

RULES & REGULATIONS

1. APPLICATION FOR PARTICIPATION & ACCEPTANCE

- All application for participation must be submitted using the official form accompanied by the total booth(s) charges.
- The Organiser reserves the right to accept or reject the Exhibitor's application without assigning any reason whatsoever.
- The Organiser shall inform the Exhibitors the non-acceptance of their application as soon as practicable together with full refund of any payment made.

2. BOOTH ALLOCATION

- The Organiser reserve the right to change position of or relocate the Exhibitor booth at any time prior to the commencement of the build-up of the Exhibition should exceptional circumstances demand as and when they deem fit. Such changes shall be at the discretion of the Organiser and the Exhibitor shall have no claim for compensation as a result of the changes.

3. WITHDRAWAL OR CANCELLATION

- In the event of an Exhibitor's withdrawal from the Exhibition, all payments made by the Exhibitor shall be forfeited.

4. FAILURE TO EXHIBIT

- In the event where the Exhibitor fails or refuse to exhibits, the Exhibitor shall be liable for the full amount stated in the booking plus any additional costs incurred by the Organiser as a result of such failure or refusal to exhibit.

5. ATTIRE

- All Exhibitors must be properly attired. No short, slippers, singlet will be allowed. The Organiser reserves the rights to refuse admission to any person(s).

6. LIMITATION OF LIABILITY

- The Organisers and the Official Contractor shall not be liable for the safety and security of Exhibitors, their personnel/ employees, representatives, agents or guest nor for any exhibits, materials, articles, documents or other property of whatever kind brought into the Exhibition venue at any time during the Exhibition.
- The Organiser and the Official Contractor shall not in any event be held responsible for any restriction or conditions which prevent the construction, erection, completion, alternation or dismantling of stands or the entry, sitting or removal of exhibits or for the failure of any services or amenities provided by the hall landlords or their third parties.
- The Exhibitors agrees to defend and hold harmless the Organiser and the Official Contractor from all liabilities, claims or expenses for any trade mark, copyright, or patent infringement arising out of the operation or promotion of their exhibits.

7. EXHIBITOR'S INSURANCE

- Exhibitors shall make sure they are fully covered by insurance including, but not restricted to, all risks on their property, exhibits or article of any kind, public liability and comprehensive protection against any loss or damage caused by any circumstances whatsoever whether by reason of fire, water, theft, accident or any other causes. The Exhibitor shall insure against, indemnify and hold the Organiser harmless in respect of all costs, claims, demands and expenses to which the Organiser may in any way be subject as a result of any loss or injury arising to any person (including members of the public or the Orgniser's staff, agents or contractors) or property howsoever caused. If the Organiser seek demands the Exhibitor shall provide proof the Organiser that the Exhibitor has adequate insurance cover.
- Exhibitors must ensure that their temporary staff and the staff of their servants, agents or contractors are insured against claims for workman's compensation. The period for which such insurances shall be maintained shall run from the time the Exhibitor or any of his servants, agents or contractors first enters the exhibition grounds, and to continue until he has vacated the exhibition grounds and all his exhibits and property have been removed.

8. GROUP STANDS

- Contracting parties for group stands and national group are responsible for ensuring that all Exhibitors within their group are fully aware of, and agree to abide by the Rules & Regulations of the Exhibition.

9. SUBLETING OF BOOTHS / SPACE

- The Exhibitor must not transfer, dispose of, part with or otherwise sublet the whole or any part of his site, whether for financial consideration or otherwise. The Exhibitor must, if he is an agent, distributor or licensee, state at the time of contract the names of the principals to be represented. This does not prohibit an Exhibitor displaying the products of a principal for whom he becomes agent, distributor or licensee after time of contract, with the prior written permission from the Organiser.

10. FORCE MAJEURE

- The Organiser shall not be liable to the Exhibitor by reason of any cancellation or part-time opening of the exhibition, either as a whole or in part, for any non-performance of their obligations under this contract or for any amendments or alterations to all or any of the Rules & Regulations of the Exhibition in each case to the extent that such occurrence is due to any circumstances not within their control.

11. PROMOTION DURING THE EXHIBITION

- Exhibitors are not allowed to place/ distribute any stickers, signs or posters, leaflet/ flyers etc anywhere in the hall other than within their own stand. Likewise, Exhibitors/ their representative(s) may not promote/ solicit business, distribute brochures, invitations, etc at anywhere at the Exhibition venue other than within their own booth.

12. SAFETY & SECURITY

- Exhibitors and their staff will not be allowed in the exhibition hall after the show hours. If your displays are very valuable or sensitive and you wish to hire security personnel to attend to your stand exclusively during off show hours, please contact the Organiser for security services. *(Please note that you may not use personnel from any other security agency)*
- All personnel in the exhibition halls must wear identification badges at all times. Exhibitor Passes and Temporary Work Passes are available from the Organiser's Office on site.
- For security and safety reasons, exhibit movement in or out of the hall during show hours is not permitted.
- Loading & unloading goods is strictly at the designated loading bay. Only hand carried items are allowed in from the main entrance/ door.
- Security guards will patrol the exhibition site in general, but their duties will not include specific attention to individual stands.
- The Organiser reserves the right to request any of the Exhibitors, their personnel, representatives, agents, promoters, contractor or guest to leave and vacant the Exhibition Venue as well as remove their exhibition materials if they should in any way cause disorder/ chaos, discomfort or threaten the safety and smooth proceedings of the exhibition in any manner whatsoever.

13. STANDARD SHELL SCHEME BOOTH (3mx3m)

- Booking for each 9 sq.m booth will be provided with standard fittings as follow:
 - Rear and dividing wall partition of 2.2m/ 7ft high, aluminium system and 3mm white panel.
 - One Fascia board with company name and booth number
 - One unit information desk
 - Two unit folding chair
 - One unit waste paper basket
 - Two units fluorescent light
 - One unit 13amp/240v single phase power point
 - One lot carpet

- There will no discounts on any items replaced/ omitted.
- There will be certain charges imposed by the Official Contractor for any removal/ additional item to the booth.
- No drilling or nailing on the booth structure or panel.
- Any form of graffiti/ sticker/ painting on the booth panel is not allowed. Exhibitors who wish to do any changes to the standard booth may deal directly with the Event Manager.
- Exhibitors setting up/ decorating their own booth undertake full responsibility for any damages which may be done by any of their employees including appointed sub-contractors at the Exhibitions hall.

14. STAND FITTING / CONSTRUCTION

- Exhibitors are encouraged to use the Official Contractor to do their build-up. However they may opt to appoint their own contractor to undertake the construction of their booth. The electrical installation must be carried out by the Official Contractor.
- All Exhibitors must seek approval from the Official Contractor for any exhibits that exceeds 2.44m / 8ft in height.
- Exhibitors are responsible and liable for any such contractor's observance of all Rules & Regulations, including the strict observance of the build-up and dismantle schedule.
- The Official Contractor reserves the right to charge any such Exhibitor and / or contractor who have violated any rules or regulation or delay in the build-up or dismantlement, for additional works required as a result of the violation.
- All non-official stand contractor is required to place a refundable deposit of RM100.00 per square meter per booth with the Official Contractor to serve as a performance bond as well as damage deposit.
- A non-refundable administration fee of RM30.00 per square meter per booth is payable by the Exhibitor's contractor to the Official Contractor prior to commencing works. The Exhibitor undertake to ensure that their contractor adhere to this requirement. This fee is for the general administration by the Official Contractor throughout the exhibition period.
- The Organiser and the Official Contractor shall not be responsible in whatsoever manner and on whatever ground for any delay caused by the Exhibitors' contractors in failing to comply with those terms and conditions as may be imposed by the Venue Provider.
- All Exhibitors constructing their own booth must submit a detailed drawing with dimensions illustrating the design of their booth for the Official Contractor for approval.
- At the end of the Exhibition, the Exhibitor must ensure either itself or its contractor to dismantle and remove the booth/ exhibits including debris in accordance with the dismantling schedule.

15. GENERAL STAND CONSTRUCTION RULES

- No person under any circumstances shall cut into or through any floor covering or wall nor alters any stand service structure. Any such damage to stand structures or exhibition premises will be invoiced to the exhibitor.
- NO welding, heavy sawing, suspension from the exhibition hall ceiling structure, nailing, drilling or fixing onto the floor. Inclusive of any column, wall or any other part of the venue.
- DO NOT uses the back panel of a wall or neighboring stand to put up decoration, any sign or company name.
- NO exhibitor may place any display material and exhibit or allow dividing wall or any part their stand design and fitting beyond their contracted boundary.
- All other constructions, installations or activities carried out, apart from those agreed in the sales package, shall be at the expense and responsibility of the Exhibitor, and be done in such a manner as to cause no unnecessary disturbance or disruption to the activities of the other users of the venue.

16. ELECTRICAL INSTALLATION

- Power points supplied are used for running equipment/ exhibit only. If used for lighting purposes, some lighting connection charges will apply.
- Multi socket points is strictly prohibited to avoid any overloading as this may lead to a trip in the incoming power supply and cause damages and inconvenience to other exhibitors. Exhibitor whose electrical fixtures are found to have been the cause of trips in power supply will be responsible for all re-energisation charges.
- All lighting connection work must be done by Official Electrician. Without any exception, Exhibitors including those who provide their own lighting fixture will be charged the lighting connection rate as per order form.

17. FOOD & BEVERAGES

- Borneo Convention Centre Kuching is the exclusive supplier of food and beverage. No outside food and beverage may be brought into the Exhibition hall and served on stand without prior approval from the Borneo Convention Centre Kuching. The Centre reserves the right to remove any food not authorized by the Centre.
- Exhibitors can order on-stand catering by completing the Booth Catering Order Form, Beverage Order Form and Payment Detail Form and return to the Centre Exhibition Services before the exhibition commence.
- The Café/ Kiosk is located outside the Exhibition hall. All food and beverage at the kiosk will be provided by the centre's Culinary Department.

18. CLEANING/ RUBBISH REMOVAL

- During the build up and dismantle periods Exhibitors and their contractors must be responsible for the removal of their own stand building/ dismantling materials and rubbish. Debris must not be deposited into the venue's garbage or disposal bins. All construction debris from the booths/ stand after each build up/ dismantling must be cleared before the official contractor takes over the responsibility.

19. DANGEROUS MATERIALS

- The following are not allowed into the Exhibition hall.
 - a) Naked lights and lamps or temporary gas
 - b) Explosives, petrol, dangerous gases or highly inflammable substances
 - c) Radioactive materials
 - d) Arms, guns, swords, ammunition and other good of dangerous nature and goods prohibited by the laws of Malaysia.

20. OPERATION OF EXHIBITION BOOTH

- No Exhibition Booth/ Stand may be dismantled or removed in part or in whole before the exhibition end.
- Exhibitors will be provided with three Exhibitor's badges per booth free of charge. Additional badges can be purchased from the Organiser at RM10.00 each.
- Exhibitors are required to wear their badges at all times within the Expo area.
- The Exhibitor Badges are non transferable.
- Only Exhibitors with valid badges are allowed for entry to Exhibition hall before Exhibition hours.
- Exhibition hall will open to Exhibitor half an hour before the opening hours during the Expo.
- General hall lighting and air conditioning will be switched on half an hour before the exhibition opens and switched off 30 minutes after the exhibition close throughout the whole Exhibition period.
- All activities and display items(model, bunting stand, rack etc) conducted by Exhibitors must be within the booth/ stand space only. Exhibitors must ensure all activities must not be of annoyance and causing harm or injury to neighboring booths, visitors and to the venue fixture and fittings.

21. LOADING BAY

- Loading and unloading goods/ exhibits/ buildings materials is strictly at the designated loading area. Only hand carried items are allowed through the main entrance/ door.

22. JURISDICTION

- In the case of a certain dispute or any problems which occurred throughout the whole duration of the Exhibition (inclusive of build up and dismantling hours), the organiser's decision will be final.