapa-design@xcon.com for approval within **22 March, 2018**. And it is prohibited to build more than one floor level stand. In case exhibitor's stand layout will be approved, XCON will confirm by e-mail. Conceding that it is against the regulation, exhibitor must improve and return the new layout to XCON within next 3 days after we inform. If the plan cannot be approved in time, the organizer and BITEC will not allow access to the exhibition hall.

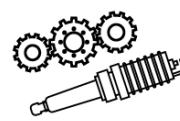
2.2 The height limitation of stand and decoration is 5 meters. Any decoration which is higher than 2.5 meters must cover their back and side panel in good image and submit to the organizer for approval. It is prohibited to build more than one floor level stand.

2.3 If the stand does not conform with the drawings and materials stated in 2.1, the exhibitor must be held responsible for any damage.

2.4 Company name according to the application form together with the stand number must be shown obviously.

2.5 The organizer will mark the space for stand construction. Any question concerning your space, please contact directly the official contractor.

2.6 **All contractors can collect contractor badges by submitting approval letter and begin construction on 2 April 2018 from 13.00 hrs. onwards.**



2.7 There will not be any electrical setting or electric power in raw space order, exhibitors must place contact directly **with Management Exhibition and Electric CO., LTD. within 26 March, 2018** by filling in **Form 7.1-7.4**

2.8 Each booth must have its own panels. **It is not permitted to use the neighbor's panels.** If any panel is higher than the one behind or beside it, acceptable decoration or material must cover the back or the side of that panel.

2.9 **All booths must be carpeted or laid with some form of flooring.**

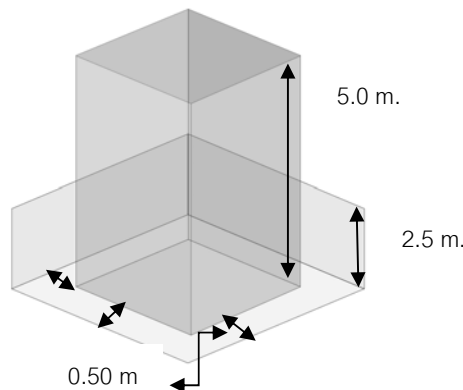
2.10 Before any construction, the contractor must cover the floor with a suitable material to avoid any damage to the exhibition hall. Please use only an easy-to-clean tape specifically for carpet. In case unsuitable tape material is used, the exhibitor has to pay money guarantee which will be refunded after dismantling. If there's any damage to the floor, the exhibitor will be charged with the cleaning fee.

2.11 It is not permitted to paint, color-spray, or use any equipment that makes sparks on any parts of the exhibition building.

2.12 It is not permitted to use any wire to secure booth structures to the floor or walls of the exhibition hall.

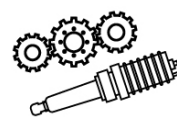
2.13 It is not permitted to hang electrical or any decoration items extend beyond the booth.

2.14 Stand Boundaries and Design Restrictions: Exhibitors may not place any display materials or exhibits, nor extend their stand structures and fittings, beyond their contracted boundary. Each booth needs to have it's own panel.



The permitted stand height is 2.50 meters. Any design for a structure exceeding 2.5 metres in height must be subject for approval by March 22, 2018 . If the design was approved, this structure will be restricted to a distance of 0.50 m. away from the dividing wall of the neighboring stands.

2.15 The organizer reserves the right at any time to order the alteration or removal of any stand which differs from the approved specifications or which does not conform to the Rules and Regulations. The costs of such alteration and removal shall be entirely borne by the Exhibitor and any sums of money, which may have been paid by the Exhibitors for rent and charges, shall not be refunded.



B3. Electrical Supplies and Lighting

- 3.1 The organizer will provide general lighting in the exhibition hall during show time only.
- 3.2 **The electrical power in the hall required 220 volt.**
- 3.3 **Management Exhibition and Electrical CO., LTD.**, the official electrical supplier is in charge of every electrical installation.
- 3.4 Electrical supply will be available within 30 minutes before and after the show. If the exhibitors require 24 hours electrical supply or additional electrical equipment, **Form 7.1-7.4** must be filled out and sent directly to the address which stipulated in order form within **26 March, 2018**.
- 3.5 Exhibitors are not permitted to perform any electrical connection to the main power supply of the exhibition hall without consulting the official electrical contractor.
- 3.6 If there are any electrical connection/modification or using multiple sockets without permission, the electrical supply will be cut without any warning. Otherwise, the exhibitor will be surcharged according to the rate on site.
- 3.7 The organizer reserves the right to cut the power supply to any booth in case of improper usage of electrical equipment or other dangerous conducts.

B4. Booth Cleaning Service

- 4.1 The fair organizer will be responsible for the general cleaning of the exhibition hall and hallways only.
- 4.2 Exhibitors must clean their booths and put their rubbish in front of their booths daily after the show to be picked up by the cleaning personnel.
- 4.3 If exhibitors would like to hire cleaning personnel to their booths, please order online at www.bitec-onlineorder.com

B5. Security Service

- 5.1 The organizer will provide security round the clock in the exhibition hall, entrances/exits and general area of the fair.
- 5.2 During the construction and dismantling periods, the entrances/ exits will be at the back of the exhibition hall only.
- 5.3 The organizer will allow only authorized personnel with proper I.D., e.g. exhibitor/ Contractor badges to have access to the exhibition hall.
- 5.4 If exhibitors wish to hire security personnel to attend to their stand exclusively, please contact the official contractor for assistance or fill in **Form 11** and directly return it to the address which stipulated in order form **by 26 March 2018**. Exhibitors are advised to fully insure all exhibits against loss and damage. The organizer will not be held responsible in any way.
- 5.5 It is prohibited to leave high value exhibits in the exhibition hall pass the official hours of



the fair each day. Exhibitors are advised to hire specialized security service providers, as listed in this manual to avoid any risk of lost or stolen exhibits.

5.6 It is prohibited to bring explosives, dangerous materials, weapons, or gas tanks to the exhibition hall.

B6. Hall Air Conditioner System

6.1 General hall air conditioner will not be operated on 2-4 April 2018 (Set up days). But it will be operated merely on 5-8 April 2018 (Show days).

6.2 No smoking in Exhibition hall. Exhibitors may smoke in the designated areas.

B7. Overtime Operation

During 2-4 April 2018, the organizer will allow exhibitors **to construct and decorate their stands until 22.00 hrs.** If any exhibitor or contractor wishes to work overtime, please contact the Organizer's Office before 15.00 hrs. of that day and must be responsible for expenditure of overtime operation up to BITEC's rating.

B8. Demonstration and Presentation

8.1 The organizer reserves the right to warn/to advice or cancel any demonstration that disturbs other exhibitors. Exhibitors must inform the organizer in advance of any sales promotion that includes competition with prizes.

8.2 To avoid disturbance, the use of any sound amplifier is prohibited. The use of TV or VCR must be under acceptable sound level.

8.3 No Activities which, in the opinion of the organizer, cause a nuisance or annoyance to visitors or other exhibitors shall be conducted by exhibitors within the vicinity of the fair.

B9. Message Announcement

The organizer will reserve announcement only on the general message. There will **not be any announcement for personal purposes** considering that the voice can disturb the business discussion.

B10. Photo/Video Shooting

Unauthorized photo/video shooting at the venue is prohibited. Authorized personnel must wear PRESS badges at all times.

B11. Unforeseen Occurrences

In the event of any occurrence unforeseen in these rules and regulations, the decision of the organizer would take as final.

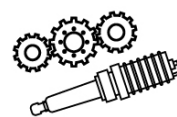


B12. Warning

No person under any circumstances shall cut into or through any floor covering or wall nor alter any structure of the exhibition hall. Any such damage to the exhibition hall will be invoiced to the exhibitor.

B 13. Penalty

The Department of International Trade Promotion (DITP) has the right to revoke or not consider any exhibitor who does not comply to these Terms and Conditions from future participation in any domestic or overseas trade fair(s) or other DITP activities.



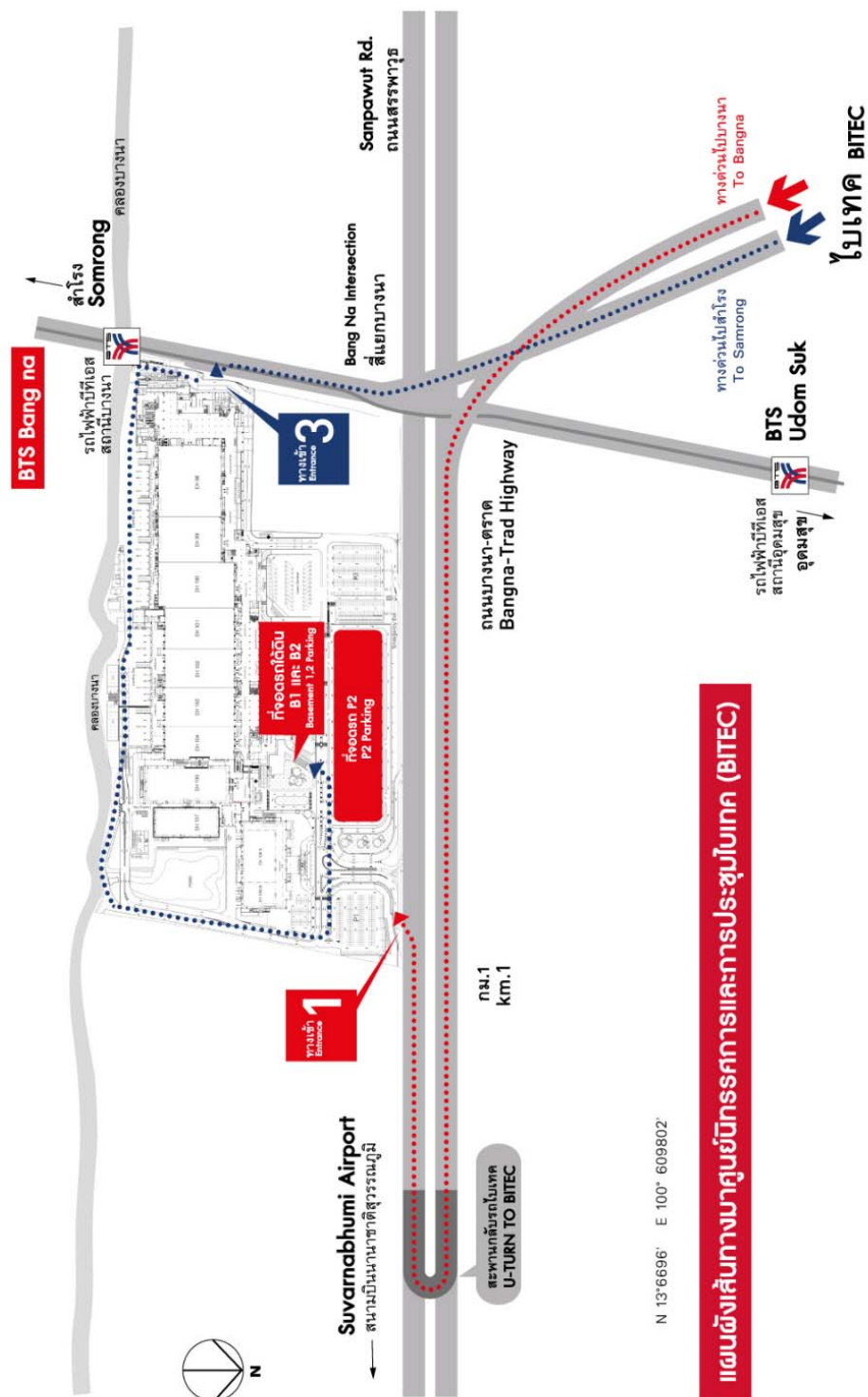
C Maps/ Floor Plan

C 1. Map to BITEC

C 2. Truck Routing on Set-up and Dismantle

C 3. Visitor Routing and Parking

C1 MAP TO BITEC



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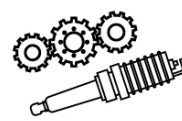
N 13° 66' 96" E 100° 60' 9802"

88 Bangna - Trad Rd.(km.1)
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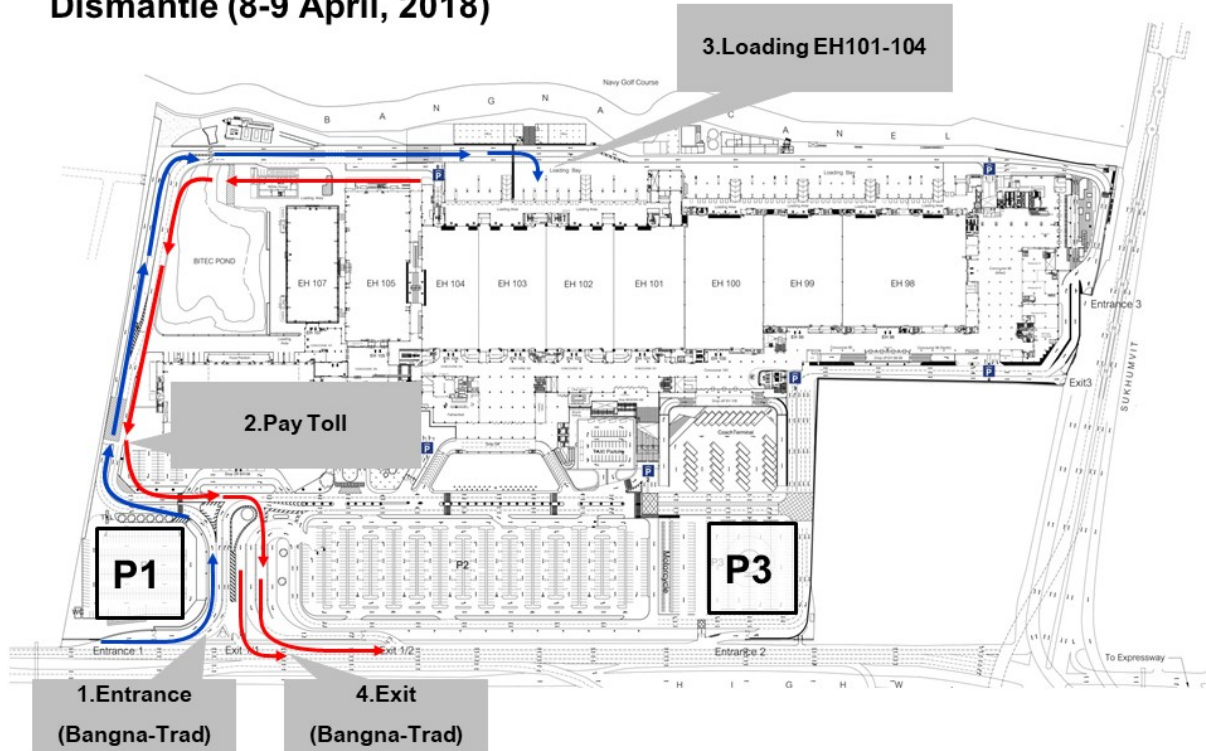
 **BHIRAJ BURI**
MEMBER OF

 **BITEC**



C 2 TRUCK ROUTING ON SET UP AND DISMANTLE

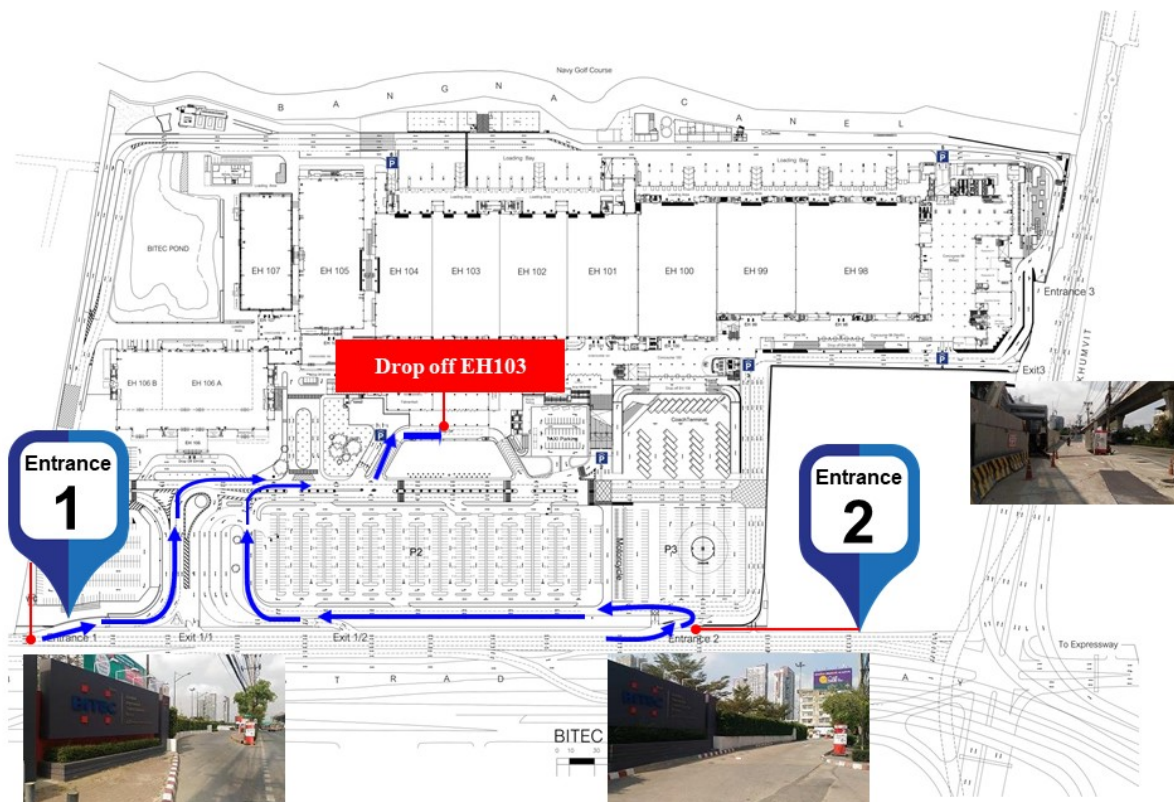
**Truck Routing on Set Up (2 - 4 April, 2018) and
Dismantle (8-9 April, 2018)**

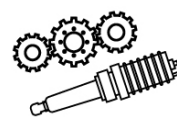




C 3 BITEC's Visitor Routing

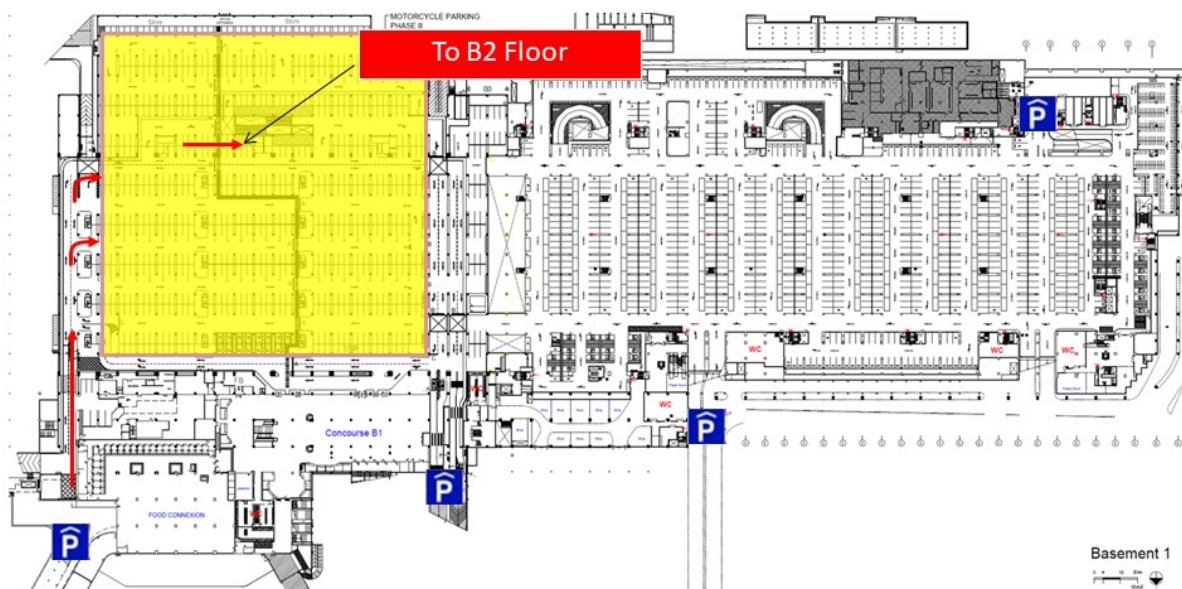
VIP Parking

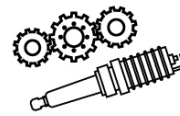




VISITOR PARKING

Visitor Parking Floor B1, B2





D. Rule & Regulations of Fair Venue (BITEC)

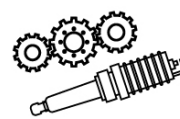
D1. Regulations Related to the Use of Premises for Event Organizing

General Operating Policies and Procedures of Bangkok International Trade & Exhibition Centre (BITEC)

1. Hazardous Work Areas

Hazardous work areas are defined as any area on the premises where exhibits, equipment and freight are being handled, such as loading dock areas, event halls, convention halls, service corridors, staging areas, truck marshalling areas, truck parking areas, etc. Within these areas throughout the premises, the following will be enforced:

- (a) Absolutely no drinking of alcoholic beverages.
- (b) Maintain a responsible working attitude at all times.
- (c) Possession or use of an illegal or controlled substance of any kind is strictly prohibited. Offenders will be turned over to law enforcement officers.
- (d) Vehicles outside the Centre approaching and traveling through the truck staging and loading dock areas must operate under 5 km/hr. Speeding and reckless use of vehicles & equipment will not be tolerated.
- (e) Vehicles & motorized equipment inside the Centre and on the loading dock must operate under 3 km/hr.
- (f) No petrol, kerosene, diesel fuel or other flammable liquids may be stored permanently or temporarily inside the Centre. If any re-fueling is necessary it must take place in the outdoor work area located 45 meters beyond the loading docks.
- (g) Clear access to fire exit doors and corridors shall be maintained throughout the move-in and move-out periods.
- (h) Utility panels, electrical switchgear, AHU rooms, fire hose cabinets, fire alarms and fire extinguishers must remain visible and accessible at all times.
- (i) Oil spills, loose or missing utility hatches, exposed live electrical cables, or any other visible safety hazard shall be immediately reported to Centre Management so corrective measures can be taken.
- (j) Work activities in common areas, on the first level, second level, basement 1 level, near entrances and exits, on outdoor plazas and terraces require additional supervision for the following reasons:
 - To ensure safety of guests and attendees of other events.
 - To make sure special precautions are taken to protect the furniture fixtures and equipment. The Centre may request the work activities to be stopped if the situation requires.



2. Smoking

BITEC is designated as a non-smoking facility. We request that visitors restrict their smoking to designated areas. If smoking is required in the function areas prior approval must be given by Event Services Department.

3. Vehicles and Equipment

Electrically operated vehicles and work equipment like forklifts, carts, special lifts, etc., will be allowed to operate within the Centre. Use of electrically powered vehicles is encouraged. The requirement of their exclusive use in BITEC will be implemented over time.

- (a) Special permission may be given by the Event Services Department to use non-electric powered equipment or tracked vehicles when very large or very heavy equipment must be unloaded in the event hall. These exceptions to the Centre's policy will be treated on a case to case basis.
- (b) A filter must be attached to all diesel equipment allowed into the hall. Filter must be attached to the exhaust pipe before entering.
- (c) The Centre will provide filters for diesel powered equipment. A fee will be charged for the filter.
- (d) Vehicles and work equipment will not be allowed to operate in carpeted areas (second level). In rare circumstances written permission may be given by Centre Management for the operation of electric vehicles if proper protective material approved by the Centre is used to cover the carpet.
- (e) Powered vehicles will not be operated in the event hall during show hours.
- (f) All motorized equipment must be in good working order (well maintained) before using in the event hall.

4. FOOD & BEVERAGE SERVICES

All food, beverages, catering, food stalls, and concession stands are operated and controlled by the Centre's Food & Beverage Department. Arrangements for serving food and beverages must be made through the Catering Manager. No food or beverage of any kind will be allowed in the premises unless purchased through the Centre F&B Department.

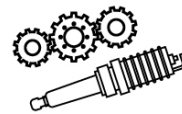
The Centre has an extensive range of food and beverage services available:

(a) **Booth Catering**

Food and Beverages catering to exhibit booths is available in the Event Halls and Convention Halls. The Centre will feature light Food and Beverage items, special food & beverage requests, and other booth catering menu items. All booth catering should be pre-ordered with the Centre at least 48 hours prior to the required service time.

(b) **Meeting and Convention Banquet Service**

Breakfast, Coffee Break, Lunch, Dinner, Cocktail and Receptions.



(c) **Corporate and Public Event Banquet Service**

Corporate Functions, Annual Dinner and Dance, Diplomatic Functions, Institutional Functions, Weddings, etc.

(d) **Restaurant**

Located on the first level, the Restaurant has a seating capacity of 450 persons which includes a balcony. International cuisine will be featured.

(e) **Concession Stands (Portable)**

Standalone portable Food and Beverage Stands will be used throughout the Centre to feature light snack items, deserts, coffees, juices, and other beverages.

(f) **Food Court**

Located at Level B-1, the Food Court will feature 18 Thai and Western food stalls and 2 beverage stations. Seating capacity is 1,328, with 1,008 indoor and 320 outdoor.

(g) **Mobile F&B service cart.**

BITEC also reserve the rights to circulate a mobile cart in the exhibition area to provide food and beverage service to exhibitors and their booth attendants who might find it inconvenient to leave their booth for lunch and breaks.

5. Use of Motorized Vehicles

- (a) Vehicles and work equipment will be allowed to operate inside the Center
- (b) For safety reasons, the operational speed of vehicles and equipment in use inside and outside the Centre approaching and operating in the work areas must be strictly controlled by the Organizer and all affiliated Contractors
- (c) Motorized vehicles and work equipment will not be allowed to operate in carpeted areas.
- (d) Vehicles and work equipment will not be operated in the event hall during show hours (See Health & Safety).
- (e) Centre vehicles and work equipment may be operated by Centre staff only.
- (f) All forklifts and other heavy loading devices operated inside or outside the Centre must be operated by trained personnel. Poorly trained, untrained or imprudent operators must be relieved of duty immediately.
- (g) Operators of motorized vehicles and work equipment shall not leave power operated equipment unattended when in the operating mode.
- (h) All equipment, freight, supplies, materials for Organizers, Exhibitors, Contractors, Sub-contractors, etc. must be brought into and removed from the Centre through designated loading areas. No use of the entrances and public areas of the Centre will be allowed for move-in, move-out or replenishing stock and supplies. (This includes



basement one car park lobby entrance.) Escalators and handicapped elevators should not be used to haul freight. Suitable gantry elevator is available upon request.

6. Loading Facilities

The Centre has provided excellent loading facilities to facilitate smooth and efficient egress (move-in and move-out) of freight, equipment and materials needed for the many events produced in the Centre.

- (a) There is one main vehicle entrance to the BITEC property for trucks and all other vehicles. The left side of the main facility entrance is dedicated for large vehicles (container trucks, lorries and buses).
- (b) A special container truck and lorry parking lot is located ahead of the main vehicle entrance to BITEC property. This is the parking and marshalling area for all trucks and deliveries. Loading and unloading will not be allowed in this Special Parking Lot. Space assignments within the marshalling yard will be allocated by the Event Services Department.
- (c) All movement of trucks and deliveries to the loading area must use the outer ring road on the edge of the property.
- (d) All movement of trucks and deliveries to the loading area must be under the control of the Organizer's freight forwarder and coordinated with the Centre's TPC manager. Trucks and delivery vehicles not following instructions will be directed back to the special parking area at the end of the queue.
- (e) Once trucks and delivery vehicles enter the ramp to the loading area they are considered to be entering a "Hazardous Work Area" and speed must be reduced to under 5 km/hr.
- (f) The truck lane connecting the entrance and exit ramps to the loading area is a through fire lane and must be kept clear at all times.
- (g) The loading and unloading area is for loading and unloading only. No parking is allowed in the loading and unloading area. If a vehicle is not being loaded or unloaded it will be considered as parked. Only authorized vehicles will be permitted to park in the Loading Area. These authorized vehicles must have identification issued by the Centre clearly displayed in the front window. Violation of this policy could result in towing at the owner's expense.
- (h) Exterior markings (signs) for all 4 halls and all 32 loading bays will be cleared and aid the Organizer and the Freight Forwarder in the proper assignment of the hall and loading bay for each truck or delivery vehicle.
- (i) All Loading Bays are equipped with spring loaded dock levelers.
- (j) In the Loading Dock Area, the platform is approximately 3,200 square meters (32,000 square feet) and is designated as a "Hazardous Work Area" which must be kept clean



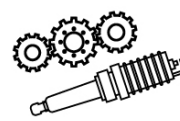
and safe. Unattended accumulation of trash, litter, garbage, bulk waste, food stuffs, etc., will not be allowed. All trash must be continually attended to throughout the Service Period. Also, storage of equipment, empty crates, unused stand building materials, etc., will not be stored or parked on the loading platform. This is a work area meant for transportation of freight and goods.

- (k) Each of the four halls is equipped with 3 drive-in overhead doors, 2 @ 7.5m wide X 5.0m high, 1 @ 7.5m wide X 7.5m high. This is a total of 12 drive-in overhead doors. The thirteenth (13th) drive-in overhead door is in the centre of the west wall of Hall 101.
- (l) Additional Load-in Areas
 - Located in NE quadrant is a large open lift platform (gantry lift) designed to lift an automobile from Level B-1 to the Level 2 Convention Hall. This is also available to bring goods and exhibits to Level 2 and the Convention Hall. This lift platform must be operated by Centre staff. Permission for use is required.
 - The first level Lobby/Concourse has an overhead door entrance/move-in point located at the east concourse entrance. Access from ground level is 2.8m wide ramp leading to the east terrace and entrance.

7. Setting-up and Dismantling

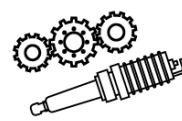
To enable the organizer, main contractor and sub-contractors to have smoother setting-up and dismantling periods and to prevent unnecessary damage to the Centre (which costs the organizer's money, destroys the quality of the facility and creates downtime in the Centre) we request all of the following policies be strictly followed:

- (a) **Adhesives** - Only the use of a residue-resistant tape is allowed when securing carpeting and for other uses on the Centre's concrete floors. Acceptable adhesives are poly-coated cloth tape or gaffer tape. Vinyl or foam tapes are not permitted to be used in the Centre. The organizer will be responsible for the removal of all tapes and tape residue marks. If removal of tape or cleaning of tape residue becomes the task of the Centre, the Organizer will be billed for these chargeable costs. Stick-on decals, badges, signs or similar stick-on promotional material may not be used in or about the Centre. No adhesives are to be used on permanent carpeted floors, stone floors and walls, metal and painted surfaces.
- (b) **Operable Walls** - These expensive mechanical equipment systems located in the Event Halls, Convention Halls and Meeting Rooms are to be operated by the Centre staff only. Once operable wall systems are set for the Organizer any changes on the positioning is a chargeable. The operable wall systems shall not have anything attached to, leaned against, hung from or otherwise constructed and built close to the wall panels. The event hall operable wall system can have things set no



closer to the operable wall than 60 cm (24"). This is to accommodate the operable wall leg support system.

- (c) **Floor Protection** - Contractors must provide suitable coverings to protect the Centre floors and walls from construction damage.
- (d) **Damages** - Any type of damage to the Centre and its furniture, fixtures and equipment, in service space or public spaces, whether in front- house, back- house, inside or outside the Centre must be reported immediately to Centre Management. Organizers and main contractors are invited for an inspection tour of the facility prior to move-in and following move-out to determine existing conditions. Such inspections will be coordinated by the Event Services Department. Costs associated with damages resulting from event related activities, whether in the service space or outside the service space, inside or outside the Centre and caused by attendees, guests, event personnel, contractors, sub-contractors, etc., will be held responsibility of the Organizer.
- (e) **Waste Disposal** - The Organizer is responsible for the removal of waste during the term of his Memorandum of Understanding. General waste disposal should be done daily to avoid excessive accumulation of trash. The Organizer must inform Event Services Department about the schedule for trash removal and for special removal of hazardous and polluted substances such as chemicals, lubricants, batteries, petroleum products, and etc. The Centre can handle the trash removal for the organizer if requested in advance. The Centre will remove trash if the organizer fails to carry out the responsibility. Both situations are billable but at different costs. Hazardous and polluting substances such as chemicals, lubricants, acids and petroleum products may not be discarded through the standard drains. Waste water treatment plants are not designed to remove such waste and special disposal must be arranged. The organizer is responsible for reporting to the Centre about the use of such materials in their event. The Centre will arrange special drains for the disposal of hazardous materials. Quotations will be made on a case to case basis for drains of special chemicals, petroleum or other hazardous and polluting products.
- (f) **Cleanliness** - At the end of the event, the organizer should leave the Centre in the same clean condition in which it was received.
- (g) **Installation of Signs** - Signs, banners, posters and similar materials are part of the event. Placement and time and method of installation must be planned in advance with the Event Services Department. Certain locations will be approved for signs, banners, etc., provided that they are professionally produced. The method of installation should be both safe and will cause no damage to the Centre. Materials used should be appropriate for the job. The locations approved by the Centre as well as the time of installation and removal will be in consideration of other tenants of the Centre. No



nails, screws, staples, tape or other fastening devices will be used to hang or attached to building walls, ceilings, windows, doors, lights, sprinklers, or other fixture/surface inside or outside the Centre. Signs, banners, posters, etc., installed without approval will be immediately removed at the organizer's expense.

- (h) **Hooks and Rails** - Permanent hooks and rails are installed in various places around the Centre to facilitate hanging of signs, banners, lights, etc. Since these hooks and rails are decorative as well as functional, protective covering should be used so as not to cause damage.
- (i) **Special Decorations** - Areas exist throughout the Centre which are designed to accommodate show related decorations. The method and location of installation and the materials to be used must be approved in advance by the Centre. Things to pay particular attention to are:
 - Lighter than air balloons are not to be distributed, sold or allowed to be brought in through the entrances to the Centre. Lighter than air balloons as part of displays or decorations may be approved by the Centre on a case to case basis provided that the organizer is willing to absorb the cost of ceiling clean-up.
 - All materials used in decorations, signs, banners, etc. must be flame retardant.
 - Glitter and confetti may not be used in carpeted areas of the Centre.
 - Planters, furniture and other building equipment may not be moved or re-positioned. Any movement of these items for event purposes shall be handled by Centre staff.

8. Rigging

All rigging must receive prior written approval from the Centre and be installed under supervision of the Technical Services Manager/ Engineering Services Manager. The Centre provides ceiling hang points for various load capacities. However, the Centre's event hall roof structure is suspended and has a light weight roof truss design. Under these circumstances the Centre reserves the right to call in outside consultants for verification of load safety. These are chargeable costs.

- (a) It is required to submit detailed rigging plans, including weight to be hung, location and number of hang points, method of attachment, equipment to be used for attachment, safety measures employed, and the time required to complete the rigging.
- (b) All plans must be submitted to the Director of Operations before the event.
- (c) Failure to submit in advance or obtain written approval from the Centre shall preclude such rigging from being installed. This is a public safety issue.

9. Policy revisions and question resolution

The Centre Management is the sole arbitrator of any questions or disputes either addressed or not addressed in these general operating policies and procedures. The Centre has the sole



authority to amend and revise these policies from time to time.

10. Utility Services

The Centre provides utility services. The Centre will strive to maintain an efficient and simple method of providing utility services. Our concerns are for the safety of exhibitors, guests and staff, the clear division of responsibilities and the simplicity of budgeting cost.

11. Electrical

Standard electrical supply at BITEC is 380V/50 Hz three phase and 220V/50 Hz single phase with approximately 10% fluctuation. All electrical motors must have an independent 3 phase trip against any phase failure. All electrical motors must have a time delay switch in case of power supply failure. Sub-contractor labor for the installation of lighting and exhibitor-owned equipment may not be declared as electrical hook-up charges.

BITEC will provide electrical service hook-up to the exhibit booth. The connection will consist of a female end connected to the power supply and a male end for the Contractor to complete the installation. The service Contractor will provide equipment and labor beyond that point. Power supplies to the exhibits will be switched off 30 minutes after the exhibition closes every evening and 60 minutes after close on the final day of the exhibition. Electricity supply from neighboring booths is not allowed.

Electrical for lighting

As a special case for lighting, the Centre will allow the official electrical contractor to distribute power to different exhibits from individual power with the following stipulations.

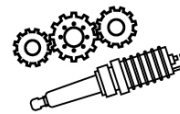
- Multiple distributions will be allowed for all lighting and the single 5 amp power point included in the traditional booth package.
- Distribution will be allowed from single phase circuits only. Distribution of three phase power is not allowed.
- No wires or cables may cross the aisle.
- Electrical sub-contractors are allowed to work on the exhibit floor only.
- Three pin plugs are required for all single phase connections.

12. Compressed Air

Air compressors of not over Hp $\frac{1}{2}$ will be permitted in the exhibit booths. Charges will be as per the electrical hook-up rates. BITEC will make air connections directly to the machine. Information regarding the machine requirements must be given in advance.

13. Water & Drains

Hazardous and polluting substances such as chemicals, lubricants, acids and petroleum products may not be discarded through the standard drains. Waste water treatment plants are not



designed to remove such waste and special disposal must be arranged. The Organizer is responsible for reporting to the Centre about the use of such materials in their event. The Centre will arrange special drains for the disposal of hazardous materials. Quotations will be made on a case to case basis for drains for special chemicals petroleum or other hazardous and polluting products.

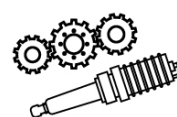
14. Telephone

BITEC provides three kinds of telephone lines: internal line (inside Centre only), local line (Bangkok area only), and long distance & international line. Each customer is responsible for all expenses incurred on the allocated telephone service, (including loss of handsets). All handsets will be provided by the Centre and can be picked up by the Exhibitor at the BITEC service desk. The Exhibitor is requested to return the handset to the BITEC service desk at the close of the event.

International calls will be billed after the show as per Communications Authority of Thailand bills +VAT 7%. Local call service charges are included in the published rate. The rental cost must be accompanied by a refundable deposit of Baht 10,000 per line payable to **Pharindhorn Co., Ltd.** to cover damage and long distance/international calls.

15. Exhaust Smoke & Fumes

Exhaust removal for smoke and noxious fumes are available. The exhaust may be vented from the exhibitors exhaust hood through a 10 cm (4") diameter hose which will run through the utility hatch in the booth to Level B-1 into the BITEC air filtration and exhaust system. Up to 40m of hose may be required depending on the booth location. Charges will be assessed, as a quotation, based on the users' requirements.

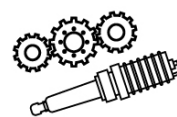


F. Forms

FORM	SUBJECT	DEADLINE	STATUS	RETURN TO
F-S-1	Exhibit on Trade Day Only	26 March 2018	Additional	DITP
F-S-2	Letter of Confirmation for Custom Purposes	26 March 2018	In case of requirement	
F-S-3	Move-Out Permit	5 - 8 April,2018	Additional	Counter in front of Hall 102 at BITEC
F-1	Unofficial Stand Contractor/ Submit for approval	22 March, 2018	For Special Stand	XCON
F-2	Performance Bond	26 - 30 March 2018	Please bring along to collect badge	
F-3	Fair Catalogue	6 – 8 April 2018	Please bring along to collect Fair Catalogue	Counter in front of Hall 102 at BITEC
F-4	Standard Booth for Rental	26 March 2018	For Standard Booth	XCON
F-5.1	Additional Furniture for Rental		Additional	
F-5.2	Additional Special Furniture for Rental			
F-6	Additional Decoration Services			
F-7.1	Electrical for Set up & Tear Down Audio Visual			
F-7.2	Breakers for exhibits			
F-7.3	Breaker for Lighting			
F-7.4	Electrical plan		MEE	
F-8	Water Supply and Drainage			
F-9	Audio Visual Service			



FORM	SUBJECT	DEADLINE	STATUS	RETURN TO
F 10	Compressed Air		Additional	MEE
F-11	Booth Security Services			EXSS



DITP	EXHIBIT ON TRADE DAYS ONLY	FORM-S-1
	DEADLINE : 26 March, 2018	

** Only exhibitor who needs to exhibit on trade days (only), Please fill out this form and return to the address below **

Company's Name _____ Booth # _____

Would like to exhibit on trade days only because

Signature & Company Seal _____

(_____)

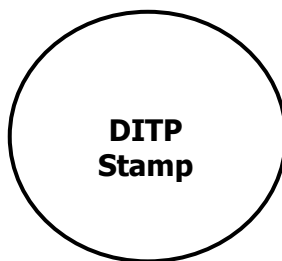
Date _____

Organization Officer:

☐ Approved by _____ Date _____

☐ Does not allow

****The company has to move its exhibits out of the fairground
on 8 April 2018 during 18.00-22.00 hrs.****



<p align="center">Return this form to</p> <p align="center">Department of International Trade Promotion, Ministry of Commerce</p> <p align="center">Tel. +66 (0) 2507 8374-8, 61 Fax. +66 (0) 2547 4282 E-mail : tapa@ditp.go.th</p>
--



DITP	LETTER OF CONFIRMATION FOR CUSTOM PURPOSE	FORM S-2
	DEADLINE: 26 March, 2018	

For exhibitor who brings products/exhibits from foreign countries to Thailand only

When your company brings products/exhibits from foreign countries to Thailand, you or the freight forwarder needs two letters of confirmation from the organizer and the fairground manager to show the customs clearance's offices as follows:

1. Department of International Trade Promotion, the fair organizer, will issue the letter to confirm that your company is an exhibitor of this fair and use which freight forwarder to do custom clearance.

2. BITEC the fairground, will issue the letter to confirm that the Thailand Auto Parts and Accessories Fair (TAPA) 2018 will be held at BITEC

Therefore, please inform us about the following information for custom purpose.

1. From which country are your product embarked? _____

2. Your products/exhibits will be imported to Thailand by ☐ airfreight ☐ sea freight ☐ border

3. When your products arrive in Thailand, do you use TAPA2018 official freight forwarder to do custom clearance?

☐ Yes ☐ No, our company will do by ☐ ourselves ☐ other freight forwarder

4. If no, please name your nominated freight forwarder in Thailand

Company's name : _____ (please write in full name)

Person to contact : _____ Tel. _____

If you do not know your nominated freight forwarder in Thailand, please indicate your forwarder in your country.

Company's name : _____

Person to contact : _____ Position : _____

Tel : _____ Fax : _____

5. Estimated date of arrival of your products : _____ April 2018.

Authorized by : (please use block letters or attach your business card)

Company's name : _____ Booth #: _____ Hall: _____

Name : _____ Position : _____

Address : _____

Tel : _____ Fax : _____

Signature _____ Date : _____

Return this form to

Department of International Trade Promotion, Ministry of Commerce

Tel. +66 (0) 2507 8374-8, 61 Fax. +66 (0) 2547 4282 E-mail : tapa@ditp.go.th



DITP	MOVE-OUT PERMIT	FORM-S-3
	DEADLINE : 5 - 8 April 2018	

Company's Name _____ Booth # _____

Would like to move out the products/exhibits on the fairground at _____ hrs.

Details for moving out products/exhibits.

1. _____
2. _____
3. _____
4. _____
5. _____

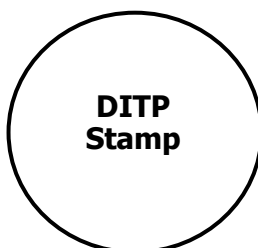
Signature and Company logo's stamp

Date ____ / ____ / ____

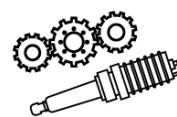
Organization Officer :

- ☐ **Approved by** _____ **Date** _____
- ☐ **Does not allow**

The company has to move its exhibits out of the fairground at the designated time. Do not allow to open the loading door before fair closing time. Do not allow to use any trolley before fair closing time.



**Return this form to
Exhibitor Service Center, in front of Hall 102 at BITEC**



DITP	Unofficial Stand Contractor (Raw Space)	FORM-1
	DEADLINE : 22 March, 2018	

For exhibitors who wish to use their own contractors (not the official contractor) must fill out this form

1. Contractor's details

Name of Contractor: _____

Address: _____

Telephone: _____ Fax: _____ mobile: _____ e-mail: _____

Type of work ☐ Construction/Decoration ☐ Electricity ☐ Other (please specify) _____

Name of Job Coordinator : _____ ID Card# : _____

Name of Job Controller : _____ ID Card# : _____

Build-up period will start from (date): _____ at (time) _____ hrs. to (date) _____ at (time) _____ hrs.

Tear-down period will start from (date): _____ at (time) _____ hrs. to (date) _____ at (time) _____ hrs.

Have your contractor ever been assigned any jobs in the BITEC ☐ Yes ☐ No

If yes, please name the project (i.e. trade fairs, exhibitions)

1) _____ 2) _____ 3) _____

2. Send Form with detailed drawings of elevations, layout and perspective with dimensions of the stand including materials used by the organizer for approval by 22 March, 2018. If the plan will not be approved on time, the organizer and BITEC will not allow access to the exhibition hall.

3. If the stand does not conform with the drawings and materials stated in 2, the exhibitor must be held responsible for any damage.

4. If you or your contractor made any damages to any parts of BITEC, you or your contractors have to pay/ repair for the loss and damaged without any argument.

5. Your contractor must undertake to adhere to the "Rules & Regulations" for the site operation.

6. Contractor badges will be issued at the service counter around the loading area of Hall 103 at BITEC during the construction period on 2 April 2016 at 13.00-18.00 hrs. and 3-4 April 2018 at 08.30-22.00 hrs. Please submit approval letter to collect badge.

7. Company's name (Exhibitor) _____ Booth No _____ Hall _____

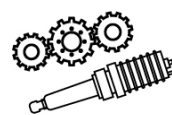
Size of Booth width _____ length _____ height _____ Tel: _____ Fax: _____

I acknowledge the rules & regulations for the site operation, stand construction, electrical installation and dismantling. I agree and strictly follow at rules & regulations.

Authorized person's signature and Company logo's stamp

Date _____ / _____ / _____

Return this form to
XCON CO.,LTD. Tel +(66) 0 2755312 ext. 512 (Mr.Chaichana)
Fax +(66) 02776075 Email: tapa-design@xcon.co.th



Please send this form to

FORM 2

XCON CO., LTD.

Tel. : +66 2275 5260 to 2 Ext. 512

Fax : +66 2277 6075

E-mail : tapa-design@xcon.co.th

PERFORMANCE BOND

Deadline: 26-30 March, 2018

Raw Space Only

In case of special booth construction, the contractor / exhibitor must fill in this form and send with guarantee cashier cheque addressed to XCON CO., LTD. (Map next page)

Guarantee Cashier Cheque THB 1,000 per sqm. (maximum is THB.100,000)	
Size of booth	amount
1. Exhibitor Name _____ Booth No. _____ Size _____ Sq.m.	
2. Exhibitor Name _____ Booth No. _____ Size _____ Sq.m.	
3. Exhibitor Name _____ Booth No. _____ Size _____ Sq.m.	
Total	

Remark :

1. The Organizer will not allowed any exhibitor or contractor to access into the hall if the payment bond has not be processed.
2. Organizer will return the cashier cheque on April 18-20, 2018 (except weekend) after the exhibition finish and no damage is found on the exhibition venue in case of demolition and removal of structure.

Name : _____ Position : _____	
Company name : _____	
<input type="checkbox"/> Contractor	<input type="checkbox"/> Exhibitor
Address : _____	
Tel : _____	Fax : _____ E-mail : _____
Signature and company stamp : _____ Date : _____	

[illegible]



XCON	Fair Catalogue	FORM 3
	DEADLINE : 6-8 April 2018	

For your convenience to collect the Fair Catalogue please fill out this form and present it at the contractor's office, in front of hall 102 at BITEC. Only the person who presents this form can collect the Fair Catalogue. Each exhibitor is entitled to receive only one Fair Catalogue per company.

Company Name _____ Booth No. _____

Name of Authorized Person: _____ Position _____

Email: _____ Tel. _____

☐ Will collect the Fair Catalogue by myself.

☐ Assigned

Signature and Company logo's stamp

Date ____ / ____ / ____

**Return this form to
Organizer's office, in front of Hall 102 at BITEC**

FRONT VIEW


REMARKS :

- 46

REMARKS :

- | | | | | | | | | | | | | | | | | | |
|---|--|---------------------|--|-------------|--|----------------------------|--|-------|-------|-----------------|--|------------------------|--|--------------------------------------|--|--------------------|--|
| <p style="text-align: center;">Please complete and return this copy to :</p> <p style="text-align: center;">Ms. Chayaanana Kanesawarak / Mr. Phuminan Laoharanu</p>
<p style="text-align: center;">XCON CO., LTD.</p> <p style="text-align: center;">92, 94, 96 Vibhavadee-Rangsit Rd.,
Dindaeng, Dindaeng, Bangkok 10400</p> <p>Tel : +66(0)-2275-5312-3, +66(0)-2276-1831-4 Ext. 204 / 202</p> <p style="text-align: center;">Fax : +66(0)-2277-6075</p> <p>E-mail : chayaanana@xcon.co.th / phuminan@xcon.co.th</p> | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">Exhibitor Company :</td> </tr> <tr> <td colspan="2">Stand No. :</td> </tr> <tr> <td colspan="2">Name of person in charge :</td> </tr> <tr> <td style="width: 50%;">Tel :</td> <td style="width: 50%;">Fax :</td> </tr> <tr> <td colspan="2">Email Address :</td> </tr> <tr> <td colspan="2">Exhibitor's Tax ID no.</td> </tr> <tr> <td><input type="checkbox"/> Head Office</td> <td><input type="checkbox"/> Branch Tax ID no.</td> </tr> <tr> <td colspan="2">Signature & Date :</td> </tr> </table> | Exhibitor Company : | | Stand No. : | | Name of person in charge : | | Tel : | Fax : | Email Address : | | Exhibitor's Tax ID no. | | <input type="checkbox"/> Head Office | <input type="checkbox"/> Branch Tax ID no. | Signature & Date : | |
| Exhibitor Company : | | | | | | | | | | | | | | | | | |
| Stand No. : | | | | | | | | | | | | | | | | | |
| Name of person in charge : | | | | | | | | | | | | | | | | | |
| Tel : | Fax : | | | | | | | | | | | | | | | | |
| Email Address : | | | | | | | | | | | | | | | | | |
| Exhibitor's Tax ID no. | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Head Office | <input type="checkbox"/> Branch Tax ID no. | | | | | | | | | | | | | | | | |
| Signature & Date : | | | | | | | | | | | | | | | | | |



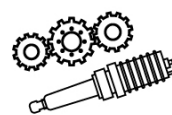
	THAILAND AUTO PARTS & ACCESSORIES (TAPA 2018)	
	5 - 8 APRIL 2018 AT BITEC BANG-NA	
	Stand Fitting and Other Service	FORM
	Deadline : March 26, 2018	6

CODE	DESCRIPTION	SIZE	Order Before 26/03 (BAHT)	Order by 27/03-08/04 (BAHT)	QTY	AMOUNT (BAHT)
STX003	Underlay Plywood 19 mm. Thick	1 Sq.m.	364	430		
STX005	Needle Punch Carpet	1 Sq.m.	292	345		
STX006	Changing color of Needle Punch Carpet	1 Sq.m.	110	130		
STX013	White Panel System Partition	1000x2500 mm.	907	1,072		
STX014	Changing color of Panel System Partition	1000x2500 mm.	701	-		
STX021	Folding Door	1000x2000 mm.	2,597	3,069		
STX012	Beam (Hanging Lighting)	1 m. long	110	130		
					Subtotal	
					7% VAT	
					Total	





REMARKS :

- After dismantling, all materials and equipment will belong to Xcon Co., Ltd.
- Late orders may not be provided and if available will be subject to a surcharge of 10% after deadline and 30% for on-site order.
- Please inspect the quality of stand/decorative equipment/furniture and electrical equipment before using. If there are any defect or missing parts, kindly inform for collecting/changing. Otherwise, it is the exhibitors' own responsibility in case of any damage either their exhibits/products or stand/decorative equipment.
- Cancellation after **March 26, 2018** will be 50% charged. There will be no refund for cancellation during set up and show days.
- All order must be submitted with full payment in the favour of :
A/C Name : XCON CO., LTD.
A/C No. : 055-0-60062-1 (Saving Account) / SWIFT CODE : BKK BTHBK
Bank / Branch : Bangkok Bank (Public) Limited / Ratchada-Huai Khwang Branch
Tax ID : 0105527038966
- Order on-site must be paid in CASH ONLY.

<p>Please complete and return this copy to : Ms. Chayaanankanesawarak / Mr. Phuminan Laoharanu</p> <p>XCON CO., LTD. 92, 94, 96 Vibhavadee-Rangsit Rd., Dindaeng, Dindaeng, Bangkok 10400</p> <p>Tel : +66(0)-2275-5312-3, +66(0)-2276-1831-4 Ext. 204 / 202</p> <p>Fax : +66(0)-2277-6075</p> <p>E-mail : chayaanank@xcon.co.th / phuminan@xcon.co.th</p>	Exhibitor Company :	
	Stand No. :	
	Name of person in charge :	
	Tel :	Fax :
	Email Address :	
	Exhibitor's Tax ID no.	
	<input type="checkbox"/> Head Office <input type="checkbox"/> Branch Tax ID no.	
	Signature & Date :	




SYX008  530x965x800 mm.	STX017  300x1000 mm.	STX018  300x1000 mm.	SYX025  600x600x1200 mm.	SYX011  530x1000x2200mm.
SYX015  530x530x2200 mm.	SYX006  530x965x1000 mm.	SYX001  530x530x600 mm.	SYX002  530x530x1000 mm.	TAX001  500x965x750 mm.
TAX010  600x1200x750 mm.	TAX002  700x700x750 mm.	TAX009  740x740x750 mm.	TAX004  750x750 mm.H.	CHX001  470x500x440/770 mm
ACX019 (3.9Q)  500(W)x550(D)x780 (H)	ACX020 (5.9Q)  550x570(D)x1250 (H)	ACX012  350(W)x330(D)x100 (H)	ACX013  250x500 mm.H.	

STX003  19mm. Thick (Sq.m.)	STX005  per Sq.m.	STX013  1000x2500 mm.H.	STX021  1000x2000 mm.H.
--	--	--	---



TAU002  650x1050x430 mm.	TAU007  700x720 mm.	TAU015  600x560 mm.	TAU071  600x1100 mm.	CHU001  540x580x440/730 mm.
CHU069  540x580x440/730mm.	CHU004  450x500x440/850 mm.	CHU008  530x550x470/720 mm.	CHU077  530x550x470/720 mm.	CHU011  470x500x470/850mm.
CHU014  550x550x450/870 mm.	CHU019  580x490x1000 mm.	SOU006  530x750x770 mm.	SOU007  600x770x690 mm.	CHU081  360x400x770 mm.
CHU015  450x380x680/870mm	ACU017  250x370x1500 mm.			



	THAILAND AUTO PARTS & ACCESSORIES (TAPA 2018)	
	5 - 8 APRIL 2018 AT BITEC BANG-NA	
	ELECTRICAL FOR SET-UP AND DISMANTLE	FORM
Deadline : March 26, 2018		7.1

Electrical for set-up and dismantle (Please mark <input checked="" type="checkbox"/> in channel space)								
Item	Description	Cost/Day**	Qty. Unit	Date				Amount
1	15 Amp/220 V. 1 P 50 Hz.	1,145		<input type="checkbox"/> 2 Apr	<input type="checkbox"/> 3 Apr	<input type="checkbox"/> 4 Apr	<input type="checkbox"/> 9 Apr	
2	15 Amp/380 V. 3 P 50 Hz.	2,950		<input type="checkbox"/> 2 Apr	<input type="checkbox"/> 3 Apr	<input type="checkbox"/> 4 Apr	<input type="checkbox"/> 9 Apr	
3	30 Amp/220 V. 1 P 50 Hz.	2,500		<input type="checkbox"/> 2 Apr	<input type="checkbox"/> 3 Apr	<input type="checkbox"/> 4 Apr	<input type="checkbox"/> 9 Apr	
4	30 Amp/380 V. 3 P 50 Hz.	3,950		<input type="checkbox"/> 2 Apr	<input type="checkbox"/> 3 Apr	<input type="checkbox"/> 4 Apr	<input type="checkbox"/> 9 Apr	
**The company will be release the electricity from 8.00 AM. - 12.00 PM. or In setup times . On the date specified in the order form.								Sub Total
In case you want the electricity after 24.00 hrs., The company will charge an additional 100% **.								7% VAT
								Grand Total

Orders are valid only when accompanied with full payment by cash, company cheque for transfer in favor of "Management Exhibition&Electric Co., Ltd."

A/C Name : Management Exhibition&Electric Co., Ltd.

A/C No. : 024-1-21122-3 (Saving Account)

Bank's name : Kasikorn Bank Public Co., Ltd. / Seacon Square Branch

SWIFT CODE : KASITHBK

Caution : Please noted that the Exhibitors or Contractor who require the electricity, please order the circuit breaker size which is bigger than 20 % at least for safety factor of safety standard and avoid the accidents from using full power.

Remarks

- On site payment could only be made by cash

- The customer will receive only 20% refund for any cancellation on standard rate period. (February 27 - March 26 , 2018).

- The customer will be no refund for cancellation on site rate period.(March 27 - April 8 , 2018)

- If you would like the elctricity for set up and dismantle please made 100% payment before deadline.

- The standard supply is 110V. ,220V or 380 V. with approximately 10% fluctuation. For the safety of your equipments, please use a stabilizer.

- The cable that wire from power supply circuits we only provide 2 meter, if you would like to use longer than 2 meter

that will be charge 214 baht per one meter.

- A surcharge of 100% of electrical equipment will be added for 24-hour operating services

- Any relocated will be charge 1,070 baht per point for circuits breaker Single phase, and 2,140 baht for circuits breaker Three phase.

- Any power supply circuits breaker there not have any the extension, but if you would like the Socket connection from circuits breaker that

will be charge 214 baht per point for circuits breaker 15 Amp/220V. 1 phase only

- Any illegal connection or adaptation found would yield electrical disconnection without prior notification 20% the price in the exhibitors manual

<p>Please complete and return this copy to :</p> <p>Management Exhibition&Electric Co., Ltd.</p> <p>Tax ID : 0125553009757</p> <p>27/17 M.7 Bueng Kham Proi, Lum Lukka, Phatum Thani, Thailand 12150</p> <p>Contact : Ms.Patcharin Saardaeam</p> <p>Tel : (+66)2 054 2471-2 Ext. 101</p> <p>Fax : (+66)2 053 9525</p> <p>Email : tapamee.ex@gmail.com</p> <p>Finance Dept Contact : Ms.Nattaya Ext. 204</p>	Exhibitor Company :
	Stand No. :
	Name of person in charge :
	Tel : Fax :
	Email Address :
	Exhibitor's Tax ID no.
	<input type="checkbox"/> Head Office <input type="checkbox"/> Branch Tax ID no.
	Signature & Date :



	THAILAND AUTO PARTS & ACCESSORIES (TAPA 2018)	
	5 - 8 APRIL 2018 AT BITEC BANG-NA	
	BREAKER FOR EXHIBITS	FORM
	Deadline : March 26, 2018	7.2

Section A : Breaker for Exhibits (not for lighting), inclusive of consumption					
Item	Description	Standard Before Mar 26, 2108 (Baht)	On-site Mar 27 - Apr 8, 2018 (Baht)	Q'TY	AMOUNT (Baht)
1	5 Amp Socket 220V, 50Hz (not for lighting)	1,080	1,400		
2	5 Amp Socket 220V, 50Hz 24 Hrs. (not for lighting)	2,160	2,810		
3	15 Amp/220V Single Phase 50Hz (not for lighting)	3,695	4,800		
4	15 Amp/380V Three Phase 50Hz (not for lighting)	11,090	14,400		
5	30 Amp/220V Single Phase 50Hz (not for lighting)	7,390	9,610		
6	30 Amp/380V Three Phase 50Hz (not for lighting)	17,400	22,620		
7	60 Amp/380V Three Phase 50Hz (not for lighting)	34,800	45,240		
8	100 Amp/380V Three Phase 50Hz (not for lighting)	53,350	69,350		
				Sub Total	
				7% VAT	
				Grand Total	

Orders are valid only when accompanied with full payment by cash, company cheque for transfer in favor of "Management Exhibition&Electric Co., Ltd."

A/C Name : Management Exhibition&Electric Co., Ltd.
A/C No. : 024-1-21122-3 (Saving Account)
Bank's name : Kasikorn Bank Public Co., Ltd. / Seacon Square Branch
SWIFT CODE : KASITHBK


Caution : Please noted that the Exhibitors or Contractor who require the electricity, please order the circuit breaker size which is bigger than 20 % at least for safety factor of safety standard and avoid the accidents from using full power.

Remarks

- On site payment could only be made by cash
- All item will be energized on the last set-up date 1.00 PM
- The customer will receive only 20% refund for any cancellation on standard rate period. (February 27 - March 26 , 2018)
- The customer will be no refund for cancellation on site rate period.(March 27 - April 8 , 2018)
- One socket must be used for one exhibit only at a time. Multipoint connection is not allowed to prevent the risk of power overload.
- Any cable connection must be connected by the ring terminals.
- Any problem from exhibitors or their contractors 's installation must be in the exhibitors responsibility.
- The standard supplies are 220V and 380V with approximately 10% voltage fluctuation. For the safety of your equipment, please use a stabilizer.
- A surcharge of 100% of electrical equipment will be added for 24-hour operating services.
- Any relocated will be charge 1,070 baht per point for single phase circuit breaker and 2,140 baht for three phase circuits breaker .
- and 214 baht per point for lighting equipment.
- Only 2 meters cable provided from electrical hatch to circuit breaker , if need more cable will be charged only 214 baht per meter
- Any power supply circuits breaker there not have any the extension, but if you would like the Socket connection from circuits breaker that will be charge 214 baht per point for circuits breaker 15 Amp/220V. 1 phase only
- Any illegal connection or adaptation found would yield electrical disconnection without prior notification 20% the price in the exhibitors manual

<p>Please complete and return this copy to :</p> <p>Management Exhibition&Electric Co., Ltd.</p> <p>Tax ID : 0125553009757</p> <p>27/17 M.7 Bueng Kham Proi, Lum Lukka, Phatum Thani, Thailand 12150</p> <p>Contact : Ms.Patcharin Saardaeam</p> <p>Tel : (+66)2 054 2471-2 Ext. 101</p> <p>Fax : (+66)2 053 9525</p> <p>Email : tapamee.ex@gmail.com</p> <p>Finance Dept Contact : Ms.Nattaya Ext. 204</p>	Exhibitor Company :	
	Stand No. :	
	Name of person in charge :	
	Tel :	Fax :
	Email Address :	
	Exhibitor's Tax ID no.	
	<input type="checkbox"/> Head Office	<input type="checkbox"/> Branch Tax ID no.
	Signature & Date :	



	THAILAND AUTO PARTS & ACCESSORIES (TAPA 2018)	
	5 - 8 APRIL 2018 AT BITEC BANG-NA	
	BREAKER FOR LIGHTING AND ELECTRICAL EQUIPMENT	FORM
	Deadline : March 26, 2018	7.3

ITEM	DESCRIPTION	Standard Before Mar 26, 2018 (Baht)	On-site Mar 27 - Apr 8, 2018 (Baht)	Q'TY	AMOUNT (Baht)
Section B : Equipment service plus individual fitting, inclusive of consumption					
1	Spotlight LED 12W. standard (Yellow Light)	560	730		
2	Spotlight LED 12W. with arm 30 CM. (Yellow Light)	560	730		
3	LED tube light 20W. 1.2 m long (White Light)	560	730		
4	Down Light LED 9W. (White Light)	715	930		
5	Down Light LED 9W. (Yellow Light)	715	930		
6	Spotlight Halogen 50W. with Standless arm 20 CM. (Yellow Light)	715	930		
7	Metal Halide 150W. (White Light)	2,420	3,140		
8	Halogen Spotlight 500W, 220V (Yellow Light)	2,150	2,800		
Section C : Breaker (for lighting), inclusive of consumption					
1	15 Amp/220V Single Phase 50Hz	5,390	7,010		
2	15 Amp/380V Three Phase 50Hz	16,170	21,020		
3	30 Amp/220V Single Phase 50Hz	10,780	14,000		
Section D: Power point charge for exhibitors using their own lighting fixture, inclusive of consumption					
1	Cable Connecting (by exhibitor) per unit of less than 100W each* *For bulbs up to 9 watts allowed no more than 6 lamp / 100 watts. *For bulbs up to 10-17 watts allowed up to 4 lamp / 100 watts. *For bulbs up to 18-25 watts allowed up to 3 lamp / 100 watts. *The LED strips allow for no more than 5 meters / 100 watts.	460	600		
2	Cable Connecting (by A PLUS) per unit of less than 100W each (For Standard Booth only)	550	715		
Sub Total					
7% VAT					
Grand Total					

Orders are valid only when accompanied with full payment by cash, company cheque for transfer in favor of "Management Exhibition&Electric Co., Ltd."

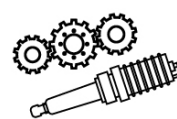
A/C Name : Management Exhibition&Electric Co., Ltd.
A/C No. : 024-1-21122-3 (Saving Account)
Bank's name : Kasikorn Bank Public Co., Ltd. / Seacon Square Branch
SWIFT CODE : KASITHBK

Caution : Please noted that the Exhibitors or Contractor who require the electricity, please order the circuit breaker size which is bigger than 20 % at least for safety factor of safety standard and avoid the accidents from using full power.

Remarks

- On site payment could only be made by cash
- All item will be energized on the last set-up date 1.00 PM
- The customer will receive only 20% refund for any cancellation on standard rate period. (February 27 - March 26 , 2018)
- The customer will be no refund for cancellation on site rate period.(March 27 - April 8 , 2018)
- The standard supplies are 220V and 380V with approximately 10% voltage fluctuation. For the safety of your equipment, please use a stabilizer.
- A surcharge of 100% of electrical equipment will be added for 24-hour operating services.
- Any illegal connection or adaptation found would yield electrical disconnection without prior notification 20% the price in the exhibitors manual
- Any relocated will be charged 214 baht per point for lighting equipment
- Any relocated will be charge 1,070 baht per point for circuits breaker Single phase, 2,140 baht for circuits breaker Three phase. and 214 baht per point for lighting equipment
- Only 2 meters cable provided from electrical hatch to circuit breaker , if need more cable will be charged only 214 baht per meter

Please complete and return this copy to : Management Exhibition&Electric Co., Ltd. Tax ID : 0125553009757 27/17 M.7 Bueng Kham Proi, Lum Lukka, Phatum Thani, Thailand 12150 Contact : Ms.Patcharin Saardaeam Tel : (+66)2 054 2471-2 Ext. 101 Fax : (+66)2 053 9525 Email : tapamee.ex@gmail.com Finance Dept Contact : Ms.Nattaya Ext. 204		Exhibitor Company : Stand No. : Name of person in charge : Tel : Fax : Email Address : Exhibitor's Tax ID no. <input type="checkbox"/> Head Office <input type="checkbox"/> Branch Tax ID no. Signature & Date :
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SPOTLIGHT 10 WATT STANDARD



SPOTLIGHT 10 WATT WITH ARM



FLUORESCENT LIGHT 18 WATT



FLUORESCENT LIGHT 18 WATT



DOWNLIGHT 50 WATT



DOWNLIGHT 10 WATT



SPOTLIGHT HALOGEN 50 WATT



SPOTLIGHT HALOGEN 500 WATT



METALHALIDE LED 100 WATT



METALHALIDE LED 200 WATT



SOCKET 5 AMP FUSE 220V 50Hz



**CIRCUIT BREAKER
SINGLE PHASE 220V 50Hz**



**CIRCUIT BREAKER
THREE PHASE 380V 50Hz**




ADAPTER



**SOCKET FOR CONNECTING
BY EXHIBITION PER UNIT 100 WATT**



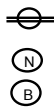
	THAILAND AUTO PARTS & ACCESSORIES (TAPA 2018)	
	5 - 8 APRIL 2018 AT BITEC BANG-NA	
	ELECTRICAL PLAN	FORM
	Deadline : March 26, 2018	7.4

This form is used to show the location of the various systems that you have additional order together with

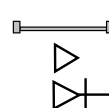
Booth No. side and send back to the company by fax or an E-mail



C Compressed Air
W Water
D Drain



Outlet
Connecting (by MEE)
Breaker



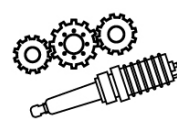
Fluorescent Lamp
Spotlight (standard)
Spotlight with arm

LEFT Booth No.....	BACK Booth No.....						RIGHT Booth No.....
FRONT Booth No.....							

Remarks

- If not specified otherwise, all your requested utility points will be placed upon our contractor's discretion.
- Any relocated will be charge 1,070 baht per point for circuits breaker Single phase, 2,140 baht .
- for circuits breaker Three phase and 214 baht per point for lighting equipment
- Any illegal connection or adaptation found would yield electrical disconnection without prior notification 20% the price in the exhibitors manual

Please complete and return this copy to : Management Exhibition&Electric Co., Ltd. Tax ID : 0125553009757 27/17 M.7 Bueng Kham Proi, Lum Lukka, Phatum Thani, Thailand 12150 Contact : Ms.Patcharin Saardaeam Tel : (+66)2 054 2471-2 Ext. 101 Fax : (+66)2 053 9525 Email : tapamee.ex@gmail.com Finance Dept Contact : Ms.Nattaya Ext. 204	Exhibitor Company :	
	Stand No. :	
	Name of person in charge :	
	Tel :	Fax :
	Email Address :	
	Exhibitor's Tax ID no.	
	<input type="checkbox"/> Head Office	<input type="checkbox"/> Branch Tax ID no.
	Signature & Date :	



RULES AND REGULATIONS RELATED TO ELECTRICAL SERVICES

- 1 The standard shell scheme includes:

- 3 unit(s) of Spotlight 10 W. Standard
- 1 unit of 5-Amp socket point. (not for lighting)

The above items are readily provided by the Organizers. Additional requirements have to be ordered through Electrical Services Order Form. (The details of electrical package for standard booth showing in the rules & regulation are still tentative; it would be varied on our further contract.)

- 2 Locations of lights and socket points in the standard booth are fixed locations and may not be moved.
- 3 The Electrical Services Order Form is divided into 3 sections:
 - Section A : For Exhibitors requiring individual fittings.
 - Section B : For Exhibitors requiring electrical services for their exhibit only. (not for lighting)
 - Section C : For Exhibitor using their own special light fittings, either to be installed by themselves or by the Official Contractor.
- 4 The organizer has appointed the Official Electrical Contractor to be responsible for :

- 4.1 Standard supply of electricity

4.1.1 - The standard supply is three phase AC 380V/50Hz with + 10% fluctuation. For the safety of your equipment, please use a stabilizer.

- The standard supply is single phase AC 220V/50Hz with + 10% fluctuation. For the safety of your equipment, please use a stabilizer.

4.1.2 Other requirements such as single phase 110V/50Hz or three phase 220V/50Hz can be specially arranged for if requested in the electrical order form.

4.1.3 There are two main power supply circuits: "Lighting Power Circuit" and "For Exhibit Power Circuit".

- 4.2 All electrical motors have independent automatic protection against excessive current surge.

The following starter systems should therefore be used :

4.2.1 Direct on line : up to 5 HP

4.2.2 Star delta : 5 to 25 HP

4.2.3 Auto transformer : above 25 HP

- 4.3 Power supplies to the exhibits will be switched off at source 30 minutes after the exhibition closes every evening and 60 minutes after close on the final day of the exhibition.

- 4.4 Exhibitors who require 24 hours electricity supply for their specific requirements should indicate accordingly on the electrical order form before the deadline.

- 4.5 The two units of **Spotlight 10 W. and a 5-Amp fused socket point** which are included in the shell scheme package includes electricity supply.

- 4.6 Cost of electricity consumption is inclusive in all items offered in Section A, B and C (I+II)

- 4.7 All electrical installations must conform strictly to the required standard safety regulations without exception.

- 5 Electrical Installation

- 5.1

General Hall lighting will be provided by Organizer. All electrical power supplies in the booths and for demonstrations must be installed by the official contractor. Exhibitors should complete the order form provided by the Official Electrical Contractor within the stated deadline. For safety sake, exhibitors are not allowed to connect their exhibits or lighting to the building's main distribution. The Organizer reserves the right to stop power supply in case of improper connections.

- 5.2

All electrical installation works must be carried out solely by the Organizer's official contractor, or authorized electricians.

- 5.3 Exhibitors who will use their own contractors to install lighting in their booth must submit the names of their electricians prior to the set-up days for authorization.

- 5.4 The contractors appointed by an exhibitor must submit details of electrical installations, layout and specifications to the Organizer within the deadline indicated on the Order Form. The following requirements must be stated, otherwise, the application may not be considered.

5.4.1 Specifications and rating in watts/unit of the light fitting

5.4.2 Total units to be installed

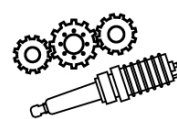
5.4.3 Layout drawings of the electrical installation

5.4.4 Company name of the contractor

5.4.5 Names and identity card/passport number of the attending electrical personnel

5.4.6 Electrical order form duly completed


- 5.5 Approved electricians can collect their personal entry/working passes from the Organizer's show management office in the exhibition hall, by providing their own identity card in exchange.



- 5.6 A proper power input terminal must be installed by the contractor for inspection by the Official electrical contractor prior to connection to the supply line.
- 5.7 All socket points must be ordered through the electrical order form, otherwise, no other socket point is allowed in the booth.
- 5.8 Priority will be given to those exhibitors who order their electrical items from the Organizer's official electrical contractor.
- 5.9 Any illegal connection/adaptation found will be disconnected without prior notice. This will also include multi-outlet adapters and any extension from the socket point.
- 5.10 No flashing lights will be permitted unless they form an integral part.
- 5.11 Exhibitors who apply for "Space Only" or special designed stands must submit their electrical order together with their layout plan before the deadline. An inspection on site will be carried out before turning on the power supply.
- 5.12 All additional electrical orders in the electrical order form must show location behind the form. Please read the terms and conditions stipulated on this form.
- 5.13 All electrical orders after the deadline will be subjected to :
 - 5.13.1 Availability of electrical fittings and power suppliers
 - 5.13.2 A surcharge of 10% after deadline and 30% for on site order
 - 5.13.3 50% charge for cancellation of the order
- 5.14 Those exhibitors who have been approved to use their own special lighting must order electrical sources from the electrical order form either through Section C (1) based upon total power supply or using Section C (2) based upon the number of units of light fitting at maximum up to 100W or part therefore per unit of lighting fitting.
- 5.15 The organizer reserves the right to disconnect the electrical supply to any installation, which in the opinion of the electrical consultants, is deemed dangerous or likely to cause annoyance to visitors or other exhibitors.
 - 5.15.1 Exhibitors are not permitted to perform any electrical connection, to modify, amend or reinstall any out electrical devices without consulting the official electrical contractor.
- 6 The official electrical contractor reserves the right for installation of electrical supply system including all socket points which must be ordered from the official electrical contractor only.
 - 6.1 Socket point: it is strictly prohibited for exhibitors to connect their light fitting to the socket point.
 - 6.2 Exhibitors are not allowed to connect their power exhibit and breaker for lighting to the socket point by themselves.
- 7 According to the company is an official contractor for electrical services and power supply and standard shell scheme. The Company reserves the right to stand ready to cut off power in case of overload noise makes other people feel uncomfortable, or the company has been notified by the organizers to cut it. If participants do not follow the guide for attendees / regulations on the use of the premises to be strict. Participants will not claim damages from any and all participants display their work. Damages directly or indirectly.

The violation of these rules may result in the immediate disconnection by authorized agents.



	THAILAND AUTO PARTS & ACCESSORIES (TAPA 2018)	
	5 - 8 APRIL 2018 AT BITEC BANG-NA	
	WATER SUPPLY AND DRAINAGE	FORM
	Deadline : March 26, 2018	8

Item	Description	Standard Before Mar 26, 2018 (Baht)	On-site Mar 27 - Apr 8, 2018 (Baht)	Q'TY	AMOUNT (Baht)
1	WATER INLET 13mm HOSE AND 25mm DRAIN HOSE	8,600	11,200		
2	WATER INLET 25mm HOSE AND 25mm DRAIN HOSE	10,500	13,600		
3	WATER INLET 13mm HOSE AND 25mm DRAIN HOSE W/ WASH BASIN	9,900	12,800		
Any relocated will be charged 1,500 baht per point					Sub Total
					7% VAT
					Grand Total

Orders are valid only when accompanied with full payment by cash, company cheque for transfer in favor of "Management Exhibition&Electric Co., Ltd."

A/C Name : Management Exhibition&Electric Co., Ltd.

A/C No. : 024-1-21122-3 (Saving Account)

Bank's name : Kasikorn Bank Public Co., Ltd. / Seacon Square Branch

SWIFT CODE : KASITHBK

Caution : Please noted that the Exhibitors or Contractor who require the electricity, please order the circuit breaker size which is bigger than 20 % at least for safety factor of safety standard and avoid the accidents from using full power.

Remarks

- On site payment could only be made by cash

- The customer will receive only 20% refund for any cancellation on standard rate period. (February 27 - March 26 , 2018)

- The customer will be no refund for cancellation on site rate period.(March 27 - April 8 , 2018)

- All relocation cost shall be at exhibitor's expense.

- The wire transfer fee for payment from oversea shall be the customer's responsibility.

<p>Please complete and return this copy to :</p> <p>Management Exhibition&Electric Co., Ltd.</p> <p>Tax ID : 0125553009757</p> <p>27/17 M.7 Bueng Kham Proi, Lum Lukka, Phatum Thani, Thailand 12150</p> <p>Contact : Ms.Patcharin Saardaeam</p> <p>Tel : (+66)2 054 2471-2 Ext. 101</p> <p>Fax : (+66)2 053 9525</p> <p>Email : tapamee.ex@gmail.com</p> <p>Finance Dept Contact : Ms.Nattaya Ext. 204</p>	Exhibitor Company :	
	Stand No. :	
	Name of person in charge :	
	Tel :	Fax :
	Email Address :	
	Exhibitor's Tax ID no.	
	<input type="checkbox"/> Head Office <input type="checkbox"/> Branch Tax ID no.	
	Signature & Date :	



	THAILAND AUTO PARTS & ACCESSORIES (TAPA 2018)	
	5 - 8 APRIL 2018 AT BITEC BANG-NA	
	AUDIO/VISUAL EQUIPMENT RENTAL	FORM
Deadline : March 26, 2018		9

ITEM	DESCRIPTION	COST/DAY (Baht)	Q'TY	DURATION (days)	AMOUNT (Baht)
<u>Display Products</u>					
1	Display LCD TV 32"	1,600			
2	Display LCD TV 43"	2,400			
3	Display LCD TV 50"	4,700			
4	Display LCD TV 60"	6,700			
<u>Accessories.</u>					
	<input type="checkbox"/> DVD Player <input type="checkbox"/> USB , Flash Drive		F.O.C. for 1 Item.		
	<input type="checkbox"/> TV Stand <input type="checkbox"/> TV Stand 1.5m <input type="checkbox"/> Wall mount plate		F.O.C. for 1 Item.		
<u>Additional Accessories.</u>					
5	VGA Cable 3 m. (All Show Days.)	270			
6	VGA Cable 5 m. (All Show Days.)	400			
7	VGA Cable 10 m. (All Show Days.)	540			
8	HDMI Cable 3 m. (All Show Days.)	400			
9	HDMI Cable 5 m. (All Show Days.)	670			
10	HDMI Cable 10 m. (All Show Days.)	1,070			
- All items will be delivered on the last set - up date.				Sub total	
				7% VAT	
				Grand Total	

Orders are valid only when accompanied with full payment by cash, company cheque for transfer in favor of "Management Exhibition&Electric Co., Ltd."

A/C Name : Management Exhibition&Electric Co., Ltd.
A/C No. : 024-1-21122-3 (Saving Account)
Bank's name : Kasikorn Bank Public Co., Ltd. / Seacon Square Branch
SWIFT CODE : KASITHBK

- This price exclude the power consumption.
- Some of the items above may not be available on- site. (Please contact customer service counter.)
- For video walls and video projection walls, quotation can be submitted upon request.
- Early Discount rate is for orders and payments received before deadline, late orders may not be accommodated.
- If accepted, Standard Rate will be in effect from deadline and On Site Rate applies during set up.
- Please also note that 7%VAT is applicable throughout the Kingdom of Thailand and must be included with your payment.
- The wire transfer fee for payment from oversea shall be the customer's responsibility.

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	Stand No. :	
	Name of person in charge :	
	Tel :	Fax :
	Email Address :	
	Exhibitor's Tax ID no.	
	<input type="checkbox"/> Head Office	<input type="checkbox"/> Branch Tax ID no.
	Signature & Date :	



	THAILAND AUTO PARTS & ACCESSORIES (TAPA 2018)	
	5 - 8 APRIL 2018 AT BITEC BANG-NA	
	COMPRESSED AIR RENTAL	FORM
	Deadline : March 26, 2018	10

ITEM	Hose Diameter	Pressure Psi/Bar	Air Flow @ Free Load		Unit Cost (Baht)		Q'TY	AMOUNT (Baht)
			lm	cfm	Standard Before Mar 26, 2018 (Baht)	On-site Mar 27 - Apr 8, 2018 (Baht)		
1	1/4"	100/7	88.00	3.11	11,500	14,950		
2	1/4"	100/7	300.00	10.60	21,500	27,950		
3	1/2"	100/7	700.00	24.50	32,500	42,250		
4	3/4"	100/7	1,400.00	49.00	50,500	65,650		
5	1"	100/7	2,300.00	80.50	79,500	N/A		
Any relocated will be charged 1500 baht per point								

Orders are valid only when accompanied with full payment by cash, company cheque for transfer in favor of "Management Exhibition&Electric Co., Ltd."

A/C Name : Management Exhibition&Electric Co., Ltd.
A/C No. : 024-1-21122-3 (Saving Account)
Bank's name : Kasikorn Bank Public Co., Ltd. / Seacon Square Branch
SWIFT CODE : KASITHBK
Tax ID : 0125553009757

- The above prices include power supply and electrical consumption.

- On site payment could only be made by cash

- Not available for ON-SITE Order

- The customer will receive only 20% refund for any cancellation on standard rate period. (February 27 - March 26 , 2018)

- The customer will be no refund for cancellation on site rate period.(March 27 - April 8 , 2018)

- Air compressor will be deliver to exhibitor on the last set-up date and must be installed in their booth.

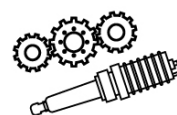
- A 5-metre hose and connecting services will be provided (upon request) free of charge. Exhibitors must, however, bring their own fitting and / or connectors for attacment of their exhibits to the hose.

- The hose longer than 5 metres will be charged at Baht 100 per each additional metre.

- Our compressed air outlet is not equipped with any air-filter or an air-drier, exhibitors may bring their own equipments.

- The wire transfer fee for payment from oversea shall be the customer's responsibility

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	Stand No. :	
	Name of person in charge :	
	Tel :	Fax :
	Email Address :	
	Exhibitor's Tax ID no.	
	<input type="checkbox"/> Head Office <input type="checkbox"/> Branch Tax ID no.	
	Signature & Date :	



	THAILAND AUTO PARTS & ACCESSORIES (TAPA 2018)	
	5 - 8 APRIL 2016 AT BITEC BAMG-NA	
	Security Service	FORM
	Deadline : March 26, 2018	11

Company Name : _____
 Address : _____
 Telephone No : _____ Fax : _____
 Contact Person : _____

*Please note that one security guard will be served only standard booth of 9 sqm.

Date	Shifts		No. of Guard	Service - Fee		Total
	Day (AM) 08.00 - 20.00 1,000 Baht	Night (PM) 20.00 - 08.00 1,000 Baht		Baht/ Person/ Shift	90 Baht / 1 Hr.	
Remark :					Sub Total	
The above rates are subject to change without prior notice.					VAT 7%	
Minimum time of service per request is 12 hours.					Total	
Overtime rate : 90 Baht / Hour.						
In case of emergency service requested (Below the minimum) may be arranged at higher rate charge.						
Calculation is on full hour basis.						

Terms & Conditions

- Special security services herein are exclusive to individual booth on request only.
- There are two shifts daily services: dayshift (08.00 am. - 20.00 pm.) and nightshift (20.00 pm. - 08.00 am.)
- Placing of order : Acceptable only in writing with full payment not beyond the deadline.
 Payment by electronic wire transfer must be certified by a proof of payment attached to order.
- Deadline for order : Order submitted to "EXSS Security Guard Co.,Ltd. (Head Office)" No later then the date specified on order form.
- Deadline for order : Order submitted to "EXSS Security Guard Co.,Ltd. (Head Office)" No later then the date specified on order form.
 : 20% surcharge on order after deadline, or
 : 30% surcharge on order on site with full cash payment.
- Alteration to order : Any alteration made in writing after deadline will requested as late order subject to a 20% surcharge
- Cancellation of order : Acceptable when notified in writing to customer service department within 7 days before the first day of tenancy period. Late cancellation of order is subject to a charge 50% of standard rate.
- Payment Terms : The company reserves the right to turn down any orders unsettled within 7 days before the specified date of service.
 credit, Bank draft, Company Cheque payable to :

EXSS Security Guard Co.,Ltd.

Kasikorn Bank, Chaengwattana, Muangthong Thani Branch

Account No. 035-3-36806-0 (Saving Account)

- EXSS Security Guard Co.,Ltd. is entitled to add, alter, or make amend any of these terms and conditions at its sole and absolute discretion at any time without prior notice.

Remark : withholding tax 3% deductible only when applying with an official Withholding Tax Form upon placing order.

TAX ID : 0125560034087

<p>Pre-show day : please complete form and submit to</p> <p>E-mail : jakkapan.c@th-exss.com</p> <p>EXSS Security Guard Co.,Ltd.</p> <p>BEEHIVE Lifestyle Mall Room C203</p> <p>50/1211 Moo.9 Banghpood, Pakkred, Nonthaburi, 11120</p> <p>Tel. 02-038-9617</p> <p>On site : Please contact Khun Decha Kaewka</p> <p>090-797-9073</p>	Exhibitor's name :	
	Address :	
	TAX ID :	
	<input type="radio"/> Head Office <input type="radio"/> Branch	
	Stand No. :	
	Tel :	Fax :
	Signature :	Date :