

Dear Exhibitors,

On behalf of the Organizing Committee, we welcome you to **The 9th Thailand International Auto Parts & Accessories Show : TAPA 2020**

This exhibitor's manual is provided with the purpose to assist your company in preparing for your participation in the **TAPA 2020**.

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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A. General Information**A1. Fair Name**

Thailand International Auto Parts & Accessories Show: TAPA 2020

A2. Venue

Bangkok International Trade & Exhibition Centre (BITEC), Hall 101-104

Address: 88 Thepparat Road (Km. 1), Bangna Tai,

Prakanong, Bangkok 10260 Thailand

Tel. 0 2749 3939

E-mail: info@bitec.com

Fax. 0 2749 3959

Website: www.bitec.co.th

A3. Fair Duration

Thursday 2 - Sunday 5 April 2020 (4 Days)

Trade Days: 2 - 4 April 2020 (3 Days) 10.00 - 18.00 hrs.

Public Day: 5 April 2020 (1 Day) 10.00 - 16.00 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

A5. Product Categories

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

A6. Special Activities

Activities	Date and Time	Venue
1. Opening Ceremony	2 April 2020: 10.00 hrs.	Main Lobby, Hall 103
2. Reception Party	2 April 2020: 18.00 hrs.	Maple Hotel
3. Exhibition	2 - 4 April, 2020:10.00-18.00	Hall 101 - 104
3. Business Matching	2 - 4 April, 2020: 10.00-18.00	Business Lounge

A7. Visitor Admission

Trade Days: 2 - 4 April 2020 (10.00-18.00 hrs.)

1. Onsite registration or pre-registration in the website: www.thailandautopartsfair.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: 5 April 2020 (10.00-16.00hrs.)

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: 0 2507 8375, 8308
 Fax: 0 2547 4282
 E-mail: tapa@ditp.go.th
 Website: www.thailandautopartsfair.com

8.2 Co-Organizer

Sector	Address	Contact
Thai Auto-Parts Manufacturers Association (TAPMA)	Rajamangala University of Technology Krungthep, No.2 , M Floor, Sirinthon Building, Nanglinchee Rd., Thungmahamak, Sathorn, Bangkok, Thailand 10120 Tel: 0 2286 9166, 0 2286 9167 Mobile: 099 263 5664 Fax: 0 2286 9168 E-mail: anchana.tapma@gmail.com , monrunun@thaiautoparts.or.th , tapma@thaiautoparts.or.th Website : www.thaiautoparts.or.th	Khun Anchana, Khun Monrunun

8.3 Supporters

Sector	Address	Contact
Thai Auto Parts Aftermarket Association (TAPAA)	228 Worachak Rd., Ban Bart, Pomprab Satrupai, Bangkok 10110 Thailand Tel: 0 2621 2020 Fax: 0 2621 2021 E-mail: contacttapaa@gmail.com Website: www.tapaa.or.th	Khun Yanisa
Worachak Automotive Synergy Association (WASA)	116/24 Soi. Suanmali 1, Wat Depsirin ,Pomprab Satrupai, Bangkok 10100, Thailand Tel: 02 224 6956, 099 253 9797 E-mail: wasaauto@hotmail.com Website: http://www.worachak.or.th/	Khun Sompoch
Thai Subcontracting Promotion Association (Thai-Subcon)	86/6 1 st Fl. Soi Trimitr Rama IV Rd. klongtoey, Bangkok 10110 Tel. 0 2713 6540-1 Fax. 0 2713 6542 E-mail : tapa.thaisubcon@gmail.com Website: www.thaisubcon.com	Khun Metta

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 : 0 2275 5260 – 2, 0 2275 5312 – 3 Fax : 0 2691 8873 0 2277-6075 Website: www.xcon.co.th	Project Manager • Ms. Pitipom Ext. 304 pitipom@xcon.co.th Standard Booth/ Booth Decoration • Mr.Phuminan Ext. 202 phuminan@xcon.co.th • Ms.Chayaanana Ext. 204 chayaanana@xcon.co.th Technical drawing of special design stand • Ms. Sirithorn Ext. 215 095 349 7816 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, Phatumtani 12150 Tel: 0 2054 2471-2 Ext.101 Fax: 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. 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)	88 Thepparat Road (Km. 1), Bangna Tai, Prakanong, Bangkok 10260 Thailand Tel: 0 2726 1999 Ext. 7510 Fax: 0 2726 1946 Website : www.bitec.co.th	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	Schenker Thai Co.,Ltd.	3388/54-61, 63-67 Sirinthip Buld. 16-19 th Fl. Rama IV Rd. Bangkok 10520 Tel: 065 506 1308 Email:saran.limvorasak@dbschenker.com	Mr.Saran Limvorasak

A10. In-Hall Operation Schedule

Construction Period 30 March - 1 April 2020

Date	Time	The person concerned
30 March 2020	13.00 - 22.00 hrs.	- Unofficial Stand Contractor - Exhibitors (Raw space)
31 March 2020	08.30 - 22.00 hrs.	- Unofficial Stand Contractor - Exhibitors (Raw space)
1 April 2020	08.30 - 22.00 hrs.	- Unofficial Stand Contractor - Exhibitors (Raw space) - Exhibitors (Standard Booth)

Exhibition Period/Start - End Schedule 2 - 5 April 2020

Date	Round	Time	Remark
2 April 2010	1	08:00 - 09:30 hrs.	
	2	18:00 - 19:00 hrs.	
3 April 2020	1	08:30 - 09:30 hrs.	
	2	18:00 - 19:00 hrs.	
4 April 2020	1	08:30 - 09:30 hrs.	
	2	18:00 - 19:00 hrs.	
5 April 2020	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	16.00-22.00 hrs.	

Dismantling 5-6 April 2020

Date	Time	The person concerned
5 April 2020	16.00 – 22.00 hrs.	- Unofficial Stand Contractor - Exhibitors (Raw space) - Exhibitors (Standard Booth)
6 April 2020	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 1 April 2020.**
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 16.00 hrs. of 5 April 2020.**
- 3) All exhibitors must store their products in their stand and instantly move out on the last show day (5 April 2020). The construction and decoration parts will be dismantled from 5 April, at 16.00-22.00 hrs., and on 6 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 INTERNATIONAL AUTO PARTS & ACCESSORIES (TAPA 2020)**, all exhibitors have to register for exhibitor's badge **ONLINE** only. (Available from February 17, 2020)

Exhibitor's Badge Quota

1 Booth(3x3m.) = 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.

ANHUI SUREPHON

Badge

List Badge Company Name: XXXXXXXXXXXXXXXXXXXXXXX

ADD BADGE PRINT

Qty #B/10	Image Profile	First Name - Last Name	Passport ID/ID No.	Country	Email	Action
1/10		Mr. Piyapong Rodboon	3730600245487	THAILAND	salesonestop@gmail.com	Edit Delete
2/10		Mr. Rungsitun Pheutongon	1730200182236	THAILAND	salesonestop@gmail.com	Edit Delete
3/10		montli pitongon	3720700049469	THAILAND	salesonestop@gmail.com	Edit Delete
4/10		Mr. Wullong Meeying	1100500151905	THAILAND	salesonestop@gmail.com	Edit Delete
5/10		Mr. Suttihaui Thongsune	3910300021590	THAILAND	salesonestop@gmail.com	Edit Delete

List Badge Company Name: EVENTTHAI.CO.,LTD

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 (panel.php?m=1482) Delete (panel.php?m=1482)
2/12		XXXXXXXX XXXXXXXX	1120515416142	THAILAND	email@email.com	Edit (panel.php?m=1482) Delete (panel.php?m=1482)
3/12		XXXXXXXX XXXXXXXX	1120515416142	THAILAND	email@email.com	Edit (panel.php?m=1482) Delete (panel.php?m=1482)
4/12		XXXXXXXX XXXXXXXX	1120515416142	THAILAND	email@email.com	Edit (panel.php?m=1482) Delete (panel.php?m=1482)
5/12		XXXXXXXX XXXXXXXX	1120515416142	THAILAND	email@email.com	Edit (panel.php?m=1482) Delete (panel.php?m=1482)
6/12		XXXXXXXX XXXXXXXX	1120515416142	THAILAND	email@email.com	Edit (panel.php?m=1482) Delete (panel.php?m=1482)

***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 23, 2020**

****Registration date : On or before March 23, 2020**

****Badge receiving date : March 31 - April 1 , 2020 at Counter 102, BITEC 10:00-18:00**

Contact : Exhibitor's Badge Registration

Email : support@eventthai.com

Tel.: 0 2073 4899

Contractor Badges

1. 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
 - 30 March 2020 during 13.00 - 22.00 hrs.
 - 31 March 2020 during 08.30 – 22.00 hrs.
 - 1 April 2020 during 08.30 - 22.00 hrs.
2. The contractor badge is **valid only on 30 - 31 March 2020, 1 April 2020 and dismantling period (5 - 6 April: 16.00 - 22.00 hrs.)**, it **cannot** be used during the exhibition period (2 - 5 April 2020).

A12. Services and Facilities

Services	Location	Date	Time (hrs.)	Details of services
1.Organizer's Office	In front of Hall 102	30 March – 6 April 2020	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	30 March-1 April 2020 2–5 April 2020 5–6 April 2020	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
3. Registration <ul style="list-style-type: none"> • Overseas <ul style="list-style-type: none"> - Trade Mission - Pre-Registration - Walk-in 	In front of Hall 104 In front of Hall 103	2-5 April 2020	09.30-17.30	<ul style="list-style-type: none"> • Distribute Visitor's badges Fair Catalogue to the trade mission only. • Registration for admission

Services	Location	Date	Time (hrs.)	Details of services
<ul style="list-style-type: none"> • Local - Pre-Registration - Walk-in 	In front of Hall 101, 103			visitor badges
4. Information Counter	In front of Hall 103	2-5 April 2020	10.00-18.00	<ul style="list-style-type: none"> • Provide details for the fair
5. Business Lounge	Hall 102	2-4 April 2020	10.00-18.00	<ul style="list-style-type: none"> • Provide services for Trade Mission & Overseas Visitor • Business Matching • Internet Service
6. Press Center	Between Hall 102-103	2-5 April 2020	09.30-18.00	<ul style="list-style-type: none"> • Hospitality services for Press • Provide fair information for Press (Promotional material of exhibitors can be placed in this center)
7. Business Center	Main Lobby	30 March - 5 April 2020	08.00-18.00	<ul style="list-style-type: none"> • 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. ATM Machines	In Front of Hall 104, B1	30 March-6 April 2020		ATM Services
9. – Shuttle Bus - Taxi-Meter Service	Door Entrance In Front of Hall 101	2-4 April 2020 2-5 April 2020	10.00-18.00 09.00-19.00	Shuttle bus from official hotel –BITEC-hotel for trade mission and buyer Taxi Meter services
10. Praying Room	B2 Floor	2-5 April 2020	10.00-18.00	For Islamic Praying

Services	Location	Date	Time (hrs.)	Details of services
11. First Aid	In Front of Hall 104	30 March-6 April 2020	10.00-18.00	Provide the primary aids
12. Kid's Corner	B2 Floor	2-5 April 2020	10.00-18.00	Take care children under age of 15
13. Food and Beverage	Fahrenheit International Food court	2-5 April 2020	10.00-18.00	<ul style="list-style-type: none"> • International Buffet • Food Court

A13. Official Hotels

Hotel	Room Type	Rate (THB)	
		Single	Twin
 <p>Address : Patumwan, Bangkok 10330 Website : www.siamatsiam.com E-mail : assist.dos2@siamatsiam.com Tel. : (66) 2217 3000 Fax. : (66) 2217 3077</p>	Deluxe (Nett + BF)	THB 3,600	THB 3,900
 <p>Address : 566 Ploenchit Rd., Bangkok 10330 Website : www.novotelbangkokploenchit.com E-mail : H7176-SL7@accor.com Tel. : 66-2305 6000 Fax. : 66-2305 6200</p>	Superior (Nett + BF)	THB 3,600	THB 3,900
 <p>Address : 1 Sukhumvit 22, Bangkok 10110 Website : www.holidayinn.com E-mail : chantakarn.Thongchot@ihg.com Tel. : 66-2683 4888 Fax. : 66-2683 4777</p>	Superior (Nett + BF)	THB 3,200	THB 3,400

A14. Shuttle Bus Schedule



SHUTTLE BUS SCHEDULE

THAILAND INTERNATIONAL AUTO PARTS AND ACCESSORIES SHOW 2020 : TAPA 2020

APRIL 2 - 5, 2020

NO.	HOTEL	HOTEL TO BITEC				BITEC TO HOTEL			
		ON APRIL 2 - 5, 2020				ON APRIL 2 - 5, 2020			
		1 ST	2 ND	3 RD	4 TH	1 ST	2 ND	3 RD	4 TH
1	HOLIDAY INN SUKHUMVIT	9:00	10:00	11:00	12:00	15:00	16:00	17:00	18:00
2	NOVOTEL BANGKOK PLOENCHIT	9:00	10:00	11:00	12:00	15:00	16:00	17:00	18:00
3	SIAM @ SIAM DESIGN HOTEL	9:00	10:00	11:00	12:00	15:00	16:00	17:00	18:00

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 10 March, 2020.

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

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 **24 February, 2020** 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 **24 February, 2020**. Otherwise, cost at Bt. 214 (vat 7% is included) per position will be charged after 24 February, 2020. 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 **17 February, 2020**. 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 30 March 2020 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 Electrical CO., LTD. within 24 February, 2020** 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.**

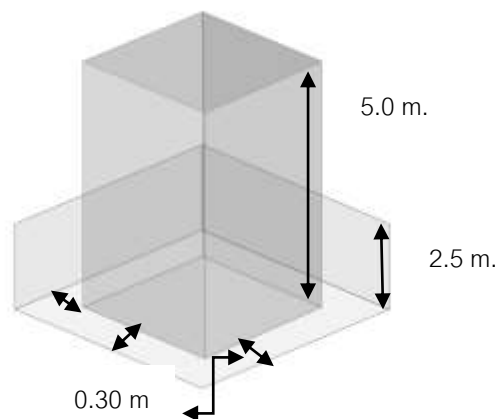
2.10 Before any construction, the contractor must cover the floor with a suitable material to avoid any damage to the exhibition hall. Please use only an easy-to-clean tape specifically for carpet. In case unsuitable tape material is used, the exhibitor has to pay money guarantee which will be refunded 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 2.5 meters. Any design for a structure exceeding 5 metres in height must be subject for approval by **February 17, 2020** . If the design was approved, this structure will be restricted to a distance of 0.30 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 **24 February, 2020.**

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 2 March 2020**. 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 30 March - 1 April 2020 (Set up days). But it will be operated merely on 2 - 5 April 2020 (Show days).

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

B7. Overtime Operation

During 30 March – 1 April 2020, 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.

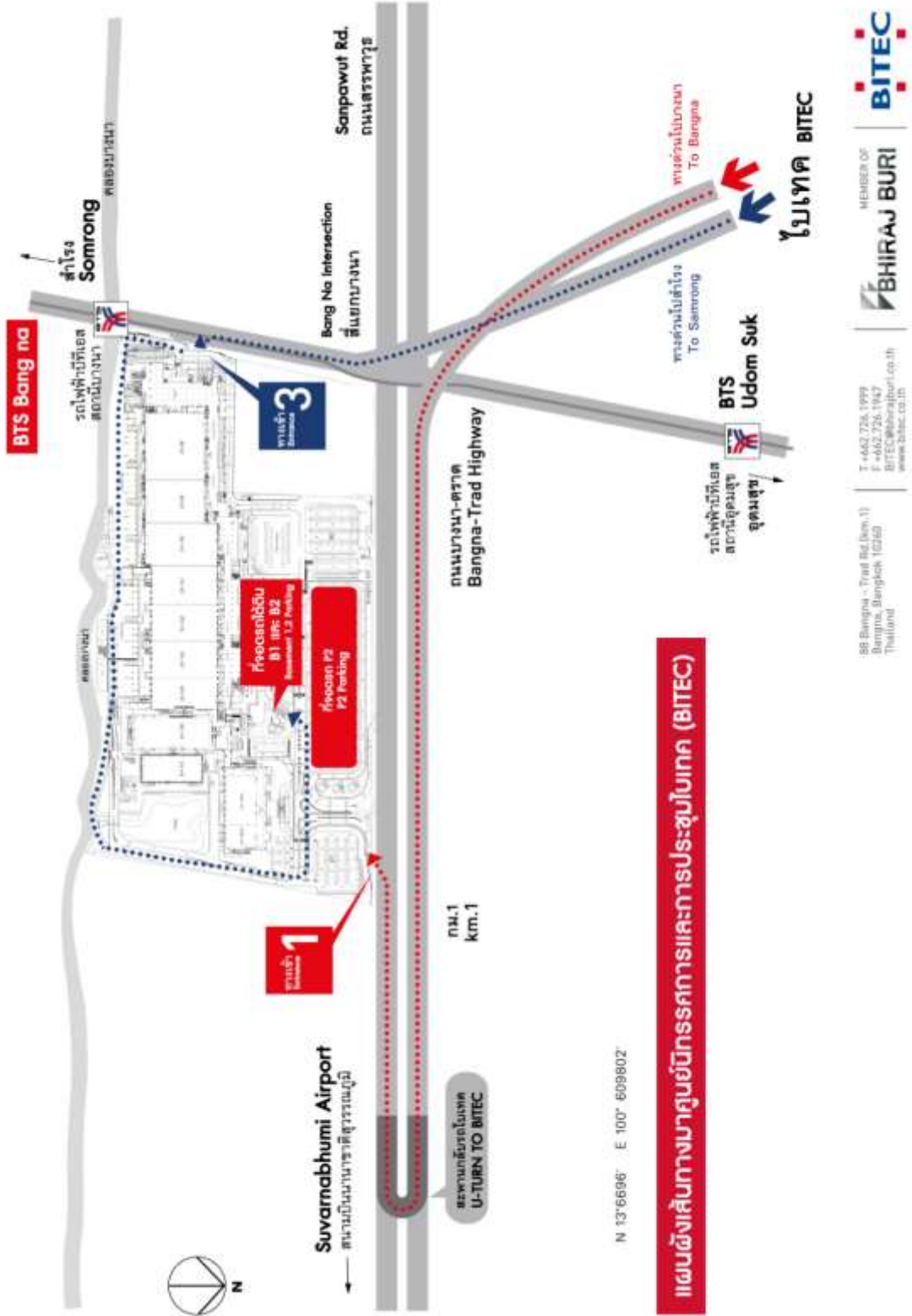
C Maps/ Floor Plan

C 1. Map to BITEC

C 2. Truck Routing on Set-up and Dismantle

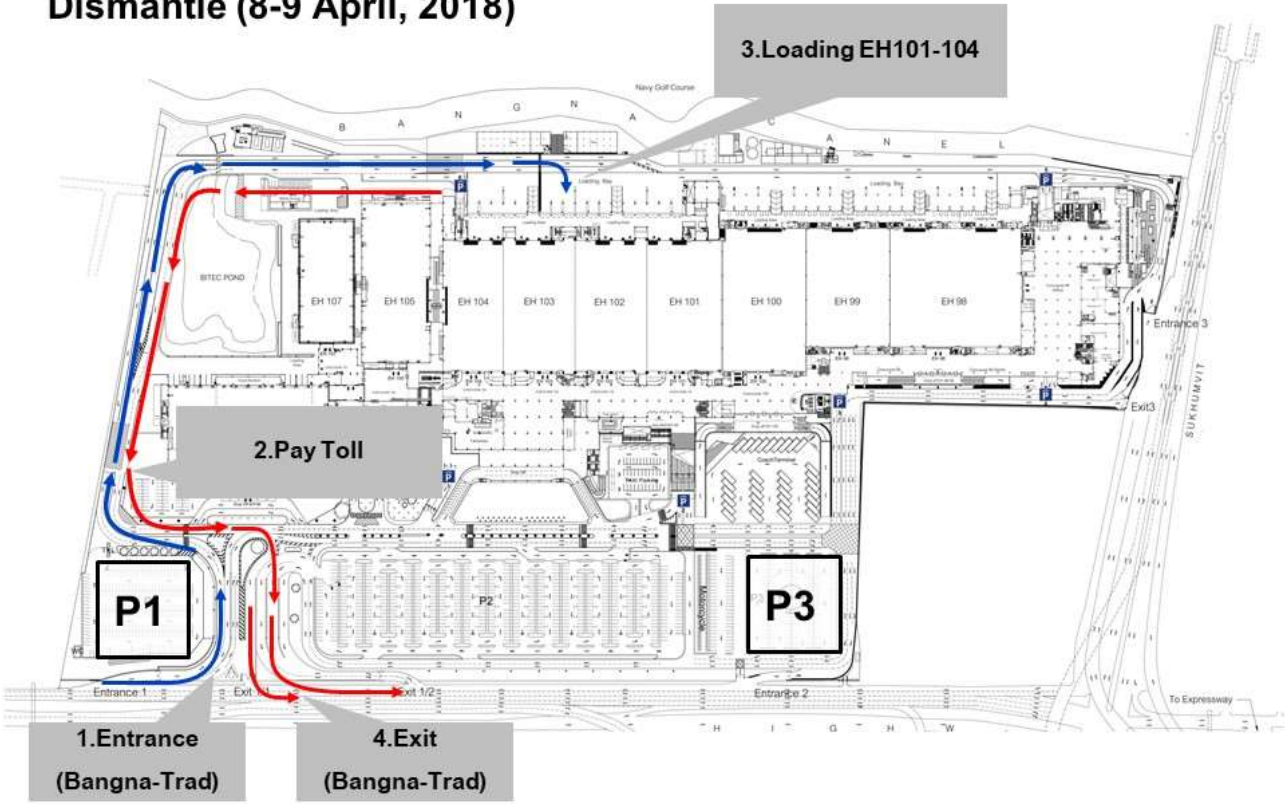
C 3. Visitor Routing and Parking

C1 MAP TO BITEC



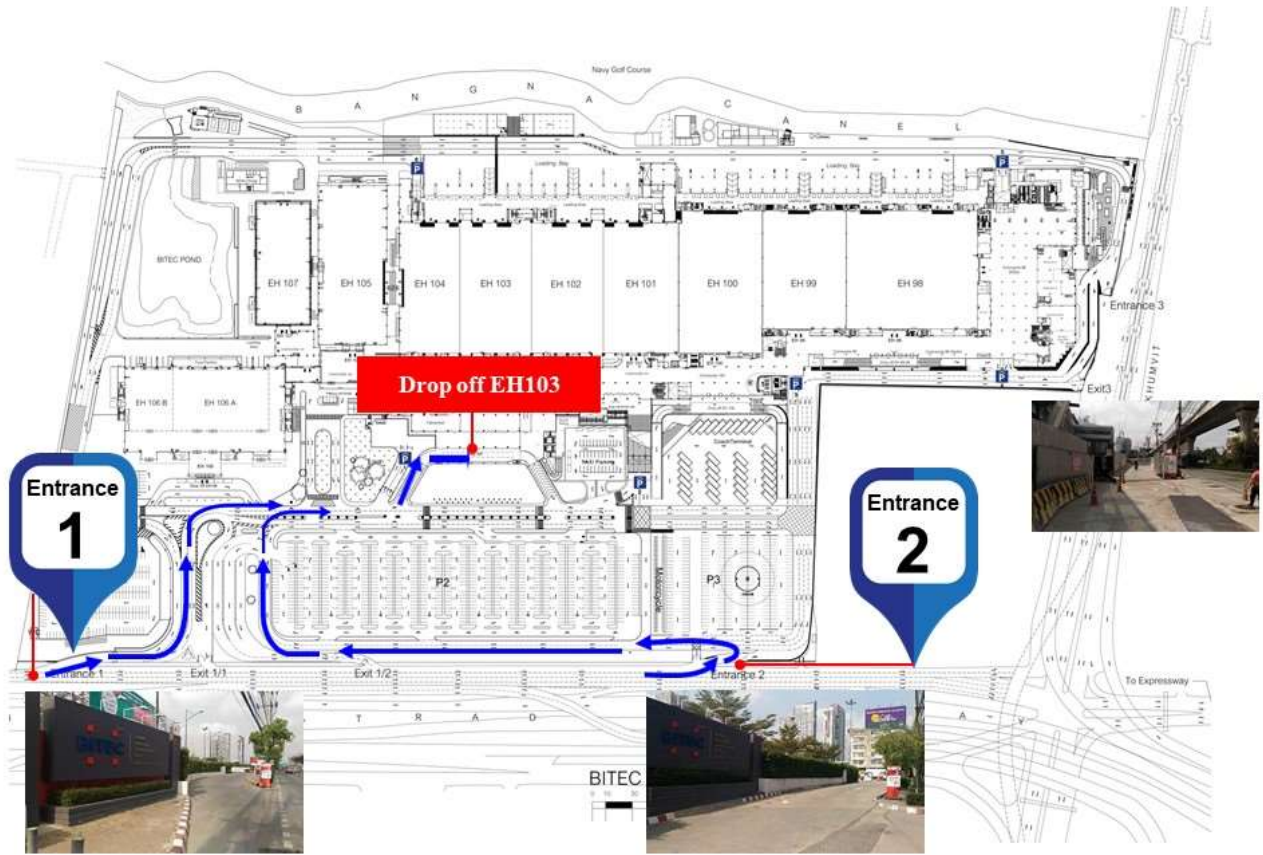
C2 TRUCK ROUTING ON SET UP AND DISMANTLE

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



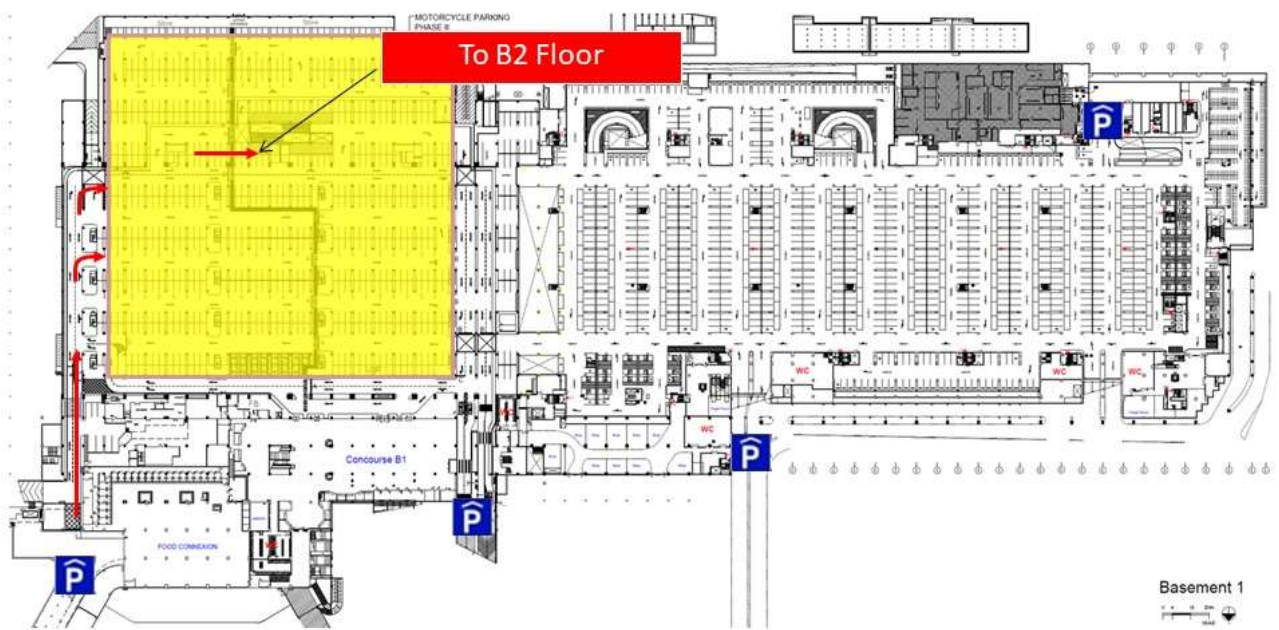
C 3 BITEC's Visitor Routing

VIP Parking



VISITOR PARKING

Visitor Parking Floor B1, B2



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.

FORM	SUBJECT	DEADLINE	STATUS	RETURN TO
FS-1	Exhibit on Trade Days Only	10 March 2020	Additional	DITP
FS-2	Letter of Confirmation for Custom Purposes	10 March 2020	In case of requirement	DITP
FS-3	Move-Out Permit	2 - 5 April 2020	Additional	In front of Hall 102 at BITEC
F-1	Unofficial Stand Contractor/ Submit for approval	17 February 2020	For Special Stand	XCON
F-2	Performance Bond	9 - 13 March 2020	Please bring along to collect badge	XCON
F-3	Fair Catalogue	3 – 5 April 2020	Please bring along to collect Fair Catalogue	In front of Hall 102 at BITEC
F-4	Standard Booth for Rental	24 February 2020	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			MEE
F-7.3	Breaker for Lighting			
F-7.4	Electrical plan			
F-8	Water Supply and Drainage			
F-9	Audio Visual Service			

FORM	SUBJECT	DEADLINE	STATUS	RETURN TO
F 10	Compressed Air	24 February 2020	Additional	MEE
F-11	Booth Security Services	26 March 2020		EXSS

Remark : Cleaning Service / Temporary Telephone / Fax Service / Internet Please order online at www.bitec-onlineorder.com

Please send this form to
Department of International Trade Promotion
Tel. : 0 2507 8375, 0 2507 8308
Fax : 0 2547 4282
E-mail : tapa @ditp.go.th

FORM-S-1
EXHIBIT ON TRADE DAYS ONLY
Deadline: 10 March 2020

** Only exhibitor who needs to exhibit on trade days (2 – 4 April 2020), Please fill out this form and return to the address below **

Company's Name _____ Booth # _____

Would like to exhibit on trade days (2 – 4 April 2020) because

Signature & Company Seal _____
(_____)
Date ____ / ____ / 2020

Remark : The company has to move its exhibits out of the fairground on 4 April 2020 during 18.00-22.00 hrs.

Organization Officer:

- Approved by _____ Date _____
- Does not allow

Stamp
Allowed

Please send this form to
Department of International Trade Promotion
Tel : 0 2507 8375, 0 2507 8308
Fax : 0 2547 4282
E-mail : [tapa @ditp.go.th](mailto:tapa@ditp.go.th)

FORM-S-2
LETTER OF CONFIRMATION
FOR CUSTOM PURPOSE
Deadline: 10 March 2020

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 THAILAND INTERNATIONAL AUTO PARTS & ACCESSORIES (TAPA 2020) 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 TAPA 2020 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 : _____ 2020.

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

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

Name : _____ Position : _____

Address : _____

Tel : _____ Fax : _____

Signature _____ Date : _____

**Please send this form to
In Front Of Hall 102
BITEC**

**FORM-S-3
MOVE-OUT PERMIT
Deadline: 2 - 5 April 2020**

Company's Name _____ Booth Number _____
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 _____ / April / 2020

Remark

- 1. Only hand-carry permitted.**
- 2. The company has to move its exhibits out of the fairground at the designated time.**
- 3. Our company will be responsible for the loss or damages of our products/exhibits if anything happens due to an unexpected circumstance.**

Organization Officer:

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

Stamp
Allowed

Please send this form to

XCON CO., LTD.

Contact : Ms. Sirithorn Sakuldit

Tel : 0 2275 5260-2, 0 2275 5312-3 Ext. 215
095 349 7816

Fax : 0 2277 6075, 0 2691 8873

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

FORM-1

Unofficial Stand Contractor

Deadline: 17 February, 2020

Raw Space Only

If you are Not using the standard booth with standard construction.

Please fill out the information regards to your contractor

Exhibitor name : _____ Booth No. : _____

Size of booth (W x L x H) _____ Meter x _____ Meter x _____ Meter

Contractor name : _____ Position _____

Address : _____

Tel. : _____ Fax : _____

E-mail : _____ Contractor Badge _____

Construction : Form Date _____ Time _____ To Date _____ Time _____

Dismantling : Form Date _____ Time _____ To Date _____ Time _____

Has your contractor worked at BITEC before ? Yes No

If yes, In which Fair ? 1 _____ 2 _____

1. Please send the floorplan, perspective and picture of your booth together with this form and provide the materials and electricity point. In case of incomplete information, the organizer will not allow the contractor to set up.
2. In case the exhibitor need to improve the booth designs, they must return the new one to XCON within next 3 days after we inform.
3. Contractor badge will be given to contractor on the day that the contractor come to give the cashier's cheque, In case of unapproved booth, the organizer will not release the badge.
4. Contractor / exhibitor must agree with the rules and regulation of construction and teardown respectively.
5. In case the booth constructed is not the same with the approved design and materials and any damage in the exhibition hall, the contractor / exhibitor will be responsible for the damage occurred.

Contact person : _____ Position: _____ <input type="checkbox"/> Contractor <input type="checkbox"/> Exhibitor
Address : _____
Tel. : _____ Fax : _____
Mobile : _____ E-mail: _____
Signature and company stamp : _____ Date : _____

Please send this form to
XCON CO., LTD.

Contact: Ms. Sirithorn Sakuldit

Tel : 0 2275 5260-2, 0 2275 5312-3 Ext. 215
095 349 7816

Fax : 0 2277 6075, 0 2691 8873

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

FORM 2

PERFORMANCE BOND

Deadline: 9 - 13 March 2020

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)

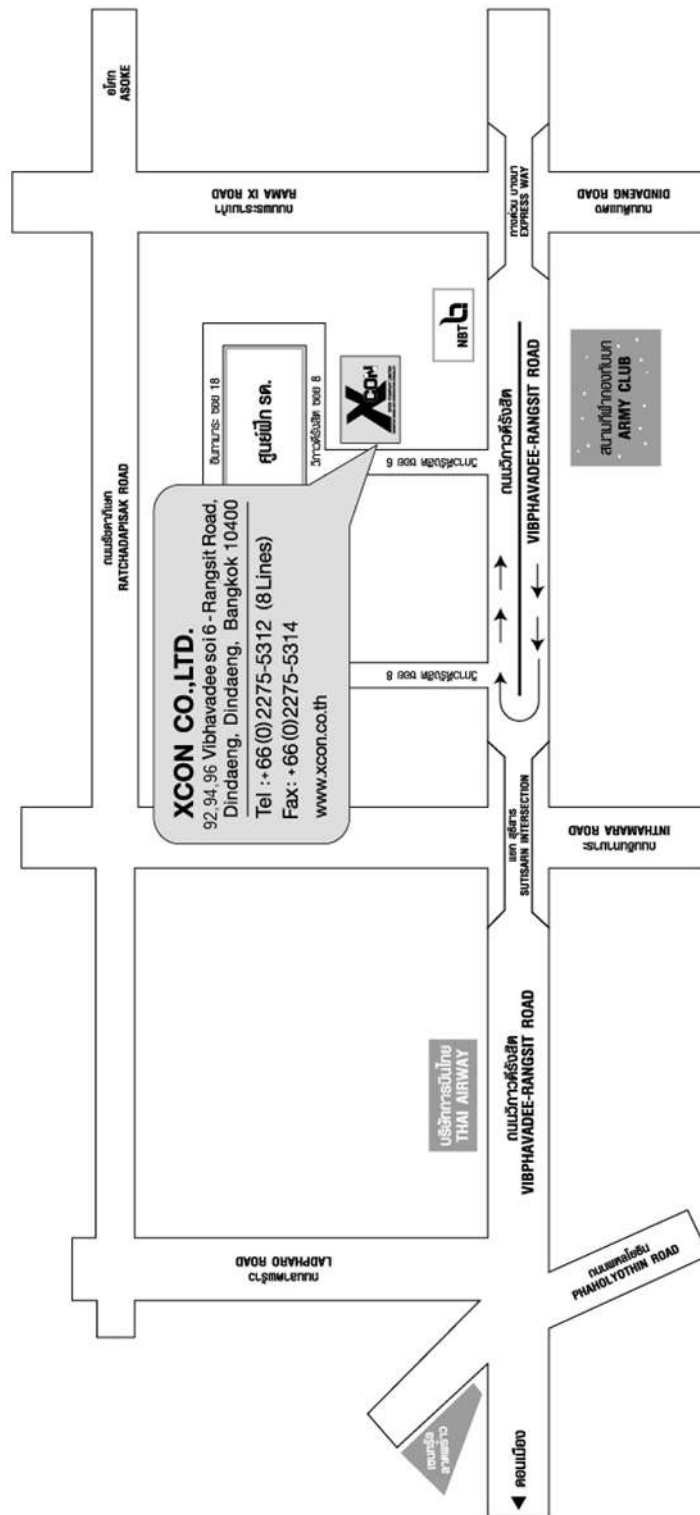
Guarantee Cashier Cheque THB 1,000 per sqm. (maximum is THB.100,000)	
Size of booth	amount
1. Exhibitor Name _____ Booth No. _____ Size _____ Sq.m.	
2. Exhibitor Name _____ Booth No. _____ Size _____ Sq.m.	
3. Exhibitor Name _____ Booth No. _____ Size _____ Sq.m.	
Total	

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 20-24, 2020 (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 : _____	

Map to XCON CO., LTD.



Contact: Ms. Sirithorn Sakuldit

TEL : 0 2275 5260, 0 2275 5312 Ext. 215, 095 349 7816

**Please send this form to
In Front Of Hall 102
BITEC**

**FORM-3
FAIR CATALOGUE
Deadline: 3 - 5 April 2020**

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.

Date and Time to collect Fair Catalogue
3 – 5 April 2020 during 10.00 – 18.00 hrs.

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

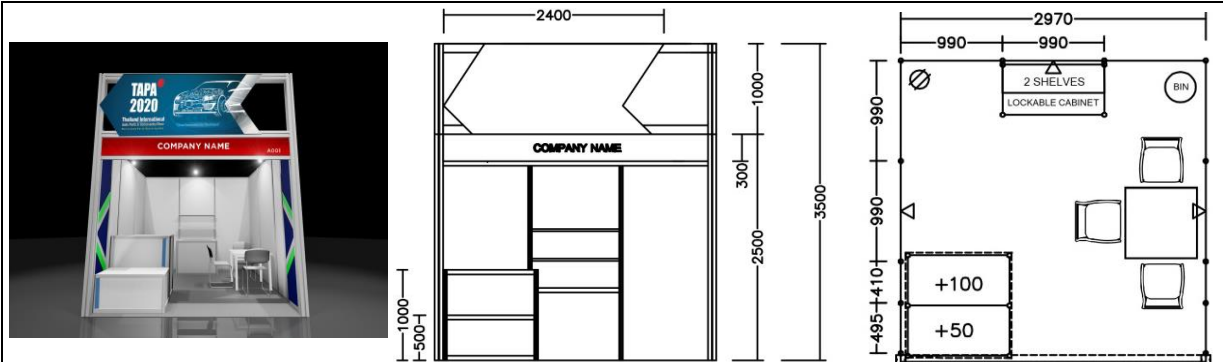
(_____)

Date ____ / ____ / ____

 <p>XCON XCON COMPANY LIMITED EXHIBITION DESIGN AND CONSTRUCTION SPECIALIST</p>	THAILAND INTERNATIONAL AUTO PARTS & ACCESSORIES (TAPA 2020) 2 - 5 April 2020 Hall EH 101 - 104 at Bangkok International Trade & Exhibition Centre (BITEC)
	STANDARD BOOTH

FORM
 4

DEADLINE : 24 FEBRUARY 2020



SYMBOL	DESCRIPTION
⊙	PLUG
◀	SPOT LIGHT

- 1) Needle Punch Carpet
- 2) White Panel System Partition
- 3) Fascia Board with Company Name and Booth Number
- 4) 1 no. of 2 Tier Display Stand
- 5) 1 no. of Lockable Cabinet (SYX008)
- 6) 1 no. of Square Table size 740 x 740 x 750 mm. (TAX009)
- 7) 3 nos. of Grey Chair (CHX001)
- 8) 1 no. of Waste Basket
- 9) 3 nos. of Standard Spotlight LED 12W
- 10) 1 no. of Socket Outlet 5 Amp 220V 50Hz (Not for Light)

COST OF 8,950 THB FOR A 9 SQ.M. STANDARD BOOTH
 (7%VAT Included)
 Order after 24th February 2020 will be subject to a surcharge of 10% or 30%

Remark : Drilling, stapling or doing anything that can caused damage on the panel or parts of the booth is strictly prohibited. Otherwise, the exhibitor will be fined at the rate of 1,000 THB per panel.

ORDER WILL BE COMPLETED WHEN FULL PAYMENT IS RECEIVED BY TRANSFERING TO THE BANK DETAILS BELOW:

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

Remarks

1. This service is for rental only. After dismantling, all materials and equipment will belong to Xcon Co., Ltd.
2. Payment after due date stated in the quotation will be fined 10% of the total cost.
3. During 25 February - 15 March 2020, order will be subject to a surcharge of 10% and cancellation during this period will get only 50% refund.
4. During 15 March - 5 April 2020, order will be subject to a surcharge of 30% and no refund for any cancellation during this period.
5. Order on-site must be paid in CASH ONLY.
6. Please inspect the quality of stand/decorative equipment/furniture and electrical equipment before using. If there are any defects or missing parts, kindly inform for collecting/changing. Otherwise, it is the exhibitors' own responsibility in case of any damage on exhibits/products or stand/decorative equipment.
7. Electrical relocation must be informed in advance within 15 March 2020. Otherwise, the exhibitor must contact Aplus directly, a surcharge may apply.
8. The maximum weight for floating or slope shelf, hanging lighting or decorative items is only 5 kg. per 1 panel or a 3 m. long beam. The overweight might cause collapse. The company will not be responsible for injury or accident occurred in any case.
9. Panels between twin and over booths and corner side panel of corner booth must be removed. Panels that has been removed is not allowed to use.

REPLY FORM

Please indicate below exact exhibitor's company name in ENGLISH CAPITAL LETTERING, as to appear on the fascia.

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Please complete and return this copy to : Ms. Chayaanan Kanesawararak / Mr. Phuminan Laoharanu <p style="text-align: center;">XCON CO., LTD.</p> 92, 94, 96 Vibhavadee-Rangsit Rd., Dindaeng, Dindaeng, Bangkok 10400 Tel : +66(0)-2275-5312-3, +66(0)-2276-1831-4 Ext. 204 / 202 Fax : +66(0)-2277-6075 E-mail : chayaanan@xcon.co.th / phuminan@xcon.co.th	Exhibitor Company : Booth No. : _____ Total Booth : _____ Unit _____ 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 INTERNATIONAL AUTO PARTS & ACCESSORIES (TAPA 2020)

2 - 5 April 2020

Hall EH 101 - 104 at Bangkok International Trade & Exhibition Centre (BITEC)

Furniture Service

FORM

DEADLINE : 24 FEBRUARY 2020

5.1

CODE	DESCRIPTION	SIZE	Order By 24 Feb 20 (THB)	Order During 25 Feb 20 to 15 Mar 20 (THB)	Order During 16 Mar 20 to 05 Apr 20 (THB)	QTY	AMOUNT (THB)
SYX008	Lockable Cabinet	530x965x800 mm.	1,135	1,250	1,477		
STX017	Floating Shelf	300x1000 mm.	335	366	433		
STX018	Slope Shelf	300x1000 mm.	335	366	433		
SYX025	TV&VDO Stand	600x600x1200 mm.	946	1,040	1,230		
SYX011	Big High Showcase (include 2 halogen)	530x1000x2200 mm.	8,550	9,406	-		
SYX015	High Showcase (include 1 halogen)	530x530x2200 mm.	5,950	6,546	-		
SYX006	Low Showcase	530x965x1000 mm.	2,365	2,602	3,075		
SYX001	Display Plinth (A)	530x530x600 mm.	850	936	1,106		
SYX002	Display Plinth (B)	530x530x1000 mm.	1,230	1,354	1,600		
TAX001	Information Desk	500x965x750 mm.	667	734	833		
TAX010	Rectangular Table	600x1200x750 mm.	667	734	833		
TAX002	Square Table	700x700x750 mm.	630	692	818		
TAX009	Square Table	740x740x750 mm.	630	692	818		
TAX004	Round Table	750x750 mm.	630	692	818		
CHX001	Grey Chair	470x500x440/770mm.	607	668	790		
ACX019	Refrigerator 3.9Q (exclude 24 hr. socket)	470 x 470 x 760 mm.	3,700	4,070	4,810		
ACX020	Refrigerator 5.9Q (exclude 24 hr. socket)	520 x 530 x 1030 mm.	3,700	4,070	4,810		
ACX012	Water Dispenser	350x330x1000 mm.	3,500	3,850	4,550		
ACX013	Water 18.9 Ltr. (return bottle)	250x500 mm.	467	514	607		
Subtotal							
7% VAT							
Grand 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 15, 2020 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 :</p> <p>Ms. Chayaanankanesawarak / Mr. Phuminan Laoharanu</p> <p>XCON CO., LTD.</p> <p>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 :	
	Booth No. :	Total Booth : Unit
	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 INTERNATIONAL AUTO PARTS & ACCESSORIES (TAPA 2020)

2 - 5 April 2020

Hall EH 101 - 104 at Bangkok International Trade & Exhibition Centre (BITEC)

Furniture Service

FORM

DEADLINE : 24 FEBRUARY 2020


5.2

CODE	DESCRIPTION	SIZE	Order By 24 Feb 20 (THB)	Order During 25 Feb 20 to 15 Mar 20 (THB)	Order During 16 Mar 20 to 05 Apr 20 (THB)	QTY	AMOUNT (THB)
TAU002	Over Glass Top Coffee Table	650x1050x430 mm.	975	1,072	1,267		
TAU007	Round Glass Top Table	700x720 mm.	1,695	1,864	2,204		
TAU015	Round Glass Top Coffee Table	600x560 mm.	1,200	1,320	1,560		
TAU071	Round white Top Bar Table	600x1100 mm.	1,000	1,100	1,300		
CHU001	Black Chair	540x580x730 mm.	561	617	729		
CHU069	White Chair	540x580x730 mm.	560	617	729		
CHU004	Black Exclutive Chair	450x500x850 mm.	560	617	729		
CHU008	Black & Beech Chair	530x550x720mm.	550	607	717		
CHU077	White & Wood chair	530x550x720 mm.	550	607	717		
CHU011	Beech Wood Chair	470x500x850 mm.	850	936	1,106		
CHU014	Black Leather With Arm Chair	550x550x870 mm.	850	936	1,106		
CHU019	Black Leather Exclutive With Arm Chair	580x490x1000 mm.	850	936	1,106		
SOU006	Black Single Seatee Sofa	530x750x770 mm.	1,100	1,210	1,430		
SOU007	White Single SeateeWith Arm sofa	600x770x690 mm.	1,375	1,512	1,787		
CHU081	Square White Wood Bar Stool Chair	360x400x670/770 mm.	1,320	1,451	1,716		
CHU015	White Bar Stool Chair	450x380x670/870 mm.	850	936	1,106		
ACU017	Acrylic Brochure Stand	250x370x1500mm.	1,350	1,486	1,756		
						Subtotal	
						7% VAT	
						Grand Total	

REMARKS :

- After dismantling, all materials and equipment will belong to Xcon Co., Ltd.
- Late orders may not be provides 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 15, 2020 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
- Order on-site must be paid in CASH ONLY.

<p>Please complete and return this copy to :</p> <p>Ms. Chayaanan Kanesawararak / Mr. Phuminan Laoharanu</p> <p>XCON CO., LTD.</p> <p>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 : chayaanan@xcon.co.th / phuminan@xcon.co.th</p>	Exhibitor Company :	
	Booth No. :	Total Booth : Unit
	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 :		

 <p>XCON XCON COMPANY LIMITED EXHIBITION DESIGN AND CONSTRUCTION SPECIALIST</p>	THAILAND INTERNATIONAL AUTO PARTS & ACCESSORIES (TAPA 2020) 2 - 5 April 2020 Hall EH 101 - 104 at Bangkok International Trade & Exhibition Centre (BITEC)	
	Stand Fitting and Other Service	FORM
	DEADLINE : 24 FEBRUARY 2020	6





CODE	DESCRIPTION	SIZE	Order By	Order During	Order During	QTY	AMOUNT
			24 Feb 20 (THB)	25 Feb 20 to 15 Mar 20 (THB)	16 Mar 20 to 05 Apr 20 (THB)		
STX003	Underlay Plywood 19 mm. Thick	1 Sq.m.	330	364	430		
STX005	Needle Punch Carpet	1 Sq.m.	265	292	345		
STX006	Changing color of Needle Punch Carpet	1 Sq.m.	100	110	130		
STX013	White Panel System Partition	1000x2500 mm.	825	907	1,072		
STX014	Changing color of Panel System Partition	1000x2500 mm.	637	701	-		
STX021	Folding Door	1000x2000 mm.	2,360	2,597	3,069		
STX012	Beam (Hanging Lighting)	1 m. long	100	110	130		
						Subtotal	
						7% VAT	
						Grand 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 15, 2020 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 :</p> <p>Ms. Chayaanankanesawarak / 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 : chayaanank@xcon.co.th / phuminan@xcon.co.th</p>	Exhibitor Company :	
	Booth No. :	Total Booth : Unit
	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 :	

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

<p>STX003</p>  <p>19mm. Thick (Sq.m.)</p>	<p>STX005</p>  <p>per Sq.m.</p>	<p>STX013</p>  <p>1000x2500 mm.H.</p>	<p>STX021</p>  <p>1000x2000 mm.H.</p>
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<p>TAU002</p>  <p>650x1050x430 mm.</p>	<p>TAU007</p>  <p>700x720 mm.</p>	<p>TAU015</p>  <p>600x560 mm.</p>	<p>TAU071</p>  <p>600x1100 mm.</p>	<p>CHU001</p>  <p>540x580x440/730 mm.</p>
<p>CHU069</p>  <p>540x580x440/730mm.</p>	<p>CHU004</p>  <p>450x500x440/850 mm.</p>	<p>CHU008</p>  <p>530x550x470/720 mm.</p>	<p>CHU077</p>  <p>530x550x470/720 mm.</p>	<p>CHU011</p>  <p>470x500x470/850mm.</p>
<p>CHU014</p>  <p>550x550x450/870 mm.</p>	<p>CHU019</p>  <p>580x490x1000 mm.</p>	<p>SOU006</p>  <p>530x750x770 mm.</p>	<p>SOU007</p>  <p>600x770x690 mm.</p>	<p>CHU081</p>  <p>360x400x770 mm.</p>
<p>CHU015</p>  <p>450x380x680/870mm</p>	<p>ACU017</p>  <p>250x370x1500 mm.</p>			

RULES & REGULATIONS

for Standard Booth, Furniture Rental and Booth Structure Services

- If exhibitor do not want any item in the Standard Booth Package, they must accept that the cost of the package will not change and there will be no compensation by other item. Retrieval is not allow after canceled.
- Kindly send your require for **changing position of furniture in advance to the email that stated in the Standard Booth Form within 15 March 2020**. Otherwise, a **cost of Baht 350 (Vat 7% Included) per position will be charged for changing on-site**. This rate does **not include the electrical relocation charge**.
- One set of key will be provided for each lockable furniture. In case of lost, Baht 300 (Vat 7% Included) per one set will be charged.
- All orders must be **100% paid according to due date that stated in the quotation or invoice**.
- Exhibitors have to inspect the quality of booth / decorative equipment and furniture before using. If there are any defect or missing part, please inform the contractor for correcting / changing, otherwise, it is the exhibitors' own responsibility in case of any damage or loss of their exhibits / products.
- **Painting, spraying, writing, using silicone, drilling, nailing, stapling or any action that can cause any damage on the booth's panel, pillars, showcase, furniture and/or any equipment is strictly prohibited**. Kindly contact our service staff at the counter in case any display of graphic or exhibit is required. The exhibitors will be **fined at the rate of Baht 1,000 per damage**.
- Easy to be removed or leaving no damage double tape or graphic stickers are allowed to stick on the panel or part of furniture. However, the exhibitor must remove without leaving damage after the fair ends. Otherwise, the exhibitor will be **fined at the rate of Baht 1,000 per damage**. In case your decorative and/or graphic printing is left without advance notification with XCON, the company has the right to remove and/or discard and will not be held responsible for any damage occur.
- **CARRYING AND USING FURNITURE FROM NEIGHBORING BOOTH AND/OR OTHER AREA WITHOUT PERMISSION IS STRICTLY PROHIBITED**. In case exhibitors are caught or if the furniture are seen in the wrong booth, **EXHIBITORS WILL BE FINED AT 5 TIMES OF ON-SITE FURNITURE PRICE LIST**.
- We will provide only rental booth structure and furniture services. Exhibitors shall arrange daily cleaning by their own or place the order for daily cleaning service with the venue directly.
- For safety reason, please **do not lean any part of your body on or place heavy objects on the glass of furniture**. The company **will not be responsible for injury or accident occurred in any case**.
- The maximum weight for Floating or Slope Shelf, hanging lighting or decorative items is only 5 kg. per 1 panel and / or a 3 m. long beam. The overweight might cause collapse. The company will not be responsible for injury or accident occurred in any case.



MANAGEMENT EXHIBITION & ELECTRIC CO., LTD.

THAILAND INTERNATIONAL AUTO PARTS & ACCESSORIES (TAPA 2020)

2 - 5 April 2020

Hall EH 101 - 104 at Bangkok International Trade & Exhibition Centre (BITEC)

ELECTRICAL FOR SET-UP AND DISMANTLE

FORM

DEADLINE : 24 FEBRUARY 2020

7.1

ELECTRICAL FOR SET-UP AND DISMANTLE (Please mark in channel space)

No	Description	Cost/Day**	Qty. Unit	Date				Amount (THB)
				Operation time 08.00 - 24.00 hr.				
1	15 Amp/220 V. 1 Phase 50 Hz.	1,145		<input type="checkbox"/> 30 Mar	<input type="checkbox"/> 31 Mar	<input type="checkbox"/> 01 Apr	<input type="checkbox"/> 05 Apr	
2	15 Amp/380 V. 3 Phase 50 Hz.	2,950		<input type="checkbox"/> 30 Mar	<input type="checkbox"/> 31 Mar	<input type="checkbox"/> 01 Apr	<input type="checkbox"/> 05 Apr	
3	30 Amp/220 V. 1 Phase 50 Hz.	2,500		<input type="checkbox"/> 30 Mar	<input type="checkbox"/> 31 Mar	<input type="checkbox"/> 01 Apr	<input type="checkbox"/> 05 Apr	
4	30 Amp/380 V. 3 Phase 50 Hz.	3,950		<input type="checkbox"/> 30 Mar	<input type="checkbox"/> 31 Mar	<input type="checkbox"/> 01 Apr	<input type="checkbox"/> 05 Apr	
							Sub Total	
**The company will be release the electricity from 08:00 - 24:00 hr., or in setup times . On the date specified in the order form.							7%VAT	
In case you want the electricity after 24.00 hrs., The company will charge an additional 100% **.							Grand Total	

ORDERS ARE VALID ONLY WHEN ACCOMPANIED WITH PAYMENT IN FAVOR OF;

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

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

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 40% refund for any cancellation on early discount rate period. (February 24, 2020)*
- *The customer will receive only 20% refund for any cancellation on standard rate period. (February 25 - March 15, 2020)*
- *The customer will be no refund for cancellation on site rate period.(March 16 - April 5, 2020).*
- If you would like the electricity 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 1 phase, and 2,140 baht for circuits breaker 3 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

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 Finance Dept Contact : Ms.Watcharin Ext. 202 Fax : (+66)2 053 9525 Email : tapamee.ex@gmail.com	Exhibitor Company :	
	Booth No. :	<input type="checkbox"/> Standard <input type="checkbox"/> Raw Space
	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 INTERNATIONAL AUTO PARTS & ACCESSORIES (TAPA 2020)

2 - 5 April 2020

Hall EH 101 - 104 at Bangkok International Trade & Exhibition Centre (BITEC)

ELECTRICAL FOR EXHIBITS (NOT FOR LIGHTING)

FORM

DEADLINE : 24 FEBRUARY 2020

7.2

Section A: Breaker for Exhibits (not for lighting), inclusive of consumption

No.	Description	Early Rate	Standard Rate	On-Site Rate	QTY.	Amount
		Order and Paid by 24 Feb 20 (THB)	Order and Paid during 25 Feb - 15 Mar 20 (THB)	Order and Paid during 16 Mar - 05 Apr 20 (THB)		
1	5 Amp Socket 220V, 50Hz (not for lighting)	980	1,080	1,400		
2	5 Amp Socket 220V, 50Hz 24 Hrs. (not for lighting)	1,960	2,160	2,810		
3	15 Amp/220V 1 Phase 50Hz (not for lighting)	3,360	3,695	4,800		
4	15 Amp/380V 3 Phase 50Hz (not for lighting)	10,080	11,090	14,400		
5	30 Amp/220V 1 Phase 50Hz (not for lighting)	6,720	7,390	9,610		
6	30 Amp/380V 3 Phase 50Hz (not for lighting)	15,820	17,400	22,620		
7	60 Amp/380V 3 Phase 50Hz (not for lighting)	31,650	34,800	45,240		
8	100 Amp/380V 3 Phase 50Hz (not for lighting)	48,500	53,350	69,350		
					Sub Total	
					7%VAT	
					Grand Total	

ORDERS ARE VALID ONLY WHEN ACCOMPANIED WITH PAYMENT IN FAVOR OF;

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

A/C Type : SAVINGS ACCOUNT

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

SWIFT CODE : KASITHBK

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


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

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 40% refund for any cancellation on early discount rate period. (February 24, 2020)*
- *The customer will receive only 20% refund for any cancellation on standard rate period. (February 25 - March 15, 2020)*
- *The customer will be no refund for cancellation on site rate period.(March 16 - April 5, 2020)*
- 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

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 Finance Dept Contact : Ms.Watcharin Ext. 202 Fax : (+66)2 053 9525 Email : tapamee.ex@gmail.com	Exhibitor Company :	
	Booth No. :	<input type="checkbox"/> Standard Booth <input type="checkbox"/> Raw Space
	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 :	

 MANAGEMENT EXHIBITION & ELECTRIC CO., LTD.	THAILAND INTERNATIONAL AUTO PARTS & ACCESSORIES (TAPA 2020)	
	2 - 5 April 2020 Hall EH 101 - 104 at Bangkok International Trade & Exhibition Centre (BITEC)	
ELECTRICAL FOR LIGHTING		FORM
DEADLINE : 24 FEBRUARY 2020		7.3

No.	Description	Early Rate	Standard Rate	On-Site Rate	QTY.	Amount (THB)
		Order and Paid by 24 Feb 20 (THB)	Order and Paid during 25 Feb - 15 Mar 20 (THB)	Order and Paid during 16 Mar - 05 Apr 20 (THB)		
Section B : Equipment service plus individual fitting, inclusive of consumption						
1	Spotlight LED 12W. standard (Yellow Light)	510	560	730		
2	Spotlight LED 12W. with arm 30 CM. (Yellow Light)	510	560	730		
3	LED tube light 20W. 1.2 m long (White Light)	510	560	730		
4	Down Light LED 9W. (White Light)	650	715	930		
5	Down Light LED 9W. (Yellow Light)	650	715	930		
6	Spotlight Halogen 50W. with Standless arm 20 CM. (Yellow Light)	650	715	930		
7	Metal Halide 150W. (White Light)	2,200	2,420	3,140		
8	Halogen Spotlight 500W, 220V (Yellow Light)	1,960	2,150	2,800		
Section C : Breaker (for lighting), inclusive of consumption						
1	15 Amp/220V 1 Phase 50Hz	4,900	5,390	7,010		
2	15 Amp/380V 3 Phase 50Hz	14,700	16,170	21,020		
3	30 Amp/220V 1 Phase 50Hz	9,800	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 3-9 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.	420	460	600		
2	Cable Connecting (by MEE) per unit of less than 100W each (For Standard Booth only)	500	550	715		
					Sub Total	
					7%VAT	
					Grand Total	

ORDERS ARE VALID ONLY WHEN ACCOMPANIED WITH PAYMENT IN FAVOR OF;

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

A/C Type : SAVINGS ACCOUNT

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

SWIFT CODE : KASITHBK

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

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

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 40% refund for any cancellation on early discount rate period. (February 24, 2020)
- The customer will receive only 20% refund for any cancellation on standard rate period. (February 25 - March 15, 2020)
- The customer will be no refund for cancellation on site rate period.(March 16 - April 5, 2020)
- One socket must be used for one exhibit only at a time. **Multipoint connection is not allowed to prevent the risk of power overload.**
- The standard supplies are 220V and 380V with approximately 10% voltage fluctuation. For the safety of your equipment, please use a stabilizer.
- Any illegal connection or adaptation found would yield electrical disconnection without prior notification 20% the price in the exhibitors manual
- Electrical grounding system with standardized equipment is required for every internal installation.
- Any cable connection must be connected by the ring terminals.
- A surcharge of 100% of electrical equipment will be added for 24-hour operating services.
- 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 relocated will be charge 1,070 baht per point for 1 phase circuit breaker and 2,140 baht for 3 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 problem from exhibitors or their contractors 's installation must be in the exhibitors responsibility.

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 Finance Dept Contact : Ms.Watcharin Ext. 202 Fax : (+66)2 053 9525 Email : tapamee.ex@gmail.com	Exhibitor Company :	
	Booth No. :	<input type="checkbox"/> Standard Booth <input type="checkbox"/> Raw Space
	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 INTERNATIONAL AUTO PARTS & ACCESSORIES (TAPA 2020)

2 - 5 April 2020

Hall EH 101 - 104 at Bangkok International Trade & Exhibition Centre (BITEC)

ELECTRICAL PLAN

FORM

DEADLINE : 24 FEBRUARY 2020

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

- | | | | | | |
|----------------------------|----------------|----------------------------|--|--|----------------------|
| <input type="checkbox"/> C | Compressed Air | | Socket Outlet | | Fluorescent Lamp |
| <input type="checkbox"/> W | Water | <input type="checkbox"/> C | Connecting (by Management Exhibition&Electric Co., Ltd.) | | Spotlight (standard) |
| <input type="checkbox"/> D | Drain | <input type="checkbox"/> B | Breaker | | Spotlight with arm |

BACK Neighboring Booth No.

LEFT
Neighboring Booth No.
.....

RIGHT
Neighboring Booth No.
.....

FRONT Neighboring 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 1,300 (excluded VAT 7%) baht per point for 1 phase circuit breaker and 2,300 baht (excluded VAT 7%) for 3 phase circuits breaker . and 200 (excluded VAT 7%) 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

<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>Finance Dept Contact : Ms.Watcharin Ext. 202</p> <p>Fax : (+66)2 053 9525</p> <p>Email : tapamee.ex@gmail.com</p>	Exhibitor Company :	
	Booth No. :	<input type="checkbox"/> Standard Booth <input type="checkbox"/> Raw Space
	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 :		



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**



RULES AND REGULATIONS ON ELECTRICAL SERVICES

The organizer has officially appointed official contractor to take a full responsible for these following services.

1. Standard electricity supply

- 1.1 There are two main power supply circuits : "Lighting Power Circuit" and "For Exhibit Power Circuit."
- 1.2 The standard supply is a single phase AC 220V, 50Hz with approximately 10% voltage fluctuation. For the safety of your equipment, please use a stabilizer.
- 1.3 Other requirements such as single phase 110V, 50Hz or three phase 220V, 50Hz can be specially arranged up on request, please contact our representatives .
- 1.4 All electrical motors must have independent automatic protection against excessive current surge. The Following starter systems should therefore be used :
 - 1.4.1 Direct on line : for up to 5 Hp motor
 - 1.4.2 Star delta : for 5 to 25 Hp motor
 - 1.4.3 Auto transformer : for above 25 Hp motor

****** 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.

2. Standard shell scheme booth electricity

- 2.1 The electrical system provided by the organizer in a 3.00 x 3.00 m standard shell scheme booth comprises of 3 (three sets of Spotlight LED 10 watt standard (Yellow Light) and 1 (one) 5 Amp socket point with all electrical consumption charges included.
- 2.2 The Electrical Services Order Form is divided into 4 sections
 - Section A : for exhibitors who need electrical services for their exhibits only (not for lighting).
 - Section B : for exhibitors who require individual light fittings
 - Section C, D : for exhibitors using their own special light fittings, either installed by themselves or by official contractor.
- 2.3 Additional electrical requirements have to be ordered through the Electrical Services Order Form with locations for installation specified. Please read the terms.
- 2.4 It is mandatory for those exhibitors who have been authorized to use their own special lighting to order electrical sources using Section C or D on the Electrical Order Form.
- 2.5 The organizer reserves the right to disconnect the electrical supply to any installations, which in the opinion of official contractor could be harmful or likely to cause annoyance to visitors or other exhibitors.
- 2.6 Power supplies to the exhibits will be switched off at source 30 minutes after the exhibition closes every evening and 60 minutes after closing on the final day of the exhibition. Exhibitors who require 24 hours electricity supply to their specific requirements should apply accordingly to official contractor before the deadline.
- 2.7 Any illegal connection or adaptation, using of multiple outlet adaptors, or any extension from the socket point found would yield electrical disconnection without prior notification.

3. Special design booth or raw space electricity

- 3.1 Exhibitors who apply for "Space Only" to build up special designed stands must submit their electrical order together with their layout plan before the deadline.
- 3.2 General Hall lighting will be provided by organizer. All power supplies within the booths as well as for demonstrations can be installed by your own electrical contractors upon the organizer's approval. Exhibitors should complete and return the order form with full payment to official contractor within the stated deadline.

For safety's sake, exhibitors are strictly 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.



RULES AND REGULATIONS ON ELECTRICAL SERVICES

- 3.3 The contractors appointed by exhibitors must submit details of electrical installations, layout and specifications to the organizer within the deadline indicated on the Order Form. The following requirement must be stated, otherwise, the application may not be considered.
 - 3.3.1 Company name of the contractor.
 - 3.3.2 Names and identification card / passport number of the attending electrical personnel.
 - 3.3.3 Specification and rating in watts per unit of the light fitting.
 - 3.3.4 Layout drawings made by the contractor.
 - 3.3.5 Completed Electrical Order Form
- 3.4 Approved electricians can collect their personal badges / working permits from the organizer's show manager office in the exhibition hall by providing their own identification cards in exchange.
- 3.5 All proper power input terminals must be installed by the approved contractor for inspection by official contractor prior to connection to the supply line.
- 3.6 Priority will be given to those exhibitors who order their electrical from official contractor.
- 3.7 Any illegal connection or adaptation, using of multiple outlet adaptors, or any extension from the socket point found would yield electrical disconnection without prior notification.
- 3.8 No flashing lights will be permitted unless they from an integral part.
- 3.9 The organizer reserves the right to disconnect the electrical supply to any installations, which in the opinion of official contractor could be harmful or likely to cause annoyance to visitors or other exhibitors.
- 3.10 All electrical installations must conform strictly to the required standard safety regulations without exception.


4. Electrical Rules and Regulations - continued

4.1 For internal cable wiring, must use the suitable standard cable and must wiring the ground system in every point. If the non-standard cable and risky connecting were found, we have the right to cut off the power till exhibitors or contractors fix it. Below are the standard cable for each breakers.

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

4.2 Breaker 380V. 3 Phase 50 Hz. is allowed to use for 1 internal circuit only. Exhibitors or contractors have to use the MDB (Load Center) for multi internal circuits. If exhibitors or contractors connect the electrical for multi circuit without MDB (Load Center), we have the right to cut off the power. For breaker connecting point method, exhibitors or contractors are not allowed to connect the cable direct to breakers. "Ring Terminals" are required to use for cable and breaker connecting.

Violation of these rules may result in the immediate disconnection by authorized agents , and will be carries a fine amounting 20% the price in the exhibitors manual

 <small>MANAGEMENT EXHIBITION & ELECTRIC CO., LTD.</small>	THAILAND INTERNATIONAL AUTO PARTS & ACCESSORIES (TAPA 2020)		2 - 5 April 2020
	Hall EH 101 - 104 at Bangkok International Trade & Exhibition Centre (BITEC)		
	WATER SERVICE		FORM
DEADLINE : 24 FEBRUARY 2020			8

No.	Description	Early Rate	Standard Rate	On-Site Rate	QTY.	Amount (THB)
		Order and Paid by 24 Feb 20 (THB)	Order and Paid during 25 Feb - 15 Mar 20 (THB)	Order and Paid during 16 Mar - 05 Apr 20 (THB)		
1	WATER INLET 13mm HOSE AND 25mm DRAIN HOSE	7,800	8,600	11,200		
2	WATER INLET 25mm HOSE AND 25mm DRAIN HOSE	9,500	10,500	13,600		
3	WATER INLET 13mm HOSE AND 25mm DRAIN HOSE WITH WASH BASIN	9,500	9,900	12,800		
Any relocated will be charged 1,500 baht per point (Excluding Vat 7%)					Sub Total	
					7%VAT	
					Grand Total	

ORDERS ARE VALID ONLY WHEN ACCOMPANIED WITH PAYMENT IN FAVOR OF

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

A/C Type : SAVINGS ACCOUNT

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

SWIFT CODE : KASITHBK

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

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

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 40% refund for any cancellation on early discount rate period. (February 24, 2020)*
- *The customer will receive only 20% refund for any cancellation on standard rate period. (February 25 - March 15, 2020)*
- *The customer will be no refund for cancellation on site rate period. (March 16 - April 5, 2020)*
- All relocation cost shall be at exhibitor's expense.
- The hose longer than 5 metres will be charged at Baht 500 per (excluded VAT 7%) each additional metre.

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 Finance Dept Contact : Ms.Watcharin Ext. 202 Fax : (+66)2 053 9525 Email : tapamee.ex@gmail.com	Exhibitor Company :	
	Booth No. :	<input type="checkbox"/> Standard Booth <input type="checkbox"/> Raw Space
	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 :	



MANAGEMENT EXHIBITION & ELECTRIC CO., LTD.

THAILAND INTERNATIONAL AUTO PARTS & ACCESSORIES (TAPA 2020)

2 - 5 April 2020

Hall EH 101 - 104 at Bangkok International Trade & Exhibition Centre (BITEC)

COMPRESSED AIR

FORM

DEADLINE : 24 FEBRUARY 2020

9

COMPRESSED AIR RENTAL

No.	Hose Diameter	Pressure Psi/Bar	Air Flow @ Free Load		Early Rate	Standard Rate	On-Site Rate	QTY.	Amount (THB)
			lm	cfm	Order and Paid by 24 Feb 20 (THB)	Order and Paid during 25 Feb - 15 Mar 20 (THB)	Order and Paid during 16 Mar - 05 Apr 20 (THB)		
1	1/4"	100/7	88.00	3.11	10,455	11,500	14,950		
2	1/4"	100/7	300.00	10.60	19,545	21,500	27,950		
3	1/2"	100/7	700.00	24.50	29,545	32,500	42,250		
4	3/4"	100/7	1,400.00	49.00	45,910	50,500	65,650		
5	1"	100/7	2,300.00	80.50	72,275	79,500	N/A		
Any relocated will be charged 1,500 baht per point (Excluding Vat 7%)								Sub Total	
								7%VAT	
								Grand Total	

ORDERS ARE VALID ONLY WHEN ACCOMPANIED WITH PAYMENT IN FAVOR OF:

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

A/C Type : SAVINGS ACCOUNT

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

SWIFT CODE : KASITHBK

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

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

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:

- 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 40% refund for any cancellation on early discount rate period. (February 24, 2020)
- The customer will receive only 20% refund for any cancellation on standard rate period. (February 25 - March 15, 2020)
- The customer will be no refund for cancellation on site rate period. (March 16 - April 5, 2020)
- 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 attachment of their exhibits to the hose.
- The hose longer than 5 metres will be charged at Baht 500 per (excluded VAT 7%) each additional metre.
- Our compressed air outlet is not equipped with any air-filter or an air-drier, exhibitors may bring their own equipments.

<p>Please complete and return this copy to :</p> <p>Management Exhibition&Electric Co., Ltd. Tax ID : 0125553009757 27/17 M.7 Bueng Kham Proj, Lum Lukka, Phatum Thani, Thailand 12150 Contact : Ms.Patcharin Saardaeam Tel : (+66)2 054 2471-2 Ext. 101 Finance Dept Contact : Ms.Watcharin Ext. 202 Fax : (+66)2 053 9525 Email : tapamee.ex@gmail.com</p>	Exhibitor Company :	
	Booth No. :	<input type="checkbox"/> Standard Booth <input type="checkbox"/> Raw Space
	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 :	



MANAGEMENT EXHIBITION & ELECTRIC CO., LTD.

THAILAND INTERNATIONAL AUTO PARTS & ACCESSORIES (TAPA 2020)

2 - 5 April 2020

Hall EH 101 - 104 at Bangkok International Trade & Exhibition Centre (BITEC)

AUDIO / VISUAL EQUIPMENT RENTAL

FORM

DEADLINE : 24 FEBRUARY 2020

10

No.	Description	COST/DAY (THB)	Q'TY	DURATION (Days)	AMOUNT (THB)
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			
Accessories (1 pc. per 1 TV)					
1	<input type="checkbox"/> DVD Player <input type="checkbox"/> USB, Flash Drive				
2	<input type="checkbox"/> TV Stand <input type="checkbox"/> TV Stand 1.5m <input type="checkbox"/> Wall mount plate				
Additional Accessories (All Show Days.)					
1	VGA Cable 3 m. long	270			
2	VGA Cable 5 m. long	400			
3	VGA Cable 10 m. long	540			
4	HDMI Cable 3 m. long	400			
5	HDMI Cable 5 m. long	670			
6	HDMI Cable 10 m. long	1,070			
					Sub total
					7% VAT
					Grand Total
- All items will be delivered on the last set - up date.					

ORDERS ARE VALID ONLY WHEN ACCOMPANIED WITH PAYMENT IN FAVOR OF

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

A/C Type : SAVINGS ACCOUNT

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

SWIFT CODE : KASITHBK

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

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

Remarks

- 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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	Booth No. :	<input type="checkbox"/> Standard Booth <input type="checkbox"/> Raw Space
	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 INTERNATIONAL AUTO PARTS & ACCESSORIES (TAPA 2020)	
	2 - 5 April 2020 Bitec Hall 98 - 104	
	Security Service	FORM
	DEADLINE : 24 FEBRUARY 2020	F - 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 1,050 Baht	Night (PM) 20.00 - 08.00 1,050 Baht		Baht/ Person/ Shift	90 Baht / 1 Hr.	
Remark :				Sub Total		
The above rates are subject to change without prior notice.				VAT 7%		
Minimun 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 thses 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 E-mail : jakkapan.c@th-exss.com EXSS Security Guard Co.,Ltd. BEEHIVE Lifestyle Mall Room C203 50/1211 Moo.9 Banghpood, Pakkred, Nonthaburi, 11120 Tel. 02-038-9617 On site : Please contact Khun Decha Kaewka 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 : _____