

4. Booth Design and Facilities

Please visit “Exhibitors’ Centre”, “Order Form Electronic Version” at <http://www.asiaenvexpo.com/fair/forms.html> for accessing Form 1~6 mentioned under this section.

These terms and conditions are in addition to, and supplement, the Rules and Regulations in [Section 3]. Without limitation paragraphs 67 - 74 of the Rules and Regulations shall apply in relation to all works undertaken in accordance with this Section 4.

4.1. Standard Booth / Premium Booth

All shell booths will be designed, erected and decorated by the Organisers. Facilities provided include partitions, company fascia, table, chairs, display shelves, cabinets, spotlights and carpet. The Organisers reserve the right to make changes on the facilities provided at any time before the commencement of the Fair. Main switch and distribution board may be required to be installed within booth area at the Organisers’ discretion.

Exhibitors are not allowed to make all kinds of alterations in whatever nature to the structure of the booths or removal of any integral parts from the booths on their own. Exhibitors requiring extra assistance to relocate or delete standard facilities should submit their request by submitting the Forms 3 and 5 (Additional/Modification of standard facilities) to the Organisers.

Standard and Premium Booth Exhibitors and their appointed contractors must adhere to the following points:

1. All Exhibitors using a Shell Booth can only decorate the interior of their booth area. No additional booth fitting, structure, lighting, display, decoration items or exhibits can be attached, by any means, to the aluminium profile or structure or panels or fascia of the Shell Booth. Any drilling/nailing to the Shell Booth panels and shelves is strictly prohibited.
2. The Exhibitor shall be liable to pay to the Organisers any loss or damage suffered by failing to comply with paragraph 1, including without limitation the costs of restating and resetting up the Shell Booth in compliance with the requirements.
3. The use of adhesives and glues to the Shell Booth panels and shelves is strictly prohibited. Any stickers, graphics or any kind of fixtures applied to the Shell Booth must be removed at the

end of the fair. The Organisers reserves the right to claim the cleaning and damage cost from the corresponding exhibitor if stickers are not fully removed.

4. All structures, decoration materials, exhibits, stand materials and the like must be completely removed immediately after the closing of the Exhibition according to arrangements and within the time limits specified by the Organisers. Any materials left behind at the Exhibition Venue shall be deemed abandoned. The Organisers reserves the right to claim any waste disposal cost from the corresponding exhibitor due to their negligence. 45

5. No items could exceed a height of 2.5m or extend beyond the boundaries of the booth allocated. These include, but are not limited to, fittings, exhibits, and company names, advertising material logos, inflatables brought along by the Exhibitor.

6. The fascia panel and its fixing structure must not be removed.

7. If any booth with fittings differs from the approved specifications or does not conform to the Organisers' rules and regulations, the Organisers reserve the rights to alter or remove the fittings without prior notice at the Exhibitor's own expense.

8. All built-in structures including the lighting fixtures within the Shell Booth must not be removed without the prior approval from the Organisers.

9. Installation of electrical equipment, including lighting fixtures, must strictly adhere to the Electricity (Wiring) Regulations of Kuala Lumpur Electricity Ordinance (Chapter 406E). Exhibitors are prohibited to install any sub-standard fittings or wirings.

10. All lighting fixtures must not be altered or tampered with; if necessary, the work should be done by a locally qualified electrician.

11. If Contractor needs extra electricity, they should order from Official Contractor and pay for extra cost. Any illegal or inadequate electricity wiring or connection will be removed without prior notice or at the Organisers' option the Organisers may impose a surcharge determined by it.

12. All the Shell Booth structures, lighting fixtures and furniture items are property of the Organisers. The movable or furniture items must be kept within the booth area and in their original place for complete hand-over of the booth to the Organisers when the fair ends. The Organisers reserve the right to claim the Exhibitor for any missing or damaged items.

13. The Exhibitor shall fully indemnify the Organisers, its agents, representatives, contractors and employees on demand from and against all losses, liabilities, actions, proceedings, claims, damages, costs (including but not limited to legal costs) and expenses whatsoever which it may suffer or incur by reason of:

- a) the Exhibitor's failure to comply with the requirements relating to Shell Booth set out above and/or other rules and regulations relating to constructing and use of booths;
- b) any loss or damage arising from Exhibitor's decoration of the interior, exterior of or space above their booth areas (whether or not in adherence to the requirements):
- c) any death or personal injury suffered by a third party, including but not limited to the Exhibitor, Exhibitor's agents, representatives, contractors, employees, the Organisers' agents or employees, or visitors attributable to use or decoration by the Exhibitor of their booth and/or suffered in their booth area;
- d) loss or damage, including without limitation death or personal injury, caused by the Exhibitor, Exhibitor's agents, representatives, contractors, employees, or other third parties or his failure to comply with the rules and regulations of the Organisers;
- e) loss or damage caused by the Exhibitor or the Exhibitor's contractors, to the Organisers, other exhibitors or visitors arising from the decoration and/or fitting out of the Exhibitor's Shell Booth, or work undertaken for handover to the Organisers when the fair ends, howsoever arising.

14. The Organisers hereby exclude all liability to the Exhibitor, its agents, representatives, contractors and employees for any loss or damage suffered in relation to the Shell Booth, the booth area or their presence at the fair, including loss or damage to the Exhibitor's fittings and/or personal property, save and except to the extent such exclusion is prohibited or limited by law. Nothing herein shall limit or effect the Organisers' liability for death or personal injury arising from its negligence. The Exhibitor shall fully indemnify the Organisers in the event that any person has sustained personal injury and/or property damage as a result of unauthorised alteration/ modification on the booths undertaken by the Exhibitor, Exhibitor's agents, representatives, contractors, employees, or other third parties.

4.1.1 Booth Decoration

Prior written approval has to be obtained from the Organisers, if the Exhibitors and/or their appointed Contractors wish to move into the venue after 1800 hrs on 28 Oct 2019 for woodwork assembly inside booth. Failing to comply with the move-in/out schedule, the site work deposit will be fully deducted without prior notice.

To gain access to the venue for contracting work, please complete Form 6 (Contractors' Information) together with design drawing and full payment of site work deposit (please refer

to section 4.2.2, 4.2.14 & 4.2.15 for details) to the Organisers. Application after deadline (2 Oct 2019) will not be entertained.

Move-in/move-out schedule set by the Organisers should be strictly followed. The decoration should be properly dismantled and placed within booth area between 2000-2100 hrs on the last show day so as not to affect booth dismantling work of the official contractor. The decoration and waste should be cleared from exhibition venue by 2400 hrs on the last show day. Otherwise, site work deposit will be forfeited.

Upon approval of the early move-in request, you will be asked to collect the contractor's badge and vehicle pass at Kuala Lumpur Convention Centre, Kuala Lumpur City, 50088 Malaysia.

4.1.2 Additional Facilities

Exhibitors requiring additional facilities such as telephone, furniture, audio visual equipment, etc. should use Forms 3 to 5 for ordering the required facilities. Pre-payment in full will be required.

4.2 Custom-built Participation

For this option of participation, Exhibitors will be given carpeted raw exhibition floor space only. Exhibitors have to design and construct their own stands and adhere to the Rules and Regulations as stipulated in Para. 3.1 as well as any other conditions which the Organisers might specify before or during the Exhibition.

Custom-built Participation Exhibitors may also appoint any competent local Stand Contractor to design and construct their stands. If an overseas contractor is appointed, it is mandatory to comply with the requirements imposed by the Immigration Department of Malaysia. Please ensure that their workers have valid working visa/permits to work in Malaysia.

4.2.1 Plans & Design Proposals

Drawings submitted must be in reasonable scale of at least 1:100, fully dimensioned and must contain information such as floor plan, stand elevation, electrical fittings, carpeting, colours and materials to be used, moving exhibits, audio-visual equipment, weights and point loading of exhibits etc.

Any alterations after drawing submission should be addressed to the Organisers and relevant parties for review.

Hanging Truss (For lighting purpose only)

The suspension of Stands or lighting devices from the ceiling structure of Exhibition Venue is not permitted. All lighting devices should be attached to a lighting truss of no more than 1m height, with a minimum of 2.5m and a maximum of 6m ground clearance.

Rigging Requirements by Kuala Lumpur Convention Center (KLCC)

All rigging must be undertaken by KLCC's appointed contractor in accordance with KLCC's Rigging Code of Practice. Rigging orders will only be processed when the following information is provided: 1. A fully dimensioned drawing 2. Weights, loadings and details of item to be rigged 3. The dimensions of the lighting rig or banner to be hung 4. Orientation 5. Registered Structural Engineer's approval

4.2.2 Insurance

Contractors are required to carry out and maintain public liability insurance in respect of the contractor's liability for death or injury to any persons, or loss or damage to property arising out of the performance of the Services in a sum not less than MYR\$5 million for any single claim, unlimited in aggregate. In addition, contractors are required to comply with Section 40 of the Employees' Compensation Ordinance, Cap.282 ("ECO") to cover their liabilities both under the ECO and at common law for injuries at work in respect of all their employees, irrespective of the length of employment contract or working hours, full time or part time, permanent or temporary employment. A contractor should also carry out and maintain valid and adequate insurance against theft, fire, damage to property, accidents, natural calamities, acts of God and such other risks normally insured against by a reasonable person in the position of the contractor, or as the Organisers may require, in connection with, inter alia, contractor's property (including all equipment, fittings, furniture, materials and other facilities used or provided by the contractor in the performance of the Services) and the performance of the Services.

4.2.3 Height Limit

Stand Construction Maximum Stand Height Single-Storey Construction 4m or 4.5m Two-Storey Construction 5m Maximum booth construction height shall not exceed 4m or 5m, depending on its location. Please refer to the hall plan or check with Organisers, if required.

4.2.4 Structural Safety Certificate

A structural safety certificate must be submitted for all custom-built stands exceeding 2.5m in height, using a hanging lighting truss and/or otherwise deemed required by the Organisers and/or the Venue Operator. All stand constructions must be conducted under the supervision of an Authorized Person/Registered Structural Engineer (AP/RSE) and he/she should verify the stability of the stand by completing structural safety certificate.

Exhibitors must accept full responsibility for the safety of the Stand and comply with the Construction Sites (Safety) Regulations.

4.2.5 Electricity

The Official Contractor appointed by the Organisers shall only carry out electrical works at Exhibitors' expenses. Design plans or proposals for electrical installation must reach the Organisers for review together with aforementioned stand design proposals by 11 Sep 2020. Electricity can be supplied in 220 volt ($\pm 6\%$), single phase, 50 Hz or 380 volt ($\pm 6\%$), three phases, 50 Hz.

In compliance with the Electricity Ordinance (Chapter 406) Electricity (Wiring) Regulations, all electrical installations, inspection and testing must be carried out by a registered electrical worker together with a registered electrical contractor. "Certification of installation, inspection & testing" (Form WR1) should be submitted to the Official Electrical Contractor by 1500 hrs on the last move-in day, i.e. 29 Oct 2020. Failing to provide by 2200 hrs on the last move-in day will result in suspension of electricity supply throughout the fair period.

4.2.6 Fire Precaution/ Fire Service Certificate

In compliance with the Temporary Places of Public Entertainment License (TPPE) application for Fairs/Fetes/Exhibitions (small scale), no decoration of a readily combustible nature shall be permitted. A documentary proof of compliance for all Custom-built stands with the use of

combustible materials for false ceilings, partitions or wall furnishings, draperies and curtains shall conform to any standard acceptable to the Director of Fire Services; or shall be brought up to any of those standards by treating with a fire retardant paint or solution acceptable to Director of Fire Services. In the latter case, the work shall be carried out by a Class 2 Registered Fire Service Installation Contractor and a certificate (FS251) to this effect from the Contractor shall be submitted to the Organisers by 1500 hrs on the last move-in day, i.e. 29 Oct 2020, as documentary proof of compliance for submission to the Fire Services Department.

4.2.7 Reflective Vest/Belt

All visitors and persons requiring admission to the Licensed Area for any reasons in connection with building-up or breaking-down of exhibition stands or for any activities will require wearing Reflective Vest. If this rule is not observed, the Venue Operator will have the rights to refrain the personnel from entering the exhibition venue.

4.2.8 Occupational Safety and Health Ordinance

Exhibitors and/or their Contractors must comply with the Occupational Safety and Health Ordinance in construction and dismantling the stands and to adhere to the occupational health and safety measure as required by the venue operator:

- 1) Make sure the workplace is safe and healthy;
- 2) Provide and maintain safety working equipment and procedures;
- 3) Appoint authorized person for on-site supervising of installation/dismantling works.

4.2.9 All Exhibitors and Contractors must comply with the following requirements

Custom-built Stand Exhibitors must ensure that they and their Contractors are fully aware of the following requirements when preparing design proposals. Failure to observe such requirements may result in costly alterations on site being required by the Organisers and/or the Venue Operator and deduction of site work deposit. In the worst case, the Organisers may prohibit the construction of the intended Custom-built stand. Any charges so incurred will be entirely at the Exhibitor's expense:

1. Site measurements are given in metric. Exhibitors/Contractors, upon arrival and before commencing construction work, are required to check if the site is set out as per floor plan issued by the Organisers, and to report any errors to the Organisers immediately. If the Contractor does not report any errors to the Organisers immediately, the Organisers will not be liable to any errors once construction work has been started by the party lodging the claim without first reporting the error to the Organisers.
2. All structures built on ground must be self-standing without the absolute use of hanging points. If any material is found attached to the Official Contractor's materials, site work deposit will be deducted and the Contractor is responsible to detach the attached point(s) accordingly. Extra sum will be claimed by the Official Contractor if their materials are damaged.
3. No parts of any structures may extend beyond the boundaries of the site allocated except for general lighting devices (e.g. floodlight, Gilbert lamp, HQI light, spotlight etc... with extension arm) extruded not exceeding an overall length of 0.35m from booth boundary. These may include but not limit to plasma TVs, exhibits, decorative lighting, Exhibitor's company name or logo. Otherwise, site work deposit will be deducted.
4. Any main constructions set-up deviated from the drawings submitted to the Organisers will be subject to site work deposit deduction.
5. No suspensions could be made from the ceiling of the Exhibition Hall (except above mentioned hanging truss for lighting devices), nor may any fixings be made to the floor, walls or any other parts of the building.
6. The Contractor is responsible to put its company name on the contractors' badges in a clearly identifiable way and/or without properly displaying at the Exhibition Venue.
7. The name and/or stand number of the Exhibitors must be prominently displayed and faced to aisle. If this rule is not observed, the Organisers reserve the rights to affix them as they consider fit and to charge the cost incurred to the Exhibitor.
8. Any signage and visual (including but not limit to company name, logo, slogan, photo and pattern) at height over 2.5m facing adjacent stand must be set back 0.5m from stand boundary. All viewable areas of the common side-wall bordering neighbouring stands should be smooth and well dressed in plain colour without any graphics.
9. Exhibitors are not allowed to utilise and/or apply decoration on the back of the partitions of their adjacent stands. 55

10. The Organisers must be notified in advance of any changes to the type or colour of the floor covering provided. Any cost incurred must be borne by the Exhibitor/Contractor.
11. All electrical fittings and wirings must be installed in compliance with Electricity (Wiring) Regulations of Kuala Lumpur Electricity Ordinance (Chapter 406E).
12. All lighting fixtures should be installed at least 2.2m above ground or they should be well protected so as not to cause danger to the general public.
13. Main switch and distribution board may be required to install within space area at Official Contractor's discretion.
14. All materials used in the construction and decoration of exhibition stands or set-ups should be flame retardant and be subject to inspection by the Venue Operator and/or the Organisers.
15. Paint spraying, welding and the use of circular saw are strictly prohibited inside the Exhibition Hall. Please use jig saw instead of circular saw.
16. Contractors should strictly follow the move-in/move-out schedule set by the Organisers. No prior move-in/move-out without Organisers' prior consent is allowed. All workers and construction materials will be required to leave the hall immediately until the official time.
17. Banners are restricted to two-dimensional signs only. Please refer to order form for details.
18. Waste materials (including packing materials) must be disposed in the waste cages immediately after unpacking.
19. There will be no storage space provided in the Exhibition Venue. Any empty crates, equipment, goods, tools or materials found leaving unattended in the Exhibition Venue/loading area etc... will be disposed without prior notice.
20. For safety reasons, Venue Operator has specially assigned several metal crates for dumping the glass materials during set-up and dismantling period. Please remove the glass materials and dispose at these metal crates properly before using hydraulic grab truck.
21. All contractor badges and vehicle passes are available for contractors' or their agents' pick-up at Kuala Lumpur Convention Centre, Kuala Lumpur City, 50088 Malaysia. Any other pick-up methods may be subject to extra charges.



22. All contractor badges/vehicle passes are strictly non-transferable.
23. Any materials of any kind attached to the shell scheme booth built by the Official Contractor.