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**LABELXPO**

**SOUTHEAST ASIA 2020**

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## SPACE ONLY STANDS & SHELL SCHEME PACKAGE STANDS

The exhibition has been sold based on 'Shell Scheme Package' or 'Space Only Stand'.

**SHELL SCHEME PACKAGE STAND** (refer to Shell Scheme Package visual) consists of:

- Rear & dividing shell scheme walls in white of 2.40m height
- Fascia and name board with company's name and stand number – ***please complete the Name board order form in Section 7 and return it to the address show on the form no later than 24 July 2020***
- 3 x spotlights
- 1 x socket point 5Amp. 220v
- 1 x round table
- 3 x chairs
- 1 x lockable cabinet
- 1 x literature rack
- 1 x waste basket
- Dark Grey Carpet

***Please note furniture, spotlight and socket quantities vary depending on the size of the package stand***

Additional fittings and accessories for the shell scheme can be ordered using the order forms in Section 7 of the manual. Order forms need to be submitted no later than **24 July 2020**

### **SPACE ONLY STAND**

As a **Space Only** exhibitor, you have hired the floor space only therefore you are responsible for providing everything within the specified space.

We strongly suggest you use **PX System or Chanyeer**, for the event to design and build your stand. They can provide you with a fully personalised service. They are also fully aware of all relevant legislation and Stand Building regulations at BITEC which will ensure they will be compliant with any relevant regulations.

For any stand design enquiries please contact:

<b>PX SYSTEM Co., Ltd.</b> +662 748 7625 to 9 Ms. Rawiwan (Yim) email: <a href="mailto:rawiwan@pxsystem.com">rawiwan@pxsystem.com</a> Mr. Theerawut (M) email: <a href="mailto:theerawut@pxsystem.com">theerawut@pxsystem.com</a>	<b>ChanYeer Group (China) Co Ltd</b> +86 21 6048 7372 Tony Gu's email <a href="mailto:tony.gu@chanyeer.com">tony.gu@chanyeer.com</a>
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If you wish to use an alternative contractor, please ensure you read the following information and pass a copy to your contractors for their information. It is extremely important that your contractors follow all regulations as detailed below in order to ensure your plans can be approved in good time thus avoiding potential problems and costly amendments.



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**PLEASE NOTE: ALL SPACE ONLY STAND PLANS MUST BE SUBMITTED TO THE ORGANISER TOGETHER WITH A DETAILED RISK ASSESSMENT FOR THE STAND NO LATER THAN 6 July 2020**

**PERFORMANCE BOND (REFUNDABLE) FOR NON-OFFICIAL CONTRACTORS – PX SYSTEM**

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 "Stand Construction" Section on the online manual.**

**PROCEDURE FOR OBTAINING CONTRACTOR PASSES**

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 4 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 98 on EH98. **Please note contractor badges are compulsory for all contractors during the build & breakdown period**

## **STAND CONSTRUCTION REGULATIONS - GENERAL**

**Management Regulations for Construction of ALL stands**

- 1) All exhibitors should select the contractor with proven qualifications to construct their booth and are obliged to require the contractor to implement the construction considering the relevant regulations and construction specifications and carry out corresponding safety measures
- 2) The structure of all exhibition stands must be reasonably designed to ensure security and safety. The construction materials shall be non-flammable or fire retardant
- 3) The designed structural strengths of all exhibition stands shall meet the strength required by the load. During the construction period, efforts shall be made to ensure the overall strength, stiffness, stability and local stability of the exhibition stand structure
- 4) The area of exhibition stand constructed by each contractor must comply with the area specified in the submitted application. The area of construction of an exhibition stand must not exceed the leased area
- 5) For exhibition stand structures decorated with glass ornaments, the glass must be safety glass to ensure security in construction and installation and also must be marked with conspicuous signs in order to prevent glass breaking.



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- 6) For exhibition stands using steel structured standing posts, the standing posts shall use welding-free material with a diameter of over 100mm. Its bottom shall be welded with a secure base with a flange welded on its upper structure to increase the load bearing area of the standing post to ensure the soundness of the exhibition stand structure
- 7) The ground contact width of the main load-bearing wall in an exhibition stand structure shall be not less than 120mm, to ensure the contact area between the wall body and the ground. For walls with a large span of over 6m and steel column framework structures, connecting beams shall be added on the top, with supports fitted between the columns at the bottom of the columns to ensure the overall stiffness and stability of the exhibition stand
- 8) Double Decker or Multi-Deck exhibition stands are not allowed**
- 9) All structural back walls of neighbouring exhibition stands must be properly decorated. Back Walls over 2.5 metres in height must be finished in white**
- 10) Totally enclosed ceilings are strictly prohibited. Exhibition stand ceilings must not obstruct the sprinklers and shall have an open space of over 50% of the total stand area to ensure fire prevention safety**
- 11) All construction institutions must not damage the facilities in the exhibition hall. They are not allowed to drive nails, punch holes, paste adhesives, apply paints or post advertisements within the exhibition hall, on the exterior floor or wall surfaces
- 12) When each contractor is construction an exhibition stands, it shall not create an obstruction in front of fire-fighting facilities, electric equipment, emergency exits and audience passages etc inside the exhibition hall
- 13) No inflammable or explosive materials shall be used for the construction of an exhibition stand and no paint spraying, or paint coating shall be carried out inside the exhibition hall
- 14) When personnel or contractors are working at height, they shall use qualified and safe elevators and operation platforms and be fixed to safety belts. To protect personal safety, a safety zone shall be set up in the surrounding area which should be monitored by dedicated personnel with warning signs set up around the safety zone
- 15) Once the exhibition starts, the contractor must appoint an on-site safety principal and dedicated personnel to stay on duty at the site in order to facilitate problem handing when issues arise  
Contractors shall complete the construction within the prescribed time and area, and take care of security work such as fire and burglary prevention. Contractors must appoint a site principal at the construction site, whose registration and filing shall be done at the time of completing construction formalities
- 16) Processing tools such as electric saws or electric planes shall not be used for construction inside the exhibition hall nor shall open fire operations such as electric welding or pneumatic welding.
- 17) The selection of construction materials for exhibition stands must comply with criteria issued by relevant national authoritative departments regarding material usage for temporary buildings and be implemented in a rational way by taking into consideration the features of the exhibition. The selected materials must conform to national requirements on environment protection and firefighting
- 18) Exhibition stand structures must not use thin load-bearing structural parts with pipe wall thickness of 0.8mm not shall heavily rusted load-bearing structural parts be used
- 19) All contractors working in the hall must wear identification badges provided by the Organiser
- 20) Removal of rubbish – during the build up period, exhibitors and contractors will be responsible for the day to day removal of debris



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- 21) Exhibitors and their appointed contractors must strictly adhere to the build up and breakdown schedule
- 22) All materials must be fire retardant – minimum flame spread rating of Class 2
- 23) All booths must be carpeted or laid with some form of flooring as clear demarcation of contracted space. All carpet and floor coverings must be fixed with double side tape to be removed during the dismantling period. The use of paints or other adhesives is prohibited
- 24) 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
- 25) At the close of the exhibition, it is the joint responsibility of the exhibitor and contractor to dismantle and remove the stand in accordance with the dismantling schedule specified by the Organisers. All debris and carpets must be cleared by the exhibitors and/or contractors. Failure to do so will result in exhibitors being liable for a fee
- 26) **Portable compressors are NOT permitted – mains compressed air must be ordered via the forms in Section 6 of this manual**

#### **BUILD HEIGHTS**

**PLEASE NOTE THAT THE MAXIMUM BUILD HEIGHT FOR SINGLE STOREY STANDS is 4 METRES.**

**PLEASE NOTE: Double Decker stands are not allowed.**

**All stands plans MUST be sent to the organisers for approval. All double level stands will also need to be approved by the venue health and safety team**

Please contact the Organiser if you have any concerns regarding build height in your allocated space on the plan

The structural part of the booth cannot hang from the structures of the hall. In the case of infringement of the conditions specified here, the Organisers reserve the right to take action in accordance with the general terms of participation.

## **STAND CONSTRUCTION REGULATIONS - OTHER**

### **1. GENERAL**

#### **1.1 INTRODUCTION**

All work must be carried out in conformity with the requirements of the venue. Should you have any queries, please contact the Organisers. Failure to observe these regulations may result in delays, restrictions and criminal proceedings against the exhibitor.

#### **1.2 NOTIFICATION OF CONTRACTORS**

Exhibitors must notify the Organisers as soon as possible of the names of their stand contractors via the **Space Only Plans** form in **Section 6**.



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## **2. PLAN PRESENTATION & SUBMISSION FOR APPROVAL**

### **2.1 GENERAL**

All space only exhibitors are required to submit full dimensional stand design drawings. Plans must be in English, to a recognised scale not less than 1:50 and be submitted by **6 July 2020**. They should be clearly marked “**RE: LABELEXPO SE ASIA**” and sent together with the Space Only Stand Plans form and a completed Risk Assessment to the following:

Pere Ramirez  
Tel: +44 208 846 2930  
Fax: +44 208 846 2801  
Email: [pramirez@labelexpo.com](mailto:pramirez@labelexpo.com)

Claire Comery  
Tel: +44 208 846 2706  
Fax: +44 208 846 2801  
Email: [ccomery@labelexpo.com](mailto:ccomery@labelexpo.com)

### **2.2 SINGLE STOREY STANDS OVER 2.5 M AND UNDER 4 M IN HEIGHT**

TWO copies of plans should be submitted. They should include the following details:

- a) A plan showing location within the exhibition;
- b) A plan view with external dimensions, indicating which sides are open onto gangways, plus the location of any hall column and its dimension to the nearest stand edge;
- c) Elevation views, indicating clearly the heights of all stand fittings;
- d) Details of all walling, platforms, demonstration areas, exhibits, graphics, etc;
- e) Details of materials and fire protection.

### **2.3 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 6 on the online manual.**

## **3. DESIGN OF STAND**

### **3.1 GENERAL**

The design of the stand must be such that the stand can be erected and dismantled within the time given.

### **3.2 HEIGHT LIMITS & PARTITION WALLS**

Exhibitors are required to construct freestanding partition walls between their own & adjoining stands. These must be to a minimum height of 2.5m and maximum height of 4m. Note: Where



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partitioning walls are constructed over 2.5m in height, it is the responsibility of the exhibitor constructing the wall to dress the rear of the partition wall down to a height of 2.5m **in white** as agreed by the neighbouring exhibitor. **All Space Only stands MUST be approved for construction by the Organiser**

The maximum height limit for any form of stand fitting, lighting, structures and/or graphic towers is:  
**4m for ALL other stands**

Maximum height includes platforms and the use of flags. Logos and branding are not permitted on the rear face of partition walls when these walls overlook neighbouring stands.

### **3.3 OPEN FRONTAGES/SOLID WALLS**

**Stand walls (above 1.5m in height) that are on a gangway facing another exhibitors' stand should generally not exceed 4m in length without an opening or glazed panel.** Walls should either have natural breaks, glazed panels or open view. In circumstances where an opening or vision panel is not practical, such as the wall of a plant room behind a machine, then a plan must be submitted, and written permission given from the Organiser for an exception to the above rule.

### **3.4 SPACE ONLY STAND NUMBERING**

All Exhibitors should display their company name and stand number prominently on their stand so that they can be viewed from each approaching gangway. This will assist visitors in locating their position within the hall and finding the stands they wish to visit.

### **3.5 OBSTRUCTING GANGWAYS**

No part of any stand or exhibit, including fascia, signs, lighting, corner posts, etc, shall project into or over the gangway or obscure any fire or exit signs and the Organisers reserve the right to remove any such item.

### **3.6 LINKING STANDS**

Exhibitors who have stands either side of a gangway must be given permission to link their stands. This will be by means of a lightweight lattice structure (Trilite type), positioned at a height no lower than 3 m and no higher than 6 m from the Hall floor. This structure must be completely "open" and purely give an indication that the stands are linked. Full details should be forwarded with stand plans.

**Note: Each stand will require its own electrical mains connection.**

### **3.7 PLATFORMS**

Platforms are not essential but where they are incorporated into the stand design the following regulations apply. The general height may not exceed 100 mm (4") but areas may be super-elevated for display purposes. Details of super platforms, above the height of 600 mm (24") to which people have access must be submitted to the Organiser for approval by the Authorities. Corners should be rounded off and platforms should incorporate a ramp into their design for disabled access to meet the requirements introduced under the recent Disability Discrimination Act.

The flooring must not be less than a nominal 25 mm (1") thick & be laid with close joints. Platforms must be of a strength and stability enough to carry and distribute the weight of the stand fitting, stand personnel, visitors and exhibits having regard to the loading limits of floors.



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### **3.8 DOORS AND WINDOWS**

To avoid accidents, all doors and windows along gangway edges must open inwards. Other doors and windows that open outwards should not exceed beyond the site boundaries.

### **3.9 SUSPENSION AND FIXING TO THE EXHIBITION PREMISES**

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.

### **3.11 MEANS OF ESCAPE - ENCLOSED AREAS**

Alternative means of escape and adequately maintained general and safety lighting with exit notices illuminated by both primary & secondary lighting systems shall be provided to any enclosed stand.

## **4. MATERIALS**

### **4.1 TIMBER**

All timber less than nominal 25 mm (1 inch) in thickness and plywood, hardboard, block board and chipboard less than 18 mm (3/4") must be rendered flameproof by a recognised process to a Class 1 standard when tested in accordance with BS 476 part 7 - 1971. Ply-Hard and pulp boards which have been rendered flameproof in a manner approved shall be branded with a recognised mark.

### **4.2 PLASTICS**

The use of plastic of a grade less than Class 1 BS 476 Part 7 - 1971, whether in stand construction or display arrangements is prohibited. Limited amounts of plastic materials of a grade better than Class 3 can be permitted providing the details are submitted prior to construction.

### **4.3 TEXTILE FABRICS**

Textile fabrics - unless incombustible - may not be used for partitioning stands or for forming offices or the back or sides of stands and so far as they may be used for decorative treatment of such portions, the fabric must be backed with materials similar to that required for the construction of the stands. They shall be fixed taut to the backing board and secured at floor level by a skirting board not less than 75 mm deep.

### **4.4 PAINTS**

All painting must be carried out in water paint. Finishes that have a base of oil or cellulose must not be applied on site.

### **4.5 CARPET TAPE**

When fixing your own carpet, please note that only low adhesive exhibition carpet tape may be used. You must remove all carpet tape at the close of the exhibition and charges will be levied for non-compliance. Please specify details when you submit your stand plan to the Organiser.



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## **5. GASES**

### **5.1 MAINS SUPPLY**

Compressed air and water services can be ordered through PX System using the forms provided in **Section 6** of this manual.

### **5.2 COMPRESSED GASES**

All stands proposing to use compressed gases must first obtain written approval from the Fire Office – no use will be permitted without this authorisation. Details can be submitted to the Organisers and should show the gases or liquid proposed and the sizes of their cylinders or vessels with their working pressures. Where compressed air, oxygen, hydrogen, dissolved acetylene or liquid under pressure is supplied in steel cylinders, such cylinders must bear test marks in accordance with Government recommendations and may only be brought into the halls with the prior consent of the Fire Officer. Other vessels containing liquids or gases under pressure must be fitted with approved safety valves and a certificate in respect of a recent pressure test by a recognised authority must be available for inspection for each vessel.

Cylinders must not be stored on the stand but in the gas cylinder store under control of the Fire Officer and exhibitors should liaise directly with the lifting contractor concerning their transportation between the store and the exhibitors' own stand.

All piping for compressed air, gases, etc must be of rigid tube with welded or screwed connections.

**Compressed Air** – Please note that portable compressors are not permitted at BITEC for Health & Safety reasons. It is imperative that you order Compressed Air through the official contractor PX System– see form in Section 6 of this manual) in advance as portable compressors will not be permitted.

## **6. HAZARDOUS ITEMS/PROCESSES**

### **6.1 COSHH**

The use of all toxic & hazardous substances is prohibited without written approval from BITEC and the Organiser. Applications should be accompanied by a risk assessment including details of measures taken protecting employees & workers on adjacent stands and they should be submitted at least one month prior to the exhibition.

### **6.2 EMISSIONS, EXHAUST & FUMES**

Any exhibit or process which generates, blows out or otherwise emits fumes, exhaust or smoke is subject to inspection by the Organisers.

The Organisers reserve 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.

### **6.3 BOILERS, STOVES & FURNACES**

Precautions must be taken to prevent the transmission of heat to a combustible part of the stand & to the Hall floor. A suitable non-combustible insulating material of enough thickness must be





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inserted between the equipment & the stand.

#### **6.4 MACHINERY & APPARATUS**

All machinery & operated apparatus must be fitted with guards & must only be demonstrated or operated by persons authorised by the exhibitor.

#### **6.5 WELDING**

Where welding & other heat generating operations are carried out adequate precautions against damage to property or injury to persons by fire or hot metal are taken.

#### **6.6 RADIOACTIVE SUBSTANCES, LASERS, OBNOXIOUS SUBSTANCES & FLAMMABLE OILS**

Specific regulations exist concerning the exhibiting of such items & their use is prohibited without prior permission from the venue. Please forward written requests to the Organisers giving full details of the intended activity & any control measures to be taken.

#### **6.7 WASTE**

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.

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](mailto:pramirez@labelexpo.com) if you have any concerns regarding waste left your stand.