

Exhibitor Manual

This Manual contains information to help you plan a successful exhibition, to avoid problems and to enjoy a smooth and stress-free experience in the run-up to the event and during your time onsite.

Please take the time to read the contents and ensure that you meet all the deadlines. It will give you peace of mind and could save your company the expense of late order surcharges. We strongly recommend that you bring a copy onsite of all the order forms you submit for your own reference and to ensure that queries, should they arise, will be clarified and dealt with immediately.

The deadline dates are important!

Please do not hesitate to contact your local person if you need help. Please [click here](#) for details

Organiser

in-cosmetics Asia
Reed Exhibitions Limited
Gateway House
28 The Quadrant
Richmond Surrey
TW9 1DN, United Kingdom

Event Location

Bangkok International Trade & Exhibition
Center (BITEC)
Hall 101-103,
88 Bangna Trad Road (Km.1), Bangna,
Bangkok, 10260
Thailand

Email: incosasia.helpline@reedexpo.co.uk

Website: www.asia.in-cosmetics.com

Tel: +44 (0) 20 8271 2155

Marketing & PR: for all opportunities, many of which are free of charge please [click here](#)

Note: All the information contained in this manual is correct at the time of printing. The Organiser has done its utmost to ensure accuracy and apologises, in advance, for any error and / or omission however it cannot be held liable on any account.

INFORMATION AND RULES & REGULATIONS

(Click on the item to go directly to the page)

IMPORTANT NOTES.....	- 4 -
DEADLINES.....	- 5 -
SELF-HELP CHECK-LIST.....	- 5 -
TEAM CONTACT DETAILS.....	- 6 -
THE EVENT.....	- 7 -
DATE & OPENING HOURS.....	- 7 -
THE ORGANISER.....	- 7 -
THE OFFICIAL CONTRACTORS.....	- 7 -
TIMETABLE OF ONSITE PREPARATIONS.....	- 9 -
ACCOMMODATION & TRAVEL.....	- 10 -
ADMISSION.....	- 11 -
AISLES.....	- 12 -
AUTHORITY ON THE PREMISES.....	- 12 -
AWARDS CEREMONY.....	- 12 -
BADGE SCANNERS.....	- 12 -
BUSINESS CENTRE FACILITIES.....	- 12 -
CATERING.....	- 12 -
CLEANING.....	- 13 -
CLOAKROOM.....	- 13 -
COMMUNICATIONS.....	- 13 -
CUSTOMS CLEARANCE.....	- 13 -
CONTRACTOR / SERVICE PROVIDER BADGES.....	- 13 -
DAMAGES TO PROPERTY / DILAPIDATION.....	- 13 -
DECORATION.....	- 14 -
DEFAULT IN OCCUPANCY / REDISTRIBUTION.....	- 14 -
DELIVERY & REMOVAL OF EXHIBITS.....	- 14 -
DEMONSTRATIONS & WORKING EXHIBITS.....	- 14 -
ELECTRICAL SERVICE.....	- 15 -
ELIGIBLE EXHIBITS.....	- 16 -
EXHIBITOR CONDUCT.....	- 17 -
EXHIBITOR & PRESS LOUNGE.....	-18-
EXPO GUIDE WARNING.....	- 11 -
FIRE PRECAUTIONS.....	- 17 -
FIRST AID.....	- 18 -
FLORAL.....	- 18 -
FORCE MAJEURE.....	- 18 -
FURNITURE.....	- 18 -
GAS USAGE IN THE EXHIBITION HALL.....	- 18 -

HALL SPECIFICATIONS.....	- 18 -
HAND-OVER OF HALL.....	- 19 -
HEALTH & SAFETY.....	- 20 -
HOSTESSES , TEMPORARY STAFF & TRANSLATORS	- 20 -
FREIGHT HANDLING	- 20 -
INSURANCE & LIABILITIES	- 21 -
LATE WORKING.....	- 21 -
LOCAL DELIVERY	- 21 -
LOST PROPERTY	- 21 -
OBSTRUCTION OF AISLES OR STANDS.....	- 21 -
PATENTS & COPYRIGHTS.....	- 21 -
PARKING	- 22 -
PAYMENT FOR STANDS	- 22 -
PERSONNEL & ATTIRE	- 22 -
PHOTOGRAPHY	- 22 -
PREMIUM STAND PACKAGES	Error! Bookmark not defined.
PUBLIC ADDRESS SYSTEM.....	- 22 -
RIGGED BANNERS AND HANGING BANNERS	- 22 -
SECURITY	- 23 -
SHOW PREVIEW MAGAZINE.....	- 23 -
SHOW CATALOGUE.....	- 23 -
SOUND LEVEL.....	- 24 -
SPACE ONLY STANDS.....	- 24 -
SMARTSPACE STAND PACKAGES.....	- 24 -
STANDARD SHELL SCHEME	- 27 -
SPREADER PLATES.....	- 28 -
SUB-LEASING.....	- 28 -
WASTE MATERIAL STORAGE & REMOVAL	- 28 -
WI-FI.....	- 29 -

IMPORTANT NOTES

1. **IF THE EXHIBITOR DOES NOT COMPLY WITH THE DEADLINES / INSTRUCTIONS SET OUT IN THIS MANUAL IT WILL AUTOMATICALLY EXEMPT THE ORGANISER OF ANY RESPONSIBILITY FOR DAMAGES THE EXHIBITOR MAY OCCUR. THIS APPLIES TO THE ENTIRE EVENT: BUILD-UP, OPEN DAYS AND BREAKDOWN WITH NO PREJUDICE TO OTHER REGULATIONS.**

2. Exhibitors and Contractors building stands in the exhibition must comply with all the Exhibitor Manual Rules & Regulations stated herein and in the Event Rules and Regulations that accompanied the original contract to exhibit.

a. Height limitation is 2.5m for Standard Shell Scheme and 4m for Space Only stands. Any exhibit or stand construction wishing to exceed the above mentioned height must submit technical drawings in quintuple by **28 September 2018** to seek prior written approval from the Organisers. Any structural engineer fees must be paid by the exhibiting company.

b. Exhibitors may not utilise the wall of adjacent stands.

c. The Organiser reserves the right to request an Exhibitor to change, modify, move or shorten any wall, if such is the opinion of the Organiser, or where it may obstruct the reasonable view or exposure of neighboring exhibitors' stands.

d. Exhibitors cannot display his name board, logo or signs over the sides of another adjacent exhibitor's back wall or side wall other than on his own sides.

3. Only general hall cleaning is provided. This includes cleaning of shell scheme stand carpet and emptying of waste baskets for all stands. Cleaning of exhibits is the responsibility of each exhibitor. The removal / disposal of construction debris during build up and tear down period is the responsibility of exhibitors or their appointed contractors.

4. Requests for any exhibition services received after **14 September 2018** will only be granted subject to there being sufficient availability to do so.

5. Exhibitors must have adequate insurance coverage against all eventualities throughout the entire exhibition tenancy for their personnel, equipment, third party liability claims and movement of equipment in and out of the Exhibition Hall.

6. No-one under the age of 16 years old will be permitted in the Exhibition hall throughout the entire build-up, show open days and tear-down period. This equally applies to exhibitors' children.

7. This exhibition is open to trade visitors only. Those who are not connected to the industry will not be admitted. The Organiser reserves the right to grant or deny entry to the exhibition at their discretion.

8. The rules governing this Event must be read and observed by all employees, suppliers and third-party companies to avoid last-minute disruptions. Ignorance of the rules laid down in this Manual may incur penalties for exhibitors and their third-party suppliers (assemblers, furnisher, subcontracted workers and any other people involved in the Event). Should any lapses to these rules occur, of any nature, responsibility for them lies with the exhibitor in question, and ignorance of these rules cannot be pleaded.

9. Exhibitors and their third-party suppliers agree that should any issue involving stipulations laid out in these guidelines arise during the build-up, open days or breakdown of the Event, no matter the type or source, this will be exclusively settled by Reed Exhibitions, with all parties obliged to accept the course of action, whatever that should be.

10. Exhibitors late in making payments must fulfil their obligations towards the Organiser in order to obtain the area set aside for them to erect their stands, as these obligations are for contractual products or assembly and service fees. Without proof of these obligations being discharged, the Exhibitor's participation in the Event is prohibited.

IMPORTANT DEADLINES

28 Sept	Complete the online company descriptions in the Exhibitor Portal for the Catalogue
14 Sept	Final day for requests for Electricity and other services without incurring a surcharge
19 Oct	Register your Exhibitor Badges

Exhibitor badges a separate email will be sent to all exhibitors with the process to order exhibitor badges before the show. Any requests made during the Event will need to be made at the Exhibitor registration desk. To avoid delays and difficulties, please ensure you have your exhibitor portal login and password always to hand.

SELF-HELP CHECK-LIST

ACTION	COMPLETED
Have you read all the instructions?	
Have you forwarded these to your staff and third-party companies?	
Have you arranged:	
- Catering Services?	
- Cleaning Services?	
- Hostess, Translators?	
- Internet?	
- Travel and accommodation for your representatives?	
- Insurance?	
- Shipping of Samples (must be done early as Thai customs can take a while to clear)	
- Brochures and Handouts?	
- Merchandising?	
Space Only stands: Submitted your Space Only technical plans and registered your stand contractors. Paid the Administrative Fee and Refundable Guarantee Deposit?	
Ordered your Exhibitor Badges?	
Ordered your letters of invitation for Visa application proposes? (if necessary)	
Have you paid all exhibiting fees?	
Have you requested additional Electrical Installation/Sockets/Plug Adaptors if necessary?	
Have you removed all Promotional Material from the stand once the show has ended? (a waste charge could be incurred if not)	

TEAM CONTACT DETAILS

(Click on the contact name to send us an email)

South Korea

[Jenna Lee](#)

Sales Manager

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United Kingdom

[Jozef Chapman](#)

International Sales Executive

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THE EVENT

in-cosmetics Asia 2018 - The leading exhibition and conference in Asia Pacific for personal care ingredients

THE VENUE

Bangkok International Trade & Exhibition Center (BITEC), Halls EH101-EH103

88 Bangna-Trad Road (km.1), Bangna, Bangkok 10260, Thailand

Tel: +66 2726 1999 Fax: +66 2726 1943

For location and map, please visit: www.bitec.co.th

DATE & OPENING HOURS

Tuesday 30 October 2018 10:00-18:00

Wednesday 31 October 2018 10:00-18:00

Thursday 1 November 2018 10:00-17:00

THE ORGANISER

Reed Exhibitions Limited

Gateway House, 28 The Quadrant, Richmond

Surrey TW9 1DN, United Kingdom

Email: incosasia.helpline@reedexpo.co.uk

www.asia.in-cosmetics.com

Tel: +44 (0)20 8271 2122

We are here to assist you. Any problem that may arise onsite affecting exhibitors or contractors should be referred to Reed Exhibitions at the Organising Office immediately. Prompt action will be taken to resolve the difficulty.

THE OFFICIAL CONTRACTORS

Official Stand Contractor

Cityneon Network Co., Ltd.

436/36-39 Soi 20 Mithuna Road, Huaykwang, Bangkok 10310 Thailand

Contact: Ms. Sriwan Sornprasith

Tel: +66 2690 2682 to 4, +66 2690 3180 Fax: +66 2690 3929

E-mail: marketing@cityneonthailand.com op@cityneonthailand.com

Electrical Water / Drainage / Air Supply Contractor

Exhibition Design & Lighting Co., Ltd.

1326, 1328 Soi Intramara 26, Suthisarnvinitchai Rd., Dindaeng, Dindaeng Bangkok 10400 Thailand

Contact: Mr. Teeranan laejabok / Mr. Anulux Rayphech

Tel: +66 2693 9544 to 48 Fax: +66 2693 9549 to 50

E-mail: edlx@ksc.th.com Website: www.edlcdesign.com

Special Furniture Rental

U-RENT Co., Ltd.

119 Moo 3, Theparak Road, Theparak, Muangsamutprakarn, Samutprakarn 10270, Thailand

Contact: Ms. Thalini Somjainit

Tel: +66 2380 1720 to 2 Fax: +66 2758 4218

E-mail: thalin@u-rentthai.com sales@u-rentthai.com Website: www.u-rentthai.com

Freight Forwarder

Schenker Ltd.,

2 Sylvan Court, Sylvan Way, Basildon, Essex, SS15 6th. United Kingdom

Contact: Mr. Gary Sanderson

Tel: +44 (0)1268 632 210 Fax: +44 (0)1268 417 853

E-mail: gary.sanderson@dbschenker.com

Official Audio/Visual Contractor

Boomerang Organize and Consultant Co., Ltd.

102/3. Home Place Stories 3, Moo 9, Bangkuay-Sainoi Rd, Banglane, Bangyai, Nonthaburi 11140, Thailand

Contact: Ms. Patchanee Tip-apa-Kul

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Mobile: +66 86 399 3119 , +66 89 008 4334

Email: boomerang2009@hotmail.com

Accommodation and Travel

Dovetail Foks / HotelMap

Contact : antonio@hotelmap.com

Tel: +44 20 7292 2320

in-cosmetics Asia 2018 travel page:

Website: <http://asia.in-cosmetics.com/visit/book-accomodation/>

Communications / Floral / Catering

Bangkok International Trade and Exhibition Center (BITEC)

88 Bangna-Trad KM.1., Bangna-Trad Road, Bangkok 10260, Thailand

Please refer to relevant Order Forms for individual contact persons

Temporary Stand Personnel / Registration of Contractors / Details of Working Exhibits

Reed Tradex Co., Ltd.

32nd Floor, Sathorn Nakorn Tower, 100/68-69 North Sathorn Road, Bangrak, Bangkok 10500, Thailand

Contact: Ms. Achareeya Yanprasitwet

Tel: +66 2686 7355 Fax: +66 2686 7288 Email: operations@reedtradex.co.th

Show Catalogue (Advertising and Editorial)

ShowTime Media Services (SMS)

Suite 5, 37 Bury Mead Road, Hitchin, Hertfordshire, SG5 1RT, United Kingdom

Contact: David Benson

Tel: +44 (0)1462 420009 Fax: +44 (0)1462 642464 Email: in-cosmetics@showtimemedia.com

PR and Press

Storm Communications

7 The Arches, Chancel Street, London, SE1 0UR, United Kingdom

Tel: +44 (0)20 7240 2444,

Email: in-cosmeticsasia@stormcom.co.uk

Contact: Adam Craig

TIMETABLE OF ONSITE PREPARATIONS

IMPORTANT NOTES

On Exhibition days, exhibitors are permitted to enter the Exhibition Hall **two hours before opening (08:00)** and remain for **one hour after closing (19:00)** to service their stands. Should exhibitors or contractors need to work exceeding the above mentioned times, please contact the Organisers Office for approval by no later than 15:00 of that day.

The following persons are not permitted to enter or remain during the Assembly and Dismantling periods: persons without ID; without a shirt; wearing shorts or Bermuda shorts. The use of slip-on or open-toed shoes, sandals or slippers is also not permitted.

Exhibits may be delivered to the stand earlier than the date specified only if the stand construction has progressed sufficiently to receive them. If your exhibit is very large or heavy, you should inform the exhibition Organiser and the Official Freight Forwarder, so that special arrangements can be made to move the exhibit in earlier or place it directly onto the carpet before stand construction in order not to block the access route.

On the closing night, **1 November 2018**, the hall will remain **open until 22:00 hrs** for the removal of exhibits.

We strongly recommend that one staff member should remain on your stand to ensure the safety of your displays whilst dismantling is taking place.

BREAKDOWN: The Exhibitor is responsible for removing products and equipment from their stand during the timetabled period below and under the conditions here stipulated. The Organiser recommends that on the last day of opening of the Event, after closing, all samples and other valuable items (DVD players, sound and TV systems) are removed, along with small objects, thus avoiding theft, robbery, damage or losses. The Organiser is not responsible for any problems arising from lack of vigilance.

NOTE: This schedule is correct at the time of publication. If appropriate, an updated copy will be available at the Organisers Office during the build-up period.

ON-SITE OPERATIONS SCHEDULE

BUILD-UP PERIOD	DATE	TIME
Registration of exhibitors	28-29 October 2018	09:00-17:00 Hrs.
"Space Only" Stand Build-up	27 October 2018 28-29 October 2018	12:00-20:00 Hrs. 08:00-20:00 Hrs.
Shell Scheme Build-up	27 October 2018 28 October 2018	12:00-20:00 Hrs. 08:00-20:00 Hrs.
Delivery of heavy exhibits by Official Freight Forwarder	27-28 October 2018 29 October 2018	09:00-18:00 Hrs. 08:00-12:00 Hrs.
Delivery of hand-carried exhibits	29 October 2018	08:00-18:00 Hrs.
Booth interior dressing and positioning of exhibits by Exhibitors	29 October 2018	08:00-20:00 Hrs.
All booths to be dressed and exhibits ready for viewing	29 October 2018	20:00 Hrs.
Hall closed for security seal	29 October 2018	20:00 Hrs.
EXHIBITION PERIOD	DATE	TIME
Exhibition Hours	30 October 2018 31 October 2018 1 November 2018	10:00-18:00 Hrs. 10:00-18:00 Hrs. 10:00-17:00 Hrs.
Hall Open for exhibitor entry	30-31 October 2018 1 November 2018	08:00 Hrs. 08:00 Hrs.
Hall Close for security seal	30-31 October 2018 1 November 2018	19:00 Hrs. 22:00 Hrs.
TEAR-DOWN PERIOD	DATE	TIME
Disconnection / Cut-off of all utilities	1 November 2018	17:15 Hrs.
Collection of rental items	1 November 2018	17:15 Hrs.
Packing of exhibit and removal of hand-carried exhibits	1 November 2018	17:00-19:00 Hrs.
Removal of heavy exhibits and stand dismantling	1 November 2018 2 November 2018	19:00-22:00 Hrs. 08:00-15:00 Hrs.
All exhibits and booth-fitting materials must be cleared	2 November 2018	15:00 Hrs.

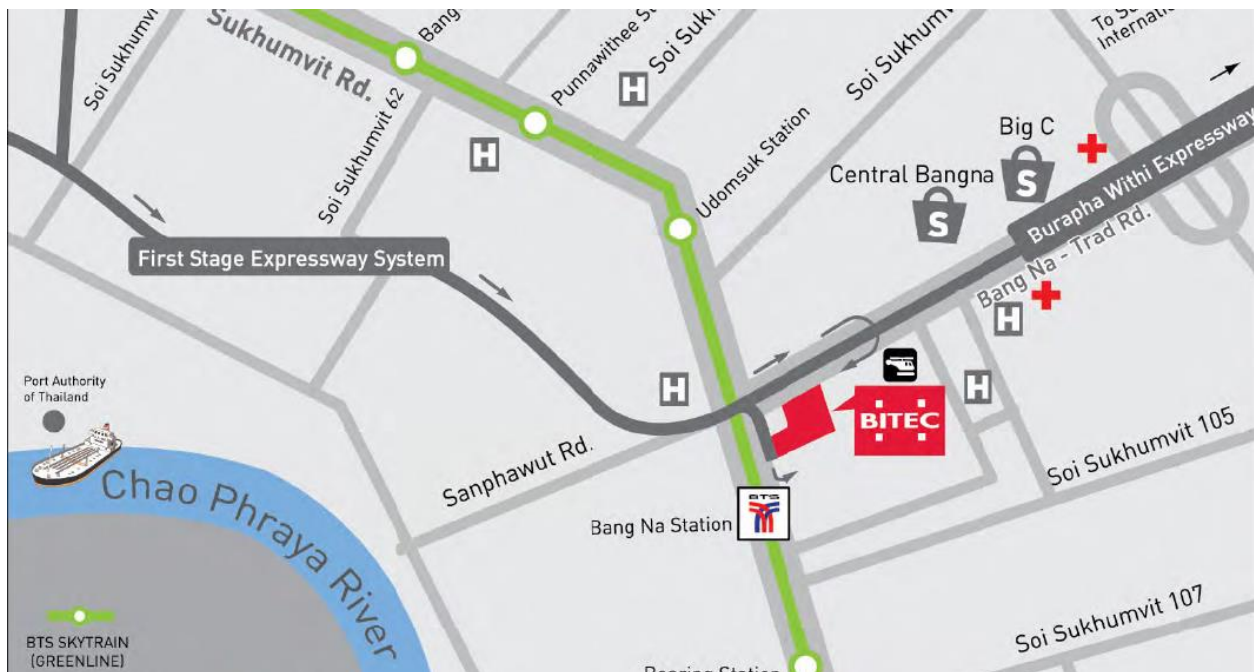
ACCOMMODATION & TRAVEL

in-cosmetics Asia has partnered with HotelMap to bring you a free hotel booking service. HotelMap holds allocations at hotels during in-cosmetics Asia especially for those attending the exhibition.

Please [click here](#) to book accommodation. **HotelMap/Dovetail Foks are the only official appointed travel agents for this event.**

Should you or your colleagues require a letter of invitation for Visa application purposes please select the 'Letter of Invitation' button when registering for your Exhibitor badges online.

Apart from the Skytrain, BITEC is easily accessed by road via the Burapha – Withi Expressway, the Bangna – Trad Road, Sukhumvit Road or the First Stage Expressway System. Extensive under cover and outdoor parking facilities are available within the centre. Taxis are always available at the centre and can be pre-booked at the Business Centre.



(Map of the venue area)

TRAVEL AGENT WARNING

WARNING: Expo Guide, Exhibitors Housing Services, TravelEra and other organisations of this segment seek out exhibiting company's contact details via exhibitor Catalogues. Their current spheres include pan-European, American and Asia-wide companies.

These organisations offer online advertisements. They use a form similar to an Organiser's form to insert data into the online advertisement services at no cost, inviting exhibitors to fill it in to have an entry in the online directory. Exhibitors who sign and return the form are contracting advertising for a three-year period, a non-retractable agreement which will cost the exhibitor a significant amount of money with no foreseeable benefits.

Reed Exhibitions does not work with Expo Guide or other organisations working in this segment. We do not authorise these organisations to use our name or the name of any of our fairs for their business activities.

We advise all exhibitors to be alert to this and other organisations. These organisations may cause great harm to the reputation of all those involved.

ADMISSION

TRADE VISITORS

The exhibition is open to trade visitors / members of the industry, academics and those with proof of relation to the industry through business card / letter of introduction etc. All visitors will be required to register online at www.asia.in-comefics.com (for free entry) or register onsite (and incur an onsite registration fee of

300THB) before being admitted to the Event. No visitors will be admitted half an hour prior to show closure on either show open days. Important: Minors under 16 years old, including children of exhibitors, will not be admitted to the Exhibition Halls at any time. This regulation is enforced for both security and safety reasons and applied to all stages of build-up, show open days and tear-down.

EXHIBITOR BADGES

A SEPARATE E-MAIL WILL BE SENT TO ALL EXHIBITORS WITH THE PROCESS TO ORDER EXHIBITOR BADGES BEFORE THE SHOW.

Badges allowing Exhibitors and their personnel to enter the Exhibition Halls throughout the build-up, show open days and tear-down period will be issued free of charge. For security reasons, Exhibitors must display their badges visibly at all times whilst they are in the Exhibition Hall. Exhibitor Badges MUST NOT be ordered or used for contractors, agents, distributors, visitors or persons NOT working on the stand.

Please collect your badge, holder and lanyard at the Exhibitor Desk in the Registration area from 09:00-17:00hrs on 28-29 October 2018. However, please be patient with the possible queues. Replacement badges can be printed at the Exhibitor Desk in the Registration area.

AISLES

Exhibitors and contractors are not to leave items in the aisles. Exhibitors/Contractors must remove all waste Materials other than small items. During the open period, no objects must protrude from the stands into the aisles nor must furniture, displays or parts of displays be placed in the aisles.

AUTHORITY ON THE PREMISES

The Organiser shall be responsible for and be entitled to act as the owners of the premises throughout the tenancy period. The decision of the Organiser in any problem or dispute will be final.

AWARDS CEREMONY

All exhibitors, visitors, VIPs and Speakers are invited to a reception onsite from 17:00 – 18:00hrs on Wednesday 31 October 2018 on the Innovation Zone where the Innovation Zone Best Ingredient Awards will be presented. An invitation will be emailed to all companies with details.

VISITOR BADGE SCANNERS

It is in-cosmetics Asia's pleasure to give every exhibitor a FREE badge scanner app for your smartphone to easily collect the data of visitors on your stand during the show. We will email every exhibitor and sharing company details on how to download the app. You will just need to go on the iStore or Google Play store and download the "Emperia Scan" app. Using the username and password we will email to you, log in – and then you are ready to start scanning. At the end of the show you can download all your visitor data. More information will become available in due course at <http://asia.in-cosmetics.com/badgescanner>

BUSINESS CENTRE FACILITIES

Located opposite Hall 103 in the registration area, open every day 08:00-18:00.

CATERING

Food outlets are located on the Basement Floor. Stand Catering must be ordered through BITEC.

Please complete the order via the online ordering system: bitec-onlineorder.com

Costs and choices can be found on the link above

Exhibitor cocktail party catering can be ordered through in-cosmetics Asia team. Please send your enquiry to: victoria.turley@reedexpo.co.uk.

CLEANING

The Organiser will arrange for the general cleaning of the exhibition premises and stands (excluding exhibits and displays) prior to the opening of the Exhibition and daily thereafter. It is the responsibility of all Exhibitors to keep their own stands tidy. Exhibitors who, because of working exhibits, are likely to have substantial quantities of waste materials for removal, either during or at the end of each open day, must inform the Organiser in advance so that necessary arrangements may be made, for which a charge will be raised.

It is expressly FORBIDDEN to leave rubbish in the aisles. Non-compliance triggers a fine and the perpetrators having their badges removed.

If you would like to order extra cleaning services, please complete the order via the online ordering system: bitec-onlineorder.com.

Costs and choices can be found on the link above. bitec-onlineorder.com

CLOAKROOM

Cloakroom: located in the registration area, managed by BITEC and free of charge for our exhibitors and visitors.

COMMUNICATIONS

Exhibitors may hire a temporary telephone line for their stands. To order a phone line or internet service, please complete order via On-line system: bitec-onlineorder.com for costs and choices

CUSTOMS CLEARANCE

All items and exhibits entering the Exhibition Hall must first be processed by Customs. Only the Official Freight Forwarder can arrange for the entry and customs clearance on behalf of the Exhibitors. Exhibitors shall check with the Official Freight Forwarder regarding this procedure in all instances. Please note that any item that is not declared to the Customs office will not be allowed to leave the Exhibition Hall once brought in.

If you require an official letter from the organiser to Thai FDA to assist custom clearance, please contact: victoria.turley@reedexpo.co.uk

CONTRACTOR / SERVICE PROVIDER BADGES

Only contractors who submitted the perspective technical plan with clear dimensions approved by the Organiser are permitted to carry out construction in the Exhibition Hall. Contractors will be required to pay the Guarantee Deposit and Admission Fee to the Organiser. Please see more details in the Space Only section, page 23.

Contractor Badges issued to the contractors and their appointed staff is only valid during the build-up and tear-down days for the purpose of construction and dismantling only. Contractors and their staff must display their badges visibly at all-time whilst they are in the exhibition halls. Please complete order form 8 in the order form section of this manual. The contractor badges will not be issued onsite.

DAMAGES TO PROPERTY / DILAPIDATION

Exhibitors are liable for any damage caused to the fabric of BITEC that shall include floors, walls or to standard

stand equipment, or to other exhibitors' property. Exhibitors may not apply paint, lacquer, adhesives, or other coating to building columns and floors or to standard stand equipment.

No construction (floors, walls) in stonework or similar is permitted. Exhibitors are responsible for the cost of making good or replacing any damages or dilapidations to the exhibition premises, whether caused by themselves, their agents, contractors or by any person or persons employed or engaged on their behalf by such agents or contractors. Exhibitors are also responsible for the cost of making good, restoring or renewing any damages or dilapidations to their shell stand structures, floor covering, light fittings, or any part thereof, whether caused by themselves, their agents, contractors or by any person or persons employed or engaged on their behalf by such agents or contractors. The cost of making good any damage will be assessed by the Official Stand Contractor and charged to the Exhibitor. The Organiser, in conjunction with the Landlord will inspect the Halls before build up and after break down of the Exhibition.

DECORATION

The Organiser shall have full discretion and authority in the placing, arrangement and appearance of all items displayed by Exhibitors and may require the replacing, rearrangement or redecorating of any item or of any stand. In all such cases, no liability shall be attached to the Organiser for costs that may devolve upon Exhibitor thereby. No exhibit may be built or erected to exceed the height limitations as set forth in the Exhibitor Manual and Regulations that accompanied all contracts to exhibit. Any Exhibitor whose stand exceeds the height limitation without written authority from the Organiser will be required, at their own expense, to alter the display in order to comply with the Regulations.

DEFAULT IN OCCUPANCY / REDISTRIBUTION

If exhibition space is not occupied by the time set for completion of installation of displays, such space may be possessed by the Organiser for such purposes as it may see fit.

While this only happens in extreme cases, the Organiser may, at any time and with no prior notice, redistribute the sectors or stands, maintaining the sizes and characteristics set out in the contract.

DELIVERY & REMOVAL OF EXHIBITS

Only personal property and hand-carried exhibits may be removed from the Hall after the Exhibition closes.

During the open days of the Exhibition, replenishment of stock may only be delivered before and after the opening hours. If you wish to remove any items of your display beside stock and hand-carried items from the Hall during the show open days, please contact the Official Freight Forwarder. Exhibitors MUST first seek approval from the Organiser.

Exhibitors are strongly advised to ensure that at least one member of their staff is on site to control the repacking of their exhibits.

DEMONSTRATIONS & WORKING EXHIBITS

An exhibitor intending to demonstrate equipment on their stand should:

(A) Provide the Organiser with full details in writing of any working machinery, moving parts, inflammable materials, laser or other dangers and attach any related brochures for obtaining approval prior to the show.

(B) Give proper consideration to the conditions under which the exhibits will be demonstrated and restrict the demonstration strictly to the actual stand area.

(C) No flashing lights are permitted, unless they form an integral part of an exhibit.

(D) Securely install all operating machinery to prevent base slippage and position such machinery so that its operation will not cause intrusion into the aisles or otherwise prove hazardous to visitors.

(E) Adequately guard all moving parts of machinery to prevent injury to people nearby.

(F) Isolate starting devices to prevent operation by visitors or unauthorised persons.

(G) Arrange for the removal of any debris, wastes, etc. caused by the demonstration of the machines.

Arrange for the removal of any toxic fumes or other emissions caused by your exhibit or product demonstrations by exhaust outside of the exhibition hall.

(H) No gas/arc welding will be permitted in the exhibition halls except which have been approved by the Operations Department 30 days prior to the show.

(I) Ensure that sound levels are at a rate (not more than 75 db at 3 metres from the border of your stand) that causes neither interference with, nor annoyance to other exhibitors. The Organiser reserves the right to reduce the sound level or switch off audio/visual displays causing problems. The Organiser's decision is final in any dispute that arises.

The Organiser may stop or determine a set period for the demonstration of any equipment which it feels represents a risk to people or stand merchandise, structures or items, or which gives off a high level of noise or vibration that may disturb the operations of nearby stands.

The entrance and use of animals of any species or size, including birds, is expressly forbidden, irrespective of these being an integral part of the decor of a stand or being connected to a demonstration of products exhibited.

ELECTRICAL SERVICE

(A) All power main installations from source to stands must only be carried out by the Official Electrical Contractor. Connection of exhibits in stands may be carried out either by the Official Electrical Contractor or by an exhibitor's technician, but, connections must be inspected by the Official Electrical Contractor before circuits will be made live. General Hall lighting will be provided by the Organiser.

(B) Power supply for stand lighting and sockets is provided for Shell Scheme stands. Power for Space Only stands must be ordered via Order Form 1 in the order form section of this manual.

(C) A separate quotation will be provided on application for any unlisted fittings or installations in Order Form 2 including step up or step down transformer. Any changes in position of service points on site will be treated as new orders and charged unless the electrician is notified before installation.

(D) Power supplies to stands will be switched off at source 15 minutes after the exhibition closes.

(E) All electrical installations must conform strictly to the required standard of the safety regulations without exception.

(F) Exhibitors or their contractors who wish to bring in special lights that may create high heat to be used in their stands should receive prior written approval from the Organiser before the deadline that is stated on Order Form 1 in the order form section of this manual. Applicants should submit the following requirements when applying:

- a. Specification and rating in watts/ unit of the light fitting
- b. Total units to be installed
- c. Layout of the electrical installations
- d. Contractor's name

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

(G) No electrical installation and fitting may be suspended from the ceiling of the Exhibition Hall or fixed to any part of the building structure.

(H) Exhibitors requiring electrical supply for build up or tear down can place an order on Order Form 1

(I) A proper power input terminal should be installed by the exhibitor or their contractor before the electrical supply line can be connected up by the Official Electrical Contractor.

(J) All socket points should be ordered from the Organiser on Order Form 1. No other socket points are allowed on the exhibitor's stands. Any illegal connections/ adapters will be disconnected and confiscated without notice. This will also include multi-outlet adapters. Extension from the socket point is strictly prohibited.

(K) Exhibitors who have ordered Space Only stands must submit the electrical order together with their layout plan before the deadline. Thorough inspection on site will be carried out before providing power supply.

(L) All additional electrical orders on Order Form 1 should indicate location of fittings in space provided in the form.

The Organiser reserves the right to disconnect the electrical supply to any installations, which in the opinion of the Electrical Engineer, is dangerous or likely to cause annoyance to visitors or other Exhibitors.

Basic loading guidelines for socket outlets:

500 watt socket Laptops, PC Computers, TVs, videos, spotlights to 500w & refrigerators

1000 watt socket Domestic filter coffee machines & lighting up to 1000w

2000 watt socket Kettles* & machinery up to 2000w

3000 watt socket Hired coffee machines, machinery 2000w - 3000w

* These appliances are of varying power requirements dependent upon type and manufacturer. It is therefore essential that the reference tag or plate is fitted to each appliance and under law be read, the loading in watts or kW (Kilo Watts = Watts x 1000) will be stated, and the appropriate size socket ordered.

ELIGIBLE EXHIBITS

Exhibits will be limited to those companies or other entities offering materials, products, or services of specific interest to registrants. The Organiser reserves the right to determine the eligibility of any product for display. Exhibiting manufacturers' representatives and /or distributors must list their participating principals as the exhibitors on record. Only the company name of the Exhibitor whose name appears on the contract may be placed on the fascia board of the stand. No exhibits or advertising will be allowed to extend beyond the space allotted to the Exhibitor, or above the back and side partitions unless further contracted.

The Organiser reserves the right to seize material distributed outside the stand limits during the Exhibition, if the distribution of material is not set out in the contract signed between the Exhibitor and the Organiser. The return of material collected will be made in the Organisers Office on the first day of breakdown. After this deadline the material collected will be sent to a storage facility and the costs incurred in this will be borne by the exhibitor.

The stands must be fully staffed and operational throughout the opening hours of the Exhibition including the final day of the Event. Exhibits cannot be dismantled or repacked before 1730hrs on Thursday 1 November 2018.

Exhibitors must not participate in any activity that causes, or is likely to cause, annoyance to visitors or other

exhibitors. No advertising or canvassing for business can take place anywhere other than on the Exhibitors' stands or by pre-booked promotional opportunities, nor may staff recruitment be carried out during the Exhibition, other than the search for local distributors / agents for the sale of their products. No person participating in the Exhibition is to behave or act in a manner that may cause harm, injury or damage to other persons or exhibits, nor to BITEC's property, fixtures and fittings including the halls.

Exhibitors agree that their exhibits shall be admitted and remain from day to day solely on strict compliance with the rules herein laid down. The Organiser reserves the right to reject, eject, or prohibit any exhibit in whole or in part, or exhibitors or their representatives, upon the Organiser's good faith determination that the same is not in accordance with these Rules and Regulations.

EXHIBITOR CONDUCT

The distribution of samples, souvenirs, publications, etc., or other sales or sales promotion activities must be conducted by Exhibitors only from within their stands. The distribution of any articles that interfere with the activities in or obstructs access to neighbouring stands, or that impedes aisles, is strictly prohibited. No article containing any product other than the product or material made or processed or used by Exhibitors in their product or service may be distributed except by written permission of Organiser.

The Exhibitor shall conduct and operate its exhibits so as not to annoy, endanger, or interfere with the rights of other Exhibitors and visitors. Any practice resulting in complaints from any other Exhibitor or any visitor which, in the opinion of Organiser, interferes with the rights of others or exposes them to annoyance or danger, may be prohibited by Organiser.

EXHIBITOR & PRESS LOUNGE

The Exhibitor Lounge and Press Office are located in the left hand back corner of the exhibition hall. If you are interested in booking your space for in-cosmetics Asia 2019, or any of the in-cosmetics shows, please visit the Exhibitor Lounge where a staff member will be available.

FIRE PRECAUTIONS

Exhibitors who, because of the nature of their exhibits, require a special type of fire extinguisher should make arrangements at their own cost for the provision of such equipment. Each Exhibitor must maintain a fire extinguisher in their stand from the beginning of Build-Up, during the Show Open Days and until the end of Breakdown, with contents compatible with the products exhibited and the materials used in assembling the stand. This cannot be located on stairs and must be unobstructed. Any person seeing an outbreak of fire, however slight, must make immediate use of the fire alarm system, and subsequently make every endeavour to extinguish the outbreak or to confine it by use of extinguishers and/ or removal of goods in the vicinity. They must also immediately inform the Organisers at the Organisers Office in the foyer in front of the exhibition hall. No smoking is permitted in the Exhibition Hall.

No type of material may be stored in the areas marked and designated as emergency exits.

All the stand projects which have closed environments must have emergency exits.

In theatres, the number of emergency exits must be compatible with the number of seats therein.

Any equipment whose demonstration could represent a safety risk to the public, nearby stands or the Venue must be provided with special installations which the Organiser feels completely eliminate any risk.

The use and/or application of a fireproofing product on the finishing of the stands' floor and ceiling is MANDATORY.

The use of internal combustion engines inside the Venue is forbidden.

The use of explosives, non-inert gases, toxic gases, combustible gases, LPG and flammable liquids is forbidden. Exhibitors must not, under any circumstances, keep in the stands toxic substances, flammable substances, explosives or any substances presenting a risk to the public, nearby stands or the Venue, irrespective of the amount stocked.

ANY ACTIVITY WITH FIRE IS FORBIDDEN.

Should a stand have a hydrant on the ground or floor below its area, this cannot be obstructed by equipment or walls. It must have a false floor which is identified and easy to remove.

Equally, it is forbidden to remove extinguishers from their fixed points to use them in another location as ready extinguishers without prior permission from the Organiser.

FIRST AID

The Organiser will provide first aid facilities during build-up, show days and breakdown. The First Aid Centre is located outside of Hall 104.

FLORAL

Please complete the order via the online ordering system: www.bitec-onlineorder.com

Costs and choices can be found on the link above link.

FORCE MAJEURE

The exhibition may be postponed, shortened or extended due to any cause whatsoever beyond the control of the Organiser. The Organiser shall not be responsible for any loss sustained by the exhibitor, directly or indirectly, attributable to 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 Organiser.

FURNITURE

A full range of items are available to hire. Please see order form 3 and 4 in the order form section of this manual. Please submit your requirements within the deadline. Please submit your forms to the contact person stated at the bottom of each order form. When the show closes on the final day, please check that nothing is left inside the drawers or cupboards when the contractor collects rental furniture

GAS USAGE IN THE EXHIBITION HALL

The gas usage of an inflammable or toxic nature for any purposes will not be permitted within the Exhibition Hall.

HALL SPECIFICATIONS

FLOOR LOADING - 1,500 Kgs./ sqm.

FLOOR FINISH - Concrete

HALL CEILING HEIGHTS - 15.00 meters

LOADING ENTRANCE - 7.5 meters W x 7.5 meters H

STAND CONSTRUCTION HEIGHT- 4.00 meters maximum

VENTILATION - Central air-conditioning system

ELECTRICAL SUPPLY 220V 50Hz Single Phase 380 V 50Hz Three Phase with approximately 10% fluctuation

HAND-OVER OF HALL

The Hall must be handed back to the Landlord promptly on the final day of breakdown to make way for a subsequent Event (15.00 2 November 2018). Exhibitors must ensure that their exhibits and stand materials are removed by this time. Any items remaining will be disposed of by the fastest means possible. The Organiser cannot accept responsibility for any loss or damage and any costs involved must be borne by the Exhibitor for items that are left behind.

HEALTH & SAFETY

The Exhibitor and Contractor must provide their employees and/or contractors with risk-adequate Individual Protection Equipment in perfect state of preservation and functioning.

Exhibitor's Responsibility

Appoint a person responsible for Health and Safety matters on the stand.

Ensure that persons in your employment and any others affected by your actions and omissions are safe and without risk to their Health and Safety.

Ensure that the relevant Risk Assessments have been carried out relating to your own stand/area during build-up and tear-down.

Co-operate/co-ordinate your actions with Reed Exhibitions and contractors onsite.

Make parties aware of any potential risks during build-up and teardown by means of your Risk Assessments.

Ensure that your appointed staff / contractors are competent and follow safe systems of work.

Seek advice where necessary from the Organising team prior to arriving onsite. This will enable you to comply with the relevant local statutory provisions.

Exhibitor must have in their possession when onsite a copy of their own Health and Safety policy document and a copy of their contractors/agents Health and Safety policy document, risk assessment and method statements.

Contractors' Responsibilities

Ensure the Health, Safety and Welfare of any persons including sub-contractors onsite during build-up and teardown.

Where significant risks are involved ensure that Risk Assessments and Method Statements detailing Methods of Work are completed.

Ensure the competence of employees and sub-contractors to carry out the designated work.

Co-operate and co-ordinate your actions, informing relevant parties of the findings of your Risk Assessment.

Stand Designers' Responsibilities

Must be competent in the necessary skills, knowledge and experience pertaining to stand design backed up by any relevant qualification.

Ensure that erection and maintenance of design has the ability to be carried out safely and in accordance with the relevant legislation by the contractors in the time available.

Ensure that the design does not breach any of the Stand Erection conditions contained in the Regulations forwarded with the contract to exhibit.

HOSTESSES, TEMPORARY STAFF

Please complete order via on-line system : via On-line system : www.bitec-onlineorder.com for costs and choices.

TRANSLATORS

Please refer to order form 6 in the order form section of this manual.

FREIGHT HANDLING

For insurance reasons and to ensure proper control and co-ordination of onsite freight movement, only the Official Freight Forwarder is permitted to work in the hall and operate lifting equipment unless the

consignment can be hand-carried (without mechanical equipment, such as sack-barrows, hard-wheel trolleys, pallet trucks or cranes). This regulation will be strictly enforced by the venue owner and Organiser.

If the exhibit is particularly sensitive, the appointed freight forwarder may request that a representative of the exhibitor to accompany and advise them on handling of their products. Details of exhibits must be submitted to the Official Freight Forwarder by the stipulated deadline. The exhibitor will then be informed of the date and time his exhibits are to be delivered to the Hall.

No other lifting or handling contractor will be permitted to work in the Exhibition Hall.

INSURANCE & LIABILITIES

All exhibiting companies MUST have appropriate insurance cover as detailed in the original Organiser's Regulations of participating that accompanied the original contract to exhibit. Insurance cover was NOT included in the cost of exhibiting. The Organiser is not responsible for harm, damage or detriment caused to exhibiting or third-party staff, or their products before, during or after the performance of the Event, including robbery, theft, sabotage, riot, deficiencies or interruptions in the supply of electrical power, water or any other loss.

LATE WORKING

Should exhibitors or contractors need to work exceeding the above mentioned times, please contact the Organisers Office for approval by no later than 15:00 of that day.

LOCAL DELIVERY

Exhibits should not be sent to the Exhibition Hall until the booth is sufficiently progressed to receive them. The Exhibitor and/or their representative must be present at the stand to accept delivery. The Organiser will not accept responsibility for any delivery behalf of an Exhibitor, nor will the Organiser be responsible for safe-keeping of such items after delivery

LOST PROPERTY

Please do not offer to take custody of any item in order to minimise risk of potential allegations. The finder should hand all lost property in at the Business Centre.

OBSTRUCTION OF AISLES OR STANDS

Any demonstration or activity that results in obstruction of aisles or prevents ready access to nearby Exhibitors' stands shall be suspended for any periods specified by Organiser.

PATENTS & COPYRIGHTS

Exhibitors are only authorized to exhibit products for which they are the manufacturer, agent, distributor or dealer. Reed Exhibitions will support the removal of any company and/or its products if proven that the company has breached any prevailing Copyrights and Patents. The Exhibitor hereby further acknowledges that the Organisers reserve the right to terminate the Contract in accordance with The Rules and Regulations provided with the official Contract to Exhibit, 20 of Part II and to decline entrance to any future Exhibition should the Exhibitor be found to be infringing another Exhibitor's or third party's IPRs at the Exhibition subject to Regulation 24.5 of the Rules and Regulations. The Organisers reserve the right to assist the relevant authorities to take appropriate action against infringers again subject to Regulation 24.5. The Organisers are not in a position to decide whether the products and/or services of an Exhibitor infringe another Exhibitor's or third party's IPRs. For the Organisers to proceed in accordance with Regulation, a copy of the Court's

decision stating that there has been an infringement of an Exhibitor's or third party's IPR by an Exhibitor must be provided to the Organisers.

PARKING

Ample car parking space is available for Exhibitors and Visitors around the Exhibition Hall.

Outdoor Parking Fees (P2, P3)

- Free for parking not exceeding 3 hours
- After 3 hours, parking rate will be charged at 20 baht per hour. A fraction of an hour counts as one hour.
- Drivers must remove their vehicles by 24.00 hours. Parking over the time limit will be charged at 100 baht per hour.

Indoor Parking Fees (B1, B2)

- Free for parking not exceeding 30 minutes
- After 30 minutes, parking rate will be charged at 20 baht per hour. A fraction of an hour counts as one hour.
- Drivers must remove vehicles by 24.00 hours. Parking over the time limit will be charged at 100 baht per hour.

PAYMENT FOR STANDS

Exhibitors will not be permitted to commence stand construction or move their exhibit into the hall until full payment, including deposit, has been received in full by the Organiser.

PERSONNEL & ATTIRE

The Organiser reserves the right to determine whether the appearance and / or attire of stand personnel is acceptable and in correspondence with the best interest of the exhibition.

PHOTOGRAPHY

Commercial photographers representing the appropriate media or individual visitors to the Exhibition may wish to photograph your stand or an individual exhibit that you are showing. Please note that you have the right to request any such person not to carry out photography without your specific permission. A general photograph taken along the aisle would not require specific permission, whilst "head on" photograph or a "close-up" of any of your exhibits lies within your jurisdiction. Exhibitors wishing to restrict photography for any reason should place a notice to that effect adjacent to the exhibit and are advised to hire a security guard at their expense to enforce it. The Organiser will officially appoint a Photographer who will display the official badge at all times. When a photographer is desired during the Event to photograph stands, visits from known personalities, directors or clients, the exhibitor must inform the Organiser and Event Security, using headed notepaper from his company, prior to the Event, stating the date and hour during which a professional will be on the Event premises. The permits given to the professionals are only valid for a day, with documents taken back as permits are handed back. These proceedings must be repeated should the photographer need to return. These professionals thus hired may only take photographs next to the exhibitor who hired them.

PUBLIC ADDRESS SYSTEM

The Public Address System in the Exhibition Hall is for use by the Organiser and the hall authorities for official, emergency and public announcements ONLY. Paging for exhibitors or visitors will not be permitted.

RIGGED BANNERS AND HANGING BANNERS

Broadcast your stand location to visitors with 4 different styles of banners hung directly above your stand. Production and installation will be handled by organizer. To order a hanging banner, please [click here](#) to contact your local sales person.

Exhibitor wishing to rig a banner above its own stand using its own contractor must apply and obtain permission from operational team: operations@reedtradex.co.th. A process fee of GBP440 will apply.

SECURITY

The Organiser has engaged a security service to ensure the safety of exhibits however, it is important that all participating companies arrange their own insurance to cover every aspect and be vigilant in protecting their own property. DO NOT LEAVE SMALL / PORTABLE VALUABLE ITEMS UNATTENDED AT ANY TIME, particularly handbags, laptops, mobile telephones etc. This is particularly important during the tear-down period.

It is essential that a representative of your company or an appointed agent is present on your stand at all times to supervise deliveries, packing, unpacking, installing displays, etc.

Security can only be carried out by the officially appointed company. If you require personal / additional services please refer to order form 11.

SHOW PREVIEW MAGAZINE

The Preview will be published by Showtime Media Services (SMS) – see below for the contact details.

The Preview will be available electronically and hard copies will be mailed out to visitors and prospects.

For information about advertising please contact in-cosmetics@showtimemedia.com

For information about editorial opportunities, please contact editorial@showtimemedia.com

Please contact Showtime Media Services (SMS) for comprehensive information on advertising and free editorial.

Deadline - 14 August 2018

Check our marketing and PR opportunities at:

<http://asia.in-cosmetics.com/exhibit/manage-your-participation/how-to-be-a-successful-exhibitor/>

SHOW CATALOGUE

The EXHIBITOR is responsible for registering their details, description, products etc.

Exhibitors must enter their full company description and contact details (which will feature in the Show Catalogue) via the Exhibitor Portal of the website www.asia.in-cosmetics.com before the **deadline for completion: 28 September 2018**. Exhibitors should enter their description in English.

EXHIBITORS WHO DO NOT RECORD THEIR DETAILS BY THE ABOVE DATE WILL NOT FEATURE IN THE EVENT CATALOGUE.

The Show Catalogue will be published by Showtime Media Services (SMS).

Please note the following important information: Your 100 word catalogue entry will be taken from the information displayed in the show website under your company profile. The contact details and product categories will also be taken from this page and published in the show catalogue.

Important:

Please make sure you update your details in your own page on the show website.

For information about advertising please contact david@showfime.com

For information about editorial opportunities, please contact editorial@showfime.com

Deadline – 25 September 2018

Check our marketing and PR opportunities at:

<http://asia.in-cosmetics.com/exhibit/manage-your-participation/how-to-be-a-successful-exhibitor/>

SMART SPACE STAND PACKAGES

Increase your visibility in the exhibition hall by standing out with one of the cost effective Smart Space Stand Packages. Upgrade your Standard Shell Scheme or boost your Space Only stand.



There are eight designs in total to choose from starting at 9m² in size. The above visuals show 18m² Smart Space stand designs but many designs can be applied to all stand sizes. [See the designs here.](#)

Interested in booking? Please contact your local sales person: <http://asia.in-cosmetics.com/help/contact/>

SOUND LEVEL

When using A/V equipment for a demonstration or explanation in a stand, the volume must be less than 75 decibels of all Devices & Industrial Equipment Stage area, when measured from 2 metres away from the border line of the stand. These levels must be observed throughout every stand. Regardless of these regulations, if complaints are received from neighbouring exhibitors or noise is noticeable in other areas of the halls, the Organiser will require the exhibitor to lower noise levels to guarantee a comfortable environment for all visitors and exhibitors.

During the Exhibition period, the Organiser will regularly measure sound levels. Exhibitors are also asked to voluntarily measure sound levels within their stands before and during the exhibition.

SPACE ONLY STANDS

Breach of noise-level restrictions:

(A) Volume should not exceed 75 decibels. If a stand is detected making noise louder than 75 decibels or is considered a nuisance by nearby stands, the Organiser reserves the right to terminate such noise

immediately.

All amplifiers used MUST face your own stand.

Separate electricity sources must be provided for sound devices. (Co-consumption of electricity with demonstration machinery and lighting is not permitted).

(B) All Space Only stands must submit the **layout plan**, including the information below, to the Organiser no later than **28 September 2018** for approval.

- Plan and perspective view with information such as stand elevation, dimensions and materials to be used.
- Electricity Plan Fittings, furniture and equipment plan (Form2).
- Stand number is required to shown on the perspective view and the real structure.
- Construction Detail Form
- Undertaking Letter
- Contractor Badge Request Form
- Risk assessment form

(C) All Space Only contractors must pay the **Administration Fee** by cash, cheque or by Telegraphic Transfer as well as the **Refundable Guarantee Deposit** by cashier cheque or bank guarantee no later than **19 October 2018**. Onsite payment is not acceptable.

Please settle the payment by no later than 19 October 2018. Refundable Guarantee Deposit is charged at 1,000 THB / m² / stand or USD 35.00 / m² / stand by cashier cheque or bank guarantee.

This deposit will be refunded to the Space Only contractors within 7 working days after clearance of booth from the building when the Exhibition ends. The total refund will be made only if no damage of any kind is found after an inspection by Reed Exhibitions Limited. Please settle the payment by no later than **19 October 2018**

Administration Fee is charged at 50 THB / m² / stand or USD 2.00 / m² / stand. [Excluding 7% Value added tax (VAT)].

This fee is for working badge preparation, onsite traffic, hall management and usage of other utilities.

Non-official contractors: please settle the payment by cash, cheque or by Telegraphic Transfer to:

Reed Tradex Co., Ltd.

Bangkok Bank Public Co., Ltd., Lumpini Branch

Account No. 124-0-96931-9 (Saving)

SWIFTCODE: BKKBTHBK

International contractors: please settle the payment by Telegraphic Transfer to the above account only.

The amount transferred must include the transaction fee.

Please email your remittance report to: operations@reedtradex.co.th with detailing show name and stand number

For enquiries regarding above payments, please contact:

Ms. Kanyanart Boonprasit, Tel: +66 2686 7212 or email: operations@reedtradex.co.th

Ms. Achareeya Yanprasitwet, Tel: +66 2686 7355 or email: operations@reedtradex.co.th

(D) Long runs of walling must be avoided particularly along open perimeters of stands and are restricted to a maximum of 50% of the overall dimension. Any walling exceeds 50% of any open side should be set back 0.5 meters from the perimeter of the stand.

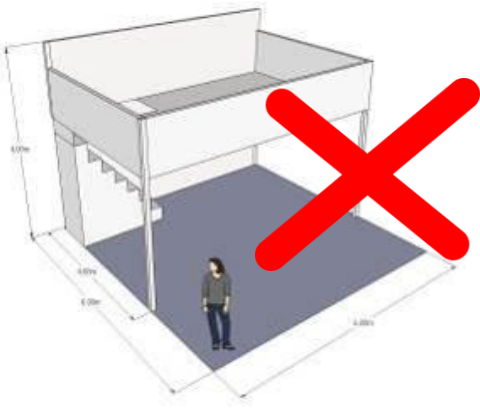
(E) Exhibitors cannot display his name board, logo or signs over the sides of another adjacent exhibitor's back wall or side wall other than on his own sides.

(F) The inclusion of large enclosed areas within a stand can only be permitted with the prior written permission of the Organisers.

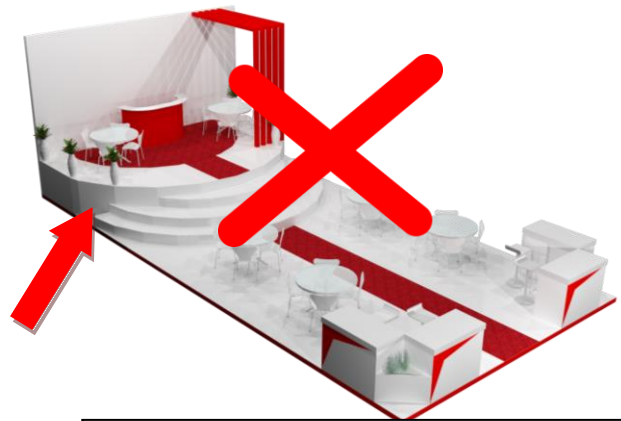
(G) Walls along open perimeters must be relieved by display items and not left in plain colours. Any items or displays attached must not project over the frontage of space taken by the Exhibitor.

(H) The platform height cannot exceed 15 cm.

(I) The Mezzanine Platform and Double Deck Stand are not permitted, due to the Health and Safety Policy.



Double Deck Stand is **NOT PERMITTED**



Mezzanine Platform is **NOT PERMITTED**

(J) Where illuminations are used on stands, the lighting shall be of sufficient power to light the stand only, and must not cause any spill of light on to neighbouring stands. No flashing lights will be permitted.

The Organisers reserve the right to disconnect the electrical supply to any illuminations which, in their opinion, are causing a nuisance to any other Exhibitor, visitor or the Organisers.

(K) All stand construction and displays must be made from fireproofed materials and installed to the satisfaction of the authorities.

(L) The exhibitor may use a contractor of his choice for the construction and erection of stands on Space Only sites, and interior fitments for shell stands. The Exhibitor is responsible for the structural stability of the stand built by their own appointed contractors and for ensuring that their appointed contractors are competent and adhere to Health and safety legislation and Safe Working Practices.

(M) The Organiser reserves the right to request an exhibitor to change, modify, lower or shorten any back wall, if such in the opinion of the Organiser, or where it may obstruct the reasonable view or exposure of neighbouring exhibitors' stands.

(N) The fascia name board on Shell Scheme stands must remain unaltered and uncovered. If this rule is not observed, The Organiser reserves the right to remove obstructing items, as they consider fit and charge the Exhibitor for costs incurred.

STANDARD SHELL SCHEME

There is no fascia name board order form. Your company name that appears on the in-cosmetics Asia 2018 website and show catalogue shall be printed on your fascia name board. Please note you will be charged for any changes onsite. The main stand holder company name only shall appear on the fascia name board.

All stands come with the below package (9sqm stand)

Rear and dividing walls of 1m wide x 2.50m high

Carpet

Fascia/ Name board with company name and stand number (1 name only)

1 information Counter (F06)

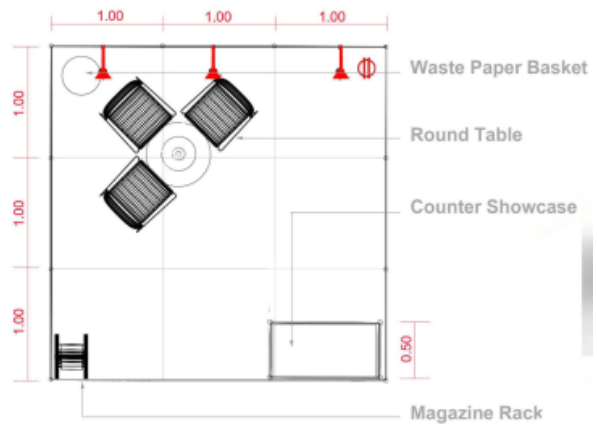
1 round table and 3 chairs

1 Magazine Rack (F17)

1 Waste Paper basket

Power consumption (additional order only required for high energy items i.e.: electric kettles)

Basic Stand Cleaning (once per day on show open days)



No additional decoration or free-standing fitment may exceed the height of 2.44 meters from the floor or extend beyond the space rented as specified in the contract to exhibit. This includes company names, towers, balloons and logos provided by Exhibitors.

SHELL SCHEME FURNITURE & ELECTRICAL ENTITLEMENT

Stand size	Information Counter with Glass Top	Magazine Rack (Brochure Stand-B)	Round Table	Square Chair	Waste Paper Basket	100 Watt Spotlight	5 Amp Fuse (1kW) 220V 50HZ Socket
Item number	F06	F17	F03	F13	N/A	INCA-E03	INCA-E06
6m ² new exhibitor	1	1	1	2	1	2	1
9m ²	1	1	1	3	1	3	1
12m ²	1	1	1	4	1	4	1
15m ²	1	1	2	5	1	5	2
18m ²	1	1	2	6	1	6	2
21m ² +	1	1	3	9	1	7	3

SPREADER PLATES

Spreader plates will only be necessary for exhibits exceeding the floor loading. All such requirements must be arranged in advance with the Official Freight Forwarder.

SUB-LEASING

Exhibitors shall not sublet their space, or any part thereof, or the exhibition of anything not specified in the contract.

Exhibitors may not exhibit, offer for sale, give as a premium, or advertise articles not manufactured or sold in their own name, except where such articles are required for the proper demonstration or operation of Exhibitor's display, in which case identification of such articles shall be limited to the regular nameplate, imprint, or other identification which in standard practice appears normally on them. Exhibitors may not permit displays on their stands belonging to non-exhibiting or non-registered company representatives. Rulings of the Organiser shall in all instances be final with regard to use of any exhibiting space.

The exhibition and distribution of giveaways and direct or indirect advertising of any products of third party companies not registered to participate on the Exhibitor's stand is absolutely forbidden.

WASTE MATERIAL STORAGE & REMOVAL

The Organiser is unable to provide storage facilities onsite for packing residue, surplus materials or other property of the exhibitors. Prior arrangements for safe keeping of such items must be made with the Official Freight Forwarder.

Goods must not be stored in service spaces behind or between stands and / or walls, or in adjacent areas.

During the move-in of exhibits, the construction of stands and unpacking of exhibits, the aisles in the Exhibition Areas MUST NOT be obstructed with packing materials, construction materials or debris. At the end of each day, exhibitors are responsible for ensuring that their contractors remove unwanted materials from the Exhibition Hall.

The Organiser reserves the right to invoice Exhibitors for the removal of EXCESSIVE packing materials, discarded crates, cartons or construction materials, or debris at any time.

WI-FI

There will be free of charge Wi-Fi available throughout the show hall, however if you require the internet to conduct business on your stand, we **strongly recommend** ordering a hardwire internet connection. Please complete the order via the online ordering system: bitec-onlineorder.com

Costs and choices can be found on the link above