



10 - 12 September • Bangkok

LABELXPO

SOUTHEAST ASIA 2020

www.labelexpo-seasia.com

SHOW TIMETABLE

BUILD UP:

Monday 7 September 2020	10:00-20:00	Space Only Exhibitors
Tuesday 8 September 2020	08:00-20:00	Space Only Exhibitors
Wednesday 9 September 2020	08:00-20:00	All Exhibitors

Please note:

SHELL SCHEME STANDS: Please do not arrive **before 08:00** on **Wednesday 9th September 2020** as your stand will not be built

If you need to work later than the specified time, please contact the Organisers no later than 3pm on the day. **PLEASE NOTE THAT THE VENUE LEVIES CHARGES FOR LATE WORKING WHICH MUST BE BORNE BY THE EXHIBITOR**

OPENING TIMES:

Thursday 10 September 2020	10:30-18:00
Friday 11 September 2020	10:30-18:00
Saturday 12 September 2020	10:30-16:00

Please note:

Electricity to supplies to stands will be turned off 30 minutes after the show closes each night. If you require 24-hour power, please contact PX System. **A surcharge of 100% of electrical equipment will be added for 24-hour operating services.**

BREAKDOWN:

Saturday 12 September 2020	16:30-00:00	All Exhibitors
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Please note:

Electricity & compressed air supplies to the stands will be terminated at **16:30** on **Saturday 12 September 2020**. If you require a temporary supply following that time, please contact PX System for further details.



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GENERAL INFORMATION

Accommodation

RWEvents has been appointed as the **ONLY** official hotel reservations agent for Labelexpo Southeast Asia. Book your hotel rooms through RWEvents and get access to exclusive discounted rates.

Book your room [HERE](#)

PLEASE NOTE: If you receive any other emails or calls from another hotel agent company, please note we have only partnered with RWEvents. While we can't tell you where to book your hotels, we would advise you to use RWEvents. Dealing with any other hotel agent is at your own risk and we won't be able to help if you have any issues.

Approval of Stand Design

If you intend to build your own stand (other than shell scheme or package stand), you must submit plans to the Organiser for approval of the design **no later than 6 July 2020**. Please send the technical drawings of the design and specifications the organiser as follows:

Pere Ramirez

Tel: +44 208 846 2930

Fax: +44 208 846 2801

Email: pramirez@labelexpo.com

Claire Comery

Tel: +44 208 846 2706

Fax: +44 208 846 2801

Email: ccomery@labelexpo.com

Stand Plans **must** be accompanied by a signed **Health & Safety Declaration** (see Section 5 & 6) and a detailed **Risk Assessment**.

Audio Visual

Audio-visual presentations must be totally contained within the stand area. Sound and noise levels must be kept to a level that does not disturb neighbouring exhibitors. The Organisers reserve the right to turn down volume and move attendees to prevent the gangways from getting obstructed.

PX System is the recommended supplier of Audio-Visual equipment. The order form is in **Section 6 of this manual** and needs to be completed and **returned by 24 July 2020**

BITEC Online Order

BITEC offers the following exhibitor services:

- Food & Beverages
- Cleaning
- Tel & Fax
- Internet
- Signage & Digital Printing
- Flowers & Plants



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BITEC has an online order system. To order the above services please visit <https://bitec-onlineorder.com>

The registration /sign up process is really simple, please read the registration instructions [HERE](#)

Badges

Exhibitor Badges are valid during the build-up, open and breakdown periods of the show. Badges should be ordered online using the web link that will be emailed directly to you before the event. Exhibitor badges are not for contractors. Your contractors will need to obtain on arrival. Contractor badges can only be issued if your stand design has been approved therefore please ensure you submit all requested information to us in plenty of time (See Space Only Stand Section)

Exhibitor badges will need to be collected on site from the EH100-EH101 main entrance at BITEC.

Breakdown Instructions

Refer to the exhibition timetable in the front of this section.

The exhibition closes at **16.00hrs** on **Saturday 12 September 2020**. Under no circumstances may breakdown commence before this time due to health and safety regulations, and as a courtesy to visitors and fellow exhibitors.

Overtime space charges will be applied. Please contact Pere Ramirez (pramirez@labelexpo.com) if you have a difficulty regarding this.

Build-Up Period

Refer to the exhibition timetable in the front of this section.

Business Centre

There is a Business Centre at BITEC located front of hall 103. The business centre will be open daily from 08:00-18:00

Carpet

The official contractor for exhibitor carpet is **PX System**

All stands are required to have carpet or floor covering.

Shell Scheme and Package Stand exhibitors, your stand will automatically be carpeted. The colour of the Shell Scheme carpet will be dark grey.

The colour of the gangway carpet will be dark grey.

Please note: Inflammation capability grade of all the material which is used for booth construction or decorations must NOT be lower than grade B1 (nonflammable) and must have approval from the government department of security and fire-control.

Car parking

Car Parking There is ample car parking on site at BITEC. The closest car park to our halls is B2. Parking is free for the first 30 minutes and then charged at 20 baht per hour.



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- Catering** BITEC's Food & Beverage Department and supplies all Food & beverage services. **PLEASE NOTE: No outside Food & Beverage will be allowed in the venue.**
- Order your stand Catering through the BITEC Online Order system
<https://bitec-onlineorder.com>
- Children** We regret that no one under the age of 16 will be permitted access to this Exhibition. This rule applies to Exhibitors' and Contractors' children during the build-up, open and breakdown periods.
- Compressed Air** PX System are the official contractor for providing compressed air and water. Please refer to the order form in Section 6 of the manual and return no later than **24 July 2020** the contact details given on the form.
- IMPORTANT: Please note that portable compressors are not permitted in the venue for health & safety reasons. You must order mains air connections. BITEC officials will make inspections onsite and any portable compressors will be removed.**
- Contractors** A list of 'Official Contractors' is contained in **Section 1** of this manual and Exhibitors are requested to utilise their services wherever possible. Do not engage the services of individuals working in the hall who are usually unreliable and not trustworthy. Please use the official service desk for any queries or issues.
- Contractor Badges** We will be issuing contractor badges for ALL contractors to Labelexpo Southeast Asia. This will be strictly enforced. It is imperative that you complete the **STAND CONTRACTOR INFORMATION** form in Section 6 of the Manual so we know who will be building your stand. Contractors badges can be collected onsite from the loading bay area and alternative the Organisers Office. **Please note contractor badges are compulsory for all contractors during the build & breakdown period.**
- Customs Clearance** **International exhibitors** should contact the following company, who have been appointed as the official freight forwarder for the event: -
GT Exhibitions Ltd.
Contact: Steve Andrews
Tel. +44 (0)1376 567567
Email: steveandrews@gtexhibitions.com
- They can assist in a door to door service to and from the event through their network of worldwide partners. Alternatively, you can send the goods to Bangkok Port or Airport, consigned to their local partner, and they will take over the shipment from there. Full information can be found in the enclosed International shipping instructions.



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Local Thai exhibitors should contact the following company who can offer a door to door service within Thailand or alternatively you can make your own transport arrangements to BITEC and they can arrange unloading, empty case storage and reloading at the close of the event: -

APT Showfreight (Thailand) Limited

Contact: Ms. Darunee Ngao-si

Tel. 02-165 6152

Email: darunee@aptshowfreight.com

Chinese exhibitors who require a door to door service should contact the following company, who can arrange services by air or sea from anywhere in China to your stand in Bangkok -

Expotransworld Ltd.

Shanghai Office

Contact: Mr. James Wu

Tel. (8621) 5870 8717 Fax (8621) 5870 8719

Email: james.wu@expotransworld.com

Contact: Ms. Ivy Zhu

Tel. (8621) 5870 8717 Fax (8621) 5870 8719

Email: ivy.zhu@expotransworld.com

Hong Kong office

Contact: Mr. Andy Chan

Tel. (852) 2730 1868 Fax (852) 2730 1878

Email: andy.chan@expotransworld.com

Please refer to the Shipping Information, which specifically outlines what you need to do and the applicable deadlines. Please ensure you allow plenty of time, to avoid problems on site. The deadlines are final dates. Ideally you should aim to ship your items before these deadlines.

Damage to Halls

Please ensure that you and your contractors take care not to cause any damage to the fabric of the building whilst setting up your stand. Exhibitors will be required to pay for any damage caused.

Delivery of Exhibits

PLEASE NOTE: Halls have changed from EH101-EH102 to EH100-EH101 for our September dates.

Details relating to delivery of exhibits are also outlined in the Shipping Information. For information the address details of the venue are:

Labelexpo South East Asia

BITEC BANGKOK

Hall EH100 – EH101

88 Bangna-Trad Road (Km.1)

Bangna

Bangkok 10260

Thailand



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Please ensure deliveries and collections are only made during the official show tenancy dates. If a forklift is required for unloading/reloading, please book this in advance with GT Exhibitions. Forms and information on the “Shipping & Handling” section of the manual.

Dilapidations

Exhibitors are responsible for all panels, walls, columns, flooring, shell scheme stands and hired accessories within their stand area and any damages will be repaired at the exhibitor’s own expense.

IMPORTANT NOTE: All exhibits and stand fitting materials must be cleared from the exhibition hall after the show and charges will be levied for the removal of any waste abandoned.

Dismantling

Breakdown will commence 30 mins after the exhibition closes on **Saturday 12 September 2020**

UNDER NO CIRCUMSTANCES may dismantling take place before this time. In addition to be a discourtesy to visitors, it is contra to the local authority regulations. Goods will not be allowed out of the exhibition building during the exhibition without a pass signed by the Organisers.

Double Decker Stands

Please note that the organiser **no longer** permits Double Decker Stands at Labelexpo Southeast Asia.

Electrical Services

PX System has been appointed as the official electrical contractor and you can order their services by completing the order forms in **Section 6**. Orders should be returned **no later than 24 July 2020**

If you have ordered a **Package Stand** from the Organiser, you will automatically receive the following:

- 3 x spotlights LED with arm (yellow light)
- 1 x socket 500W

Space Only Exhibitors should use the order form in Section 6 of the manual for their electrical requirements. Please specify with **PX System** if you require a power supply at a specific time (aside from the open hours of the show) i.e. **24 hours** or during the build-up or breakdown period.

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

The standard supplies are 220V and 380V with approximately 10% fluctuation. For safety of your equipment, please use a stabilizer.

On the breakdown day (Saturday 12 September 2020) power to all stands will be switched off 30 minutes after the close of the show.

If you have any more questions regarding power supply, please contact:

PX SYSTEM CO., LTD.

12 Soi Lasalle 56, Sukhumvit Road,
Bangna, Bangna, Bangkok 10260 Thailand
Office: (+66) 2 748 7625 to 9 Ext. 216



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Fax: (+66) 2 748 7630

Email: rawiwan@pxsystem.com

Website: www.pxsystem.com

Employment of Labour

Please note that whilst security is present in the hall, unofficial contractors sometimes enter and offer their services. Please do not contract their services. They are not reliable or honest.

It may seem that their services are cheap, but this is because they are substandard or dishonest – they may sell you an item and then later steal it to sell to another exhibitor. Please ignore them and report their presence to the Organiser's office so we can have them removed.

Emissions, Exhaust & Fumes

Any exhibit or process which generates blows out or otherwise emits fumes, exhaust or smoke is subject to inspection by the venue. All such processes must be arranged to have an effective distributor and filter system and/or an effective exhaust to the outside atmosphere.

The venue reserves the right to shut down any machine that is not emissions compliant at any time. In any case machine exhaust outlets should be arranged not to discharge filtered fumes below 4 metres in height and where possible these should be ducted outside the building.

Exhibits

Exhibitors are responsible for the installation and safety of their exhibits. Where exhibits are demonstrated in operation, exhibitors must ensure that visitors are protected from danger and guardrails of adequate strength must be erected.

Fixing to the Building

As stated in the Rules & Conditions, exhibitors may not fix or attach anything to the structure of the building, including the floor.

Floral Decorations

Floral decorations and plants are available to hire through BITEC Online Order system <https://bitec-onlineorder.com>

Force Majeure

The exhibition may be postponed, shortened or extended due to any cause whatsoever outside the control of the Organisers or Manager. The Organisers and Manager shall not be responsible for any loss sustained by the Exhibitor, directly or indirectly, attributable to the elements of nature, force majeure or orders and directives imposed by any governmental authority. In the event of such circumstances, the money paid by the Exhibitors, or any part thereof, is refundable at the sole discretion of the Organisers and/or Manager.

Furniture Hire

PX System have been appointed as the Official Furniture contractor. Please refer to the Order Form in **Section 6** of the manual, and return it no later than **24 July 2020**

Gangways

For health & safety reasons and to aid the access of other exhibitors, please keep gangways clear of all stand fitting materials and exhibits during build-up and breakdown. Anything left in the gangways may be deemed as rubbish by the cleaners and disposed of.

Emergency gangways **MUST** always be kept clear.



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Insurance

While every precaution is taken, Labelexpo Southeast Asia cannot accept responsibility for damage to stands/booths or loss of property on any stand or anywhere else at the exhibition, or in the course of its delivery / removal from the building for any reason whatsoever.

The organisers are not responsible for any loss sustained by exhibitors from fire, theft, damage for any reason, or for personal injury or loss to or by any person employed by the exhibitor or third parties.

The exhibitor is fully responsible for obtaining Public Liability Insurance to value of £2,000,000.

If your company has a Public Liability Insurance certificate, please send it to Pere Ramirez pramirez@labelexpo.com before **24 August 2020**

If your company does not have a Public Liability Insurance or your coverage does not meet our regulations, we can issue a policy at a reasonable cost. For more information please contact pramirez@labelexpo.com

Internet

This service can be ordered directly through the BITEC Online Order system <https://bitec-onlineorder.com>

Lifting & Handling

International exhibitors should contact the following company, who have been appointed as the official freight forwarder for the event: -

GT Exhibitions Ltd.

Contact: Steve Andrews

Tel. +44 (0)1376 567567

Email: steveandrews@gtexhibitions.com

They can assist in a door to door service to and from the event through their network of worldwide partners. Alternatively, you can send the goods to Bangkok Port or Airport, consigned to their local partner, and they will take over the shipment from there. Full information can be found in the enclosed International shipping instructions.

Local Thai exhibitors should contact the following company who can offer a door to door service within Thailand or alternatively you can make your own transport arrangements to BITEC and they can arrange unloading, empty case storage and reloading at the close of the event: -

APT Showfreight (Thailand) Limited

Contact: Ms. Darunee Ngao-si

Tel. 02-165 6152

Email: darunee@aptshowfreight.com



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Expotransworld Ltd.

Shanghai Office

Contact: Mr. James Wu

Tel. (8621) 5870 8717 Fax (8621) 5870 8719

Email: james.wu@expotransworld.com

Contact: Ms. Ivy Zhu

Tel. (8621) 5870 8717 Fax (8621) 5870 8719

Email: ivy.zhu@expotransworld.com

Hong Kong office

Contact: Mr. Andy Chan

Tel. (852) 2730 1868 Fax (852) 2730 1878

Email: andy.chan@expotransworld.com

Please refer to the Shipping Information, which specifically outlines what you need to do and the applicable deadlines. Please ensure you allow plenty of time, to avoid problems on site. The deadlines are final dates. Ideally you should aim to ship your items before these deadlines.

Name Board

All shell scheme package stands automatically receive a Name Board above the stand with their company name displayed on it. Please complete the order form in **Section 6** of the manual stating how you wish your name to appear and return it directly to **PX System** at the address given on the form.

If you do not complete and return the form, we will use your name as shown on your contract. Any amendments on site will be chargeable unless they are the mistake of the contractor. Space Only stands do not receive a Name Board.

Noise Levels

Noise levels must not be set to a level that causes annoyance or nuisance to neighbour exhibitors. The Organisers reserve the right to stop, control or reduce noise emissions in the case of dispute.

Opening Hours

The Exhibition will be open to visitors as follows: -

10:30-18:00 Thursday 10 September 2020

10:30-18:00 Friday 11 September 2020

10:30-16:00 Saturday 12 September 2020

Refer to the "**Exhibition Timetable**" in the front of this section for further details.

Photography

A photographer will be available on site. If you wish to book the photographer, please advise the Organisers Office on site.



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Performance bond (refundable) for non-official contractors

Our official stand design contractor is PX System. Any non-official contractor is required to pay a performance bond of 1,000 Baht/mw. This is to ensure that all regulations are abided by and all stand fitting removed at the end of the event without any damage to the venue.

This deposit will be returned 2 weeks after the show if regulations are followed and the empty space is returned without any damage to the venue.

Please make sure your contractor completes the performance bond for Non-official contractors' form and returns it to PX System before **20 August 2020**. **This form can be downloaded from the "Order Forms" Section on the online manual.**

Parties

Exhibitors can host parties on their stand after the show closes at 18:00 until 21:00. Please email pere@labelexpo.com if you are planning any parties after the event close.

Any required food and beverage for these parties must be provided by BITEC catering department through:

1. <https://bitec-onlineorder.com>
2. Email: biteccatering@bhirajburi.co.th

If you are planning to host a party at your stand, please notify pramirez@labelexpo.com stating date and hours you are planning to have the party.

Security

Security Officers will patrol the halls throughout the build-up, open days and breakdown of the exhibition both day and night.

Exhibitors are advised that exhibitions tend to be relatively insecure environments and that security guards cannot solely watch your stand.

It is advisable to lock any tools, computers, portable & valuable equipment etc. in a secure area overnight or if this is not possible, to hire a security guard specifically for your stand.

Asian Exhibition Services (AES) has been appointed the official Security service provider for Labelexpo Southeast Asia. Please download the order form from the "Order Forms section" on the manual and send to ops@aesexhibitions.com

"Shell Scheme" Stands

Please refer **Section 3** and the Shell Scheme Package Stand Information

"Space Only" Stands

Please refer to the Space Only Stand document in Section 3 of this manual for full details. If you have booked a **Space Only** stand you will need to order your own carpet, electrics, furniture, utilities and services using the order forms provided.



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Stand Cleaning

Shell Scheme Package stand exhibitors will have **basic stand cleaning** the night before the show opens included as part of their package.

All other exhibitors are responsible for **arranging their own stand cleaning** and may employ the services of the official cleaning company or their stand contractor. **Note that it is the exhibitors' responsibility to remove all stand material at the close of the event.**

Cleaning services can be ordered directly through the BITEC Online Order system <https://bitec-onlineorder.com>

Exhibitors who abandon stand material or excess trash at the close of the expo will be charged for removal.

Suspensions & Rigging

ACL/Aesthetics has been appointed the official Suspensions & rigging contractor for Labelexpo Southeast Asia. Please download the order form from the "Order Forms" section of the manual and complete it before **31 July 2020**.

PLEASE NOTE: the maximum height allowed for rigging is 7 metres.

Storage Facilities

BITEC has no storage facilities. If you require storage for non-valuable items such as empty crates, boxes or cartons, please contact GT Exhibitions. (see Lifting & Handling) who will be able to help you.

Temporary staff & Translators

Asian Exhibition Services (AES) has been appointed the official Temporary staff and Translators service provider for Labelexpo Southeast Asia. Please download the order form from the "Order Forms section" on the manual and send to ops@aesexhibitions.com

Telephones Lines & Internet Access

This service can be ordered directly through the BITEC Online Order system <https://bitec-onlineorder.com>

Visitor Data Capture

Our Marketing team will provide further information in due course.

Water

PX System has been appointed to provide water & drainage to the stands. Please refer to the Order Form in **Section 6** and return it directly to PX System no later than **24 July 2020**

Waste and Ink Disposal

PLEASE NOTE: Exhibitors and contractors are responsible for the removal of all their waste after the show, **leaving no exceptions.** You will be charged for any leftover waste items.

Pape Rolls waste: Paper roll waste disposal it's the exhibitor's responsibility. Please make sure you order the **Daily Garbage Dump Package** under the cleaning service on the BITEC Online Order system <https://bitec-onlineorder.com>

If you prefer to take your used rolls away yourselves, please contact GT/APT for assistance.



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Ink Disposal: we will have Ink Disposal bins in the halls for you to dispose your ink

All common areas must always be kept unobstructed.

All exhibits must be kept within the confines of the stand space and demonstrations must not cause undue congestion and/or obstruction of common areas.

Please contact pramirez@labelexpo.com if you have any concerns regarding waste left your stand.