



"Smart Move" 8th-10th July 2009 @ QSNCC Bangkok Thailand



EXHIBITORS MANUAL

ITS-AP 2009

8-10 July 2009

**Queen Sirikit National Convention Center
(QSNCC), Bangkok, Thailand**

**Please forward this manual to the person
responsible for exhibit arrangements.**

10th Intelligent Transportation System Asia Pacific

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GENERAL INFORMATION

A

A0 About Thailand

Business hours

Most commercial concerns in Bangkok operate on a five - day week. Government offices are generally open between 8.30 AM and 4.30 PM with noon to 1.00 PM lunch break, Monday through Friday, except on public holidays. Private businesses maintain much the same hours – perhaps 8.00 AM to 5.00 PM with certain exceptions. Many stores open 12 hours a day, seven days a week. There are also efficient business centers available if you are in business in Thailand for a few days.

Currency exchange

Exchange facilities for cash and traveler's checks are available in banks, hotels, and foreign exchange booths located in tourist areas.

Clothing

Light, loose cotton clothing is best. Nylon should be avoided. Sweaters are needed during cool season evenings or if visiting mountainous areas and remote national parks.

Electricity

Thailand operates exclusively on 220 volt, 50 cycle AC power.

Postal services

Sending letters or packages to any desired destination is convenient for visitors to Thailand. Post offices as well as most hotels offer good postal services.

Taxis

Hotel taxis have fixed tariffs. Taxis are cruising the streets of Bangkok have meters.

Telephone & Fax

In Thailand, you can contact virtually any city in the world without difficulty. International phone calls, telegraph, telex, and bureau fax services are available at the International Telecommunication Services Center, near Bangkok's Central Post Central as well as in most hotels. Thailand's mobile phone service providers have international roaming agreements with most countries.

Emergency numbers

Emergency Police Service	191
Police Fire Brigade	199
Crime Suppression Division	195
Medical Evacuation and Ambulance Service	+662 255-1133/6
Tourist Police	1699

Thai currency

Thai baht is divided into 100 satang. "Copper" coins are valued at 25 and 50 satang. Silver coins are in denominations of 1, 2, 5 and 10 baht. Banknotes are valued at 20 baht (green), 50 baht (blue), 100 bath (red), 500 baht (purple) and 1000 baht (grey).

Tipping

It is customary to tip hotel personnel who have given good personal service. A 10% tip is appreciated in restaurants, particularly where the service charge is waived.

Transportation

Transportation from and to the airport is easy, since a number of inexpensive metered taxis can be found outside the airport. Make sure the driver turns on the meter (35 Baht) and note that toll has to be paid for taking the Expressway, which is additional. Moreover, there is an airport bus going to town as well.

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Travelers' checks / credit cards

US dollar traveler's checks can be conveniently cashed at all provincial banks and authorized moneychangers. Traveler's checks in other currencies are best changed in Bangkok where better rates prevail.

Banks, restaurants, hotels and shops accept major international credit cards, such as American Express, Diners Club, MasterCard and VISA.

Travel to Thailand

Most visitors arrive through Suvarnabhumi International Airport, which is connected by daily flights to Europe, North America, Asia and Australia. Flights, from Singapore, Kuala Lumpur, Penang and Hong Kong, land on a regular basis at Chiangmai, Koh Samui, Phuket and Hat Yai. Charter flights sometimes land in Bangkok, Phuket, and at U-Taphao for Pattaya.

Regular rail services link Singapore and Bangkok intermediary stops include Kuala Lumpur, Butterworth, Penang and major southern Thai towns.

Overland entry to Thailand is restricted to three road crossings on the Thai - Malaysian border, and the bridge spanning the Mekong River between Laos and Thailand at Nong Khai.

Visa Free period for visiting Thailand

Most nationalities do not require a visa for a stay of up to 30 days provided they have a ticket for onward travel. Longer visits require a visa obtainable from Thai embassies and consulates. Tourist visas permit stays up to 90 days. For full details, contact your nearest Thai embassy or consulate.

Temporary visitors who are exempted from applying for entry visa must be of the nationality of and holding a valid passport or traveling documents issued by:

Americas: Argentina, Brazil, Canada, Mexico, and U.S.A.

Asia: Bahrain, Brunei, Indonesia, Israel, Japan, Kuwait, Malaysia, Myanmar, Oman, Philippines, Qatar, Republic of Korea, Saudi- Arabia, Singapore, Turkey, United Arab Emirates

Pacific: Australia, Fiji, New Zealand, Papua New Guinea, Vanuatu, Western Samoa.
Africa: Algeria, Djibouti, Egypt, Kenya, Mauritania, Morocco, Senegal, South Africa, Tunisia, Yemen

Europe: Austria, Belgium, Denmark, Finland, France, Germany, Greece, Iceland, Italy, Luxembourg, Netherlands, Norway, Portugal, Slovene, Spain, Sweden, Switzerland, U.K.

Persons meeting the above conditions are exempted from visa's and are permitted to remain in the Kingdom for a period not exceeding 30 days, except for the nationals of the Republic of Korea and New Zealand, who are permitted to stay in Thailand for maximum 90 days from the day of entry.

Note: Please check the period of stay stamped in your passport upon entry into the kingdom.

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A1 The Exhibition

ITS-AP 2009: 10th Intelligent Transportation System Asia Pacific

A2 Venue & Dates

Venue: Queen Sirikit National Convention Center, Bangkok (QSNCC), Thailand
Address: 60 New Rachadapisek Road, Klongtoey, Bangkok 10110, Thailand
Tel: +66 2 229 3000
Fax: +66 2 229 4253
Contact: Ms. Neeranuch Chusing
E-mail: optteam3@qsncc.com

HOW TO GET TO QSNCC

The QSNCC sits on Rachadapisek Road, an arterial road running north-south between two of the city's main east-west thoroughfares - Sukhumvit Road and Rama IV Road. There is already excellent access to Bangkok's expanding elevated highway system, which strikes north to Bangkok International Airport at Don Muang and east to Suvannaphumi International Airport, as well as south and west over the Rama IX Bridge. The QSNCC is the only city center and has easy accessibility. In addition to many bus routes, you can easily take BTS skytrain or subway station which is right in front of the Center.

PUBLIC TRANSPORTATION

By MRT Subway: Exit at Queen Sirikit National Convention Centre Station.
By BTS Sky train: Exit at Asoke Station and take multiple choices to connect to QSNCC i.e. taxi, bus or subway.
By Bus: Bus number 45, 46, 109, 115, 116 and air-conditional bus number 22, 185, and 507.
By Taxi: Taxis are another convenient way to get to and from QSNCC

PERSONAL TRANSPORTATION

Personal Car: There is extensive on-site car parking space for 1,500 vehicles adjacent to the center.

(Source: www.qsncc.co.th)

Show Dates: 8-10 July 2009

A3 Exhibition Opening Hours

Date	Time	Function
8 July 2009	9.00 - 10.00 hrs	Opening Ceremony
8-9 July 2009	10.00 - 18.00 hrs	Exhibition Opens
10 July 2009	10.00 - 16.00 hrs	Exhibition Opens

During Exhibition period, exhibitors will have access to the hall 1 hour before the opening and half an hour after the closing hours to service their stands or exhibits. Exhibitors, who require access beyond given hour, please contact show manager in advance.

A4 Admission for visitors

Free Admission for professionals, trade, business visitors and general public. The organizer reserves the right to refuse admission or to remove any person without prior notice. This applies also to the build up and dismantling periods.

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Exhibitors are advised to nominate name of their trade / prospective customers for the organizer to send trade invitation card. Trade visitors will be required to fill in the form before arrival as to save valuable time and submitting at the counter upon arrival at the exhibition hall.

A5 Exhibitor badges and Registration

Exhibitor badges are only meant for exhibitors and their staff manning booth during the exhibition days. For security reasons, exhibitors and their personal requested to wear their passes at all times during in the exhibition hall.

Exhibitor Badges will be issued to all exhibitors and staff manning their booth, in accordance to the list of names given on form 4 Exhibitor Name Badge. Exhibitors are requested to make their First Stop at Exhibitor Registration Counter when they arrive on site, to collect their badges.

Exhibitor Registration	Date	Time
Set up	6-7 July 2009	08.00-17.00 hrs
Show days	8-10 July 2009	08.00-17.00 hrs

A6 Contractor and Unofficial Contractor Badges

For the purpose of stand construction and moving of exhibits, badges will be issued by show manager permitting those approved contractors and their workmen to enter the exhibition hall during the build up and dismantling period only. A limited number of standby badges may be issued in case a contractor has a valid reason to be present during the exhibition period (e.g. maintenance, remedial purposes, etc.). Please kindly claim your badges at the registration counter and loading doors.

For security reasons, contractors and their workmen must wear their badges when in the exhibition hall at all times.

A7 Organizers' Contact Information

For all queries regarding ITS-AP 2009, please contact the following relevant personnel.

Organizer:

AsiaCongress Events Co.,Ltd.

Address: 10 Soi Lasalle 56, Sukhumvit Road, Bangna, Bangkok 10260
Tel: +662 748 7881
Fax: +662 748 7880
E-mail: rujjira@asiacongress.com
Contact: Ms. Rujira Lomas

Any Queries regarding move-in / move-out schedule, exhibitor / contractor badges / site operation
Please contact:

Ms. Kanyanart Boonprasit
Ms. Rujira Lomas

Operations Manager
Asst. Operation Manager

Any queries regarding publicity, promotion, advertising and public relations, please contact:

Mr. Phillip Realmo

Project Manager

Any queries regarding stand assignments and or stand payments, please contact:

Mr. Yohan Khammool

ITS Sales Manager

A8 Catering

A Variety of catering is readily available in the exhibition center. Please note that all catering on your stand must be ordered through QSNCC's Food & Beverage Department only.

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A9 Exhibition Hall Specifications & Regulations

Halls	Ceiling Height	Floor Loading	Ceiling Hang Point	Floor Type
Plenary 2-3	9.50 meters	2,500 kgs/sq.m.	1,000kgs/sq.m.	Cement

ELECTRICAL The center supply 380v/50Hz three phase and 220v/50Hz single phase with approximately 10% fluctuation.

OPERABLE WALLS The operable wall systems shall not have anything attached to, leaned against nor hung from.

UTILITY SERVICES Utility hatches provide electrical, compressed air, water & drains, telephone

COMPRESSED AIR Compressed Air of **NOT OVER 1/2 HP ONLY**, regardless of type, will be permitted in the exhibit booths. Charges will be as per the electrical hook up rates.

A10 Official and Approved Stand Fitting Contractors

PX System Co., Ltd.

Address: 12 Soi Lasalle 56, Sukhumvit Road, Bangna, Bangkok 10260, Thailand

Tel: +66 2 748 7625-9

Fax: +66 2748 7630

E-mail: info@pxsystem.com or titaporn@pxsystem.com and piyanuch@pxsystem.com

Contact: Ms. Titaporn and Ms. Piyanuch

A11 Official Freight Forwarders

Schenker (Thai) Ltd.

Address: 3388/54-61, 66-67 Sirinrat Bldg., 16th-19th Floor, Rama IV Rd., Klongton, Klongtoey, Bangkok, 10110 Thailand

Tel: +66 2 269 6500

Fax: +66 2 367 5351

Email: jackrit.singhautta@dbschenker.com

Contact: Mr. Jackrit Singhanutta

A12 Official Utility Contractor

Addex Co., Ltd.

Address: 111 Soi On-Nuch 64, On-Nuch Road Suan Luang Subdistrict, Suan Luang District, Bangkok 10250, Thailand

Tel: +66 2 322 1625 / +66 2 322 3933

Fax: +66 2 721 0473

E-mail: woody@addexthailand.com or addex_2006@yahoo.co.th

Contact: Mr. Worrawut Kittichaiudomdech (Woody)

A13 Official Security & Cleaning Contractor

N.C.C. Management & Development Co., Ltd

Address: 60 New Ratchdapisek Road, Klongtoey, Klongtoey, Bangkok 10110, Thailand

Tel: +66 2 229 ext. 3214 and 3208

Fax: +66 2 229 3222

E-mail: optteam3@qsncc.com

Contact: Ms. Neeranuch Chusing

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A14 Onsite Operations Schedule (Build Up and Tear Down)

BUILD UP (6-7 July 2009)	Date	Time
Move-in Official Contractor (Px System) -Move-in Heavy and/or Large Exhibits - Constructing Shell Scheme Stands	6-7 July 2009	08.00-22.00 hrs
Move-in of Special Design and Unofficial Contractors	6 July 2009	13.00-22.00 hrs
	7 July 2009	08.00-22.00 hrs
Exhibitor Move-in for Decorating (Standard Booth)	7 July 2009	08.00-22.00 hrs

SHOW DAYS (8-10 July 2009)	Date	Time
Exhibitor Access to Exhibition Halls	8-9 July 2009	10.00 – 18.00 hrs
	10 July 2009	10.00 – 16.00 hrs

TEAR DOWN (10 July 2009)	Date	Time
Exhibition Show Closes	10 July 2009	16.00 hrs
Exhibitors Move Out	10 July 2009	16.00 - 18.00 hrs
Official Contractor & Unofficial Contractors Move Out	10 July 2009	18.00 – 24.00 hrs
Hall Closes	10 July 2009	24.00 hrs

NOTE:

1. Booth must be set-up and complete for inspection and the surrounding aisles clear of exhibitor's equipment and debris no later than 16:00 on Tuesday, 10 July 2009
2. Early dismantle of booth space is strictly prohibited. Monetary penalties may be applied for early tear- down.
3. Exhibitor shall vacate the Exhibit Hall and the facilities and return the equipment in the same condition and repair as originally furnished to the exhibitor, normal wear and tear excepted. In the event the Exhibit Hall or the facilities are not so vacated, then AsiaCongress and/or QSNCC are authorized, at the expense of the exhibitor, to remove and store or return to exhibitor, or unless the Exhibitor's failure is due to an event beyond the control of the Exhibitor such as strikes or Acts of God, to treat as abandoned and discarded property and dispose of all goods, wares, merchandise and property of the exhibitor. Asia Congress and/or QSNCC shall not be liable for any damages or loss to such goods, wares, merchandise or other property which may be sustained either in the course of such removal, or in the course of transit, or by virtue of AsiaCongress's and/or QSNCC's disposal of the property. The Exhibitor hereby expressly releases Association, AsiaCongress and/ QSNCC from any such claims for damages of whatsoever kind or nature.

RULES AND REGULATIONS

B

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RULES AND REGULATIONS

B

B0 Venue's Rules and Regulations

Rules & Regulations of the Queen Sirikit National Convention Center (QSNCC) are for security purpose and for the smooth construction of the exhibitions. We would like to request the cooperation from the exhibitors and their contractors to strictly follow all the rules and regulations below:

1. NOT TO...drive in concrete nails or dry bit rivals into floor, wall, and post surfaces of QSNCC.
2. NOT TO...paint or spray directly onto floor, wall, and poet surfaces of QSNCC.
3. NOT TO...leave materials, packing cases, rubbish, and equipment to block gangways, entrances and exits, fire hoses and emergency exits.
4. NOT TO...spray any constructing materials in the Hall. This can be done at the loading entrance.
5. NOT TO...hang anything from electrical tube and fire extinguisher of QSNCC.
6. NOT TO...switch on/off or connect electrical unit from QSNCC Electrical Main Distribution.
7. NOT TO...operate electrical sawing machine or any dangerous working machinery in QSNCC. This can be done at the loading entrance.
8. Exhibitors who reserve space-only booth, NOT TO...use walls of other connected booth.
9. NOT TO...operate trolley inside the QSNCC without covering the floor.
10. NOT TO...bring in gas, explosives, radioactive, highly inflammable or other dangerous substance into the building. This can be done at the loading entrance.
11. NOT TO ... operate any constructing tools that may cause toxic and inflammable consequences. This can be done at the loading entrance.
12. NOT TO...bring in animal into the building unless authorized by Event Services Department.
13. NOT TO...smoke or drink alcohols when working in the Hall. Smoking areas are provided outside the building.
14. NOT TO...construct, remove, or replace exhibits during the opening hours.
15. Please clean the place, clear all the construction materials, rubbish and debris immediately after the event.
16. Please wear badge at all times when in the exhibition hall.
17. All exhibitors and contractors are request to abide by the venue's rules and regulations. N.C.C Management & Development Co., Ltd. has all the rights to stop, suspend and/or charges for any damages caused by the construction when exhibitors or contractors overrules.

B1 Promotion during the Show

Exhibitor are asked not to place stickers, signs, or posters anywhere in the halls other than within their own stand and on paid advertising poster sites and billboards. Likewise, exhibitors; representative may mot distribute brochures, invitations, etc. along the gangway nor near the entrances/exits. This is unfair to the other exhibitors and an inconvenience to visitors.

B2 Demonstrations and Presentations

Exhibitors who intend to make demonstration or presentation during the exhibition shall ensure that such **demonstrations and presentations must not interfere with the conducting of business of other exhibitors in term of sound, nor cause any smoke or fume.** The organizer reserves the right to determine the acceptable sound level and extent of demonstration.

Any promotional activity involving the demonstration of games, organized competition or quizzes will need an advance permit from the organizers.

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B3 Security

- (a) General security will be provided by the organizers round the clock. Exhibitors and their staff will not be allowed in the exhibition hall after official hours.
- (b) All personnel in the exhibition halls must wear identification badges at all times. Exhibitor Badges and Temporary Passes are available at Exhibitor Registration Counter.
- (c) If your displays are very valuable or sensitive and you wish to hire security personnel to attend to your stand exclusively for off show hours, please complete Form 15 for security service required and return to organizers' official security. **Please note that you must not use your own staff or personnel from any other security agency.**
- (d) For security and safety reasons, exhibit movement in or out of the halls during the show hours is strictly prohibited.

B4 Official Contractors

The organizer has appointed official contractors for various services so as to ensure a more efficient and regulated build-up and dismantling.

Please refer to the list of official contractors (item A10-A13) for details. Unless otherwise stated;

- (a) Exhibitors may appoint their own stand fitting contractors subject to approval from the organizer.
- (b) Exhibitors are required to return all the forms to the relevant parties in advance otherwise on-site services may not be guaranteed.
- (c) The service of official contractors are for the convenience of exhibitors, and the organizer will accept no liability in respect of any contract between exhibitors and such contractors for the negligence or default of any such persons, their servants and agents.
- (d) Where mechanical handling within the exhibition halls is required, only the official freight forwarder will be allowed to manage all mechanical and onsite logistic handling.

B5 Unofficial Contractors

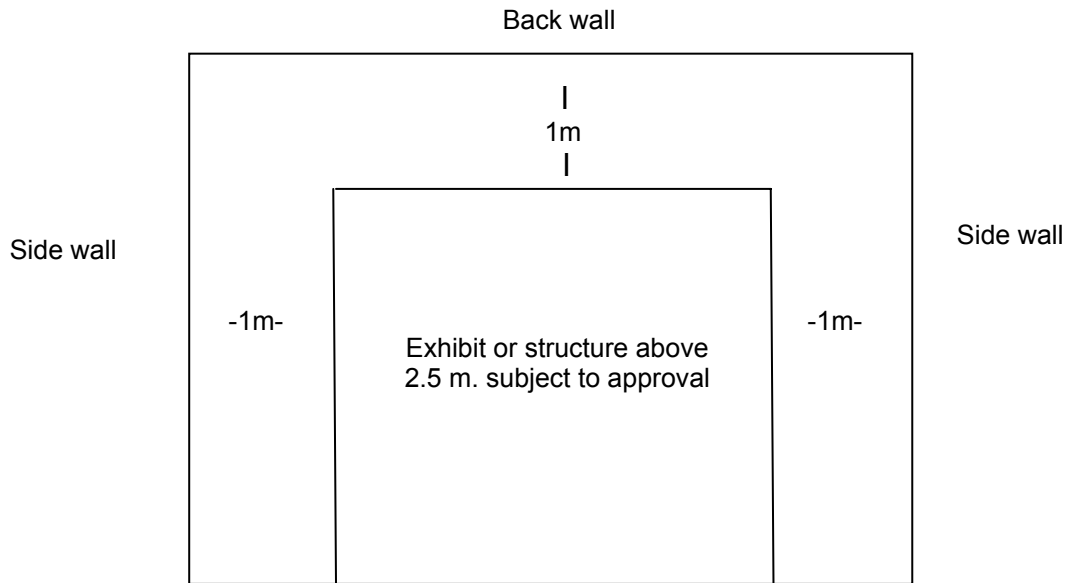
- (a) In adherence to safety requirements, only official contractor can carry out electrical power supply, compressed air supply and water drainage & pipe installations.
- (b) **Exhibitors may appoint their own contractor for stand design and construction, subject to them being approved by the organizer, and if approved contractors must lodge a deposit of no less than THB 15,000 per stand with the organizer to serve as a performance bond as well as damage deposit. The deposit, calculated at THB 1,000 per square meters but subject to a minimum of THB 9,000 and a maximum of THB 150,000 per stand. In case of damage found, there will be deduction of services and damages. Please refer to the Stand Fitting Construction Rules and Regulations on page 33, for full details.**
- (c) Exhibitors are responsible and liable for their appointed contractor's observance of all rules and regulations.

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B6 Stand Boundaries and Design Restriction

- (a) Exhibitors may not place any display material or exhibit, nor extend their stand structures and fittings, beyond their contracted boundary.



- (b) The maximum height, for standard shell scheme, permitted for any sign, product, fixture or decoration is 2.5 meters. Any items exceeding 2.5 meters in height must be set back at least 0.5 meter from the aisles or be at least 1 meter from any neighboring wall
- (c) The height restriction for a special design stand (island booth; no walls shared with another exhibitor) is only **5 meters**. A special design stand who shares a wall with another booth must not be built higher than 4 meters (The height must be the same as neighboring walls). **If a height variance is needed, please contact the organizer for approval at least 4 weeks in advance.**
- (d) Open frontage: all stand in exhibition, irrespective of height must have at least half of any frontage facing an aisle opened or fitted with transparent material to the underside of the fascia if the design so requires.
- (e) Exhibitors are prohibited from engaging in an exhibit activity in any space other than that which has been contracted.

B7 Power Supply and Lighting

- (a) **All electrical installation work at the exhibition must be carried out solely by the official utility contractor.**
- (b) Exhibitors requiring special arrangements (e.g. different voltages and frequency or special connections to equipment) must arrange for their own transformers, converters, etc.
- (c) All electrical equipment must be tested by the organizer appointed licensed engineers prior to turning on the electricity supply.

B8 Stand Cleaning

During the exhibition days, the organizer will be responsible for the cleaning of shell scheme carpets and gangways daily. During the build-up and dismantling periods, independent contractors appointed by exhibitors are responsible for the removal of their own stand building / dismantling material and rubbish.

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B9 Exhibit Moves In

- a) Cargoes which are moved directly to exhibition site should **NOT** arrive at exhibition hall earlier than 6 July 2009 or before the build-up period.
- b) Exhibitors, their agents or contractors are responsible for the early installation of their heavy or large exhibits according to the move-in schedule provided by the organizer. When stand structures are erected, it may not be possible to move in. All cartons should be clearly marked with the following.

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Name of Exhibitor	:
Stand No.	:
Case No.	:
Gross Weight / Net Weights	:
Dimension (W x L x H)	:

- (c) Please note that where mechanical handling within the exhibition halls is required, the official freight forwarder will be allowed to manage all mechanical and onsite logistic handling. **Forklifts, cranes and pallet trucks from other forwarders will NOT be allowed to work inside the exhibition halls.**
- (d) If any heavy or large exhibits arrive on site requiring mechanical aid onsite installation, the organizer will appoint the official forwarder to be the site installation contractor on exhibitor's behalf, and all costs incurred will be borne by the exhibitor.
- (e) For safety reason, if the average weight per square meter of your exhibit is more than the specified floor loading, the suitable platform must be laid underneath your exhibits be given to the organizer well in advance for such preparation.

B10 Customs Requirement

Temporary import facilities are available. Full details may be obtained from the official freight forwarder. Please refer to Part C, Freight Forwarding / Onsite Handling

B11 Storage

Direct arrangement should be made with the official freight forwarder. Otherwise, exhibitors must arrange for their empty and non-usable cartons and cases to be transported back to their own premises.

B12 Working Exhibits

- (a) Moving machinery must be fitted with safety devices when the machines are in operation. These safety devices may be removed only when the machines are disconnected from the source of power.
- (b) Working machines must be placed at a relatively safe distance from audience. We strongly recommend the use of safety guards.
- (c) Pressure vessels or equipment under pressure must conform to the safety standards & regulations. Approval for its use is required.
- (d) No motors, engines, contrivances or power-driven machinery may be used without adequate protection against risk of fire.

B13 Dangerous Materials

- (a) No naked lights and lamps or temporary gas or electrical fittings may be used in the exhibition halls. Neon lights will need prior approval before the exhibition.
- (b) No Explosive, petrol, dangerous gases or highly inflammable substances are allowed in the halls.
- (c) No radioactive materials are to be used.

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B14 Damage to Stand Structures and Exhibition Premises

No person under any circumstances shall cut into or through any floor covering or wall nor alter any stand service structure except being authorized writing by the organizer. **Any such damage to stand service structures will be invoiced to the exhibitor.**

B15 Payment Terms and Conditions

- (a) All payments must be made in accordance with the terms and methods of payments set out on the Contract Form.
- (b) In the event the exhibitor fails to meet any such payment obligations (whether as to the amounts or date of payment) then the organizer reserves the right to cancel its contract with the exhibitor and to resell or reallocate the stand space allocated to the exhibitor and the provisions of paragraph B16 below relating to cancellation charges shall apply.

B16 Cancellation of Exhibition Space

- (a) If exhibitor wishes at any time prior to the exhibition to cancel or reduce the stand space allocated to him, then written notice of such wish, stating the reasons for such cancellation or reduction, must be given to the organizer. For the avoidance of doubt, the organizer shall not be obliged to accept the exhibitors' notice of cancellation or reduction. The date of cancellation shall be the date the show manager notifies the exhibitor that it accepts the exhibitor's notice.
- (b) In the event that the show manager accept the exhibitor's notice of cancellation or reduction of his stand space or in the event that the organizer terminate the contract with the exhibitor for whatever other reason, the organizer shall have the absolute discretion (but without prejudice to any other right or remedy available to the organizer and without being under any liability to reduce any payment due under these Terms and Conditions) to reallocate or resell the stand space allocated to the exhibitor and to apply the following cancellation charges:

Time of Cancellation Occurring prior to the exhibition	Cancellation Charge (% of total cost set commencement of the out on Contract Form)
Before 30 January 2009	50% of total rental (plus VAT if applicable)
Between 1 February – 30 April 2009	75% of total rental (plus VAT if applicable)

The cancellation charges may be deducted from money already paid up by the exhibitor. Any balances shall be returned without interest. If the money already paid up by the exhibitors are in sufficient, the exhibitor shall forthwith pay to the organizer the balance of the cancellation charges.

- (c) The exhibitor hereby acknowledges that the above amounts represent reasonable compensation for the costs incurred by the organizer as a result of the exhibitor's cancellation and that they do not represent a penalty.

B17 Failure to Exhibit

Any organization, having signed a contract for a stand, fails to exhibit and has not been released from the contract by the organizer, will be liable for the full cost stated in the contract plus any additionally costs incurred by the organizer as a result of the failure to exhibit.

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B18 Exhibitor Information Pack

All exhibitors should register at the Exhibitor Registration Counter to collect their badges and exhibitor information pack. Necessary information including special functions will be included in information pack.

B19 Unforeseen Occurrences

Cancellation or delay of the show due to acts of God, war, government regulation, disaster, acts or threats of terrorism, fire, strikes, civil disorder, or other similar cause beyond the control of the organizer; the organizer's liability for cancellation for any reason shall be limited to any amounts paid by exhibitor pursuant to the contract.

In the event of any occurrence not foreseen in these Rules and Regulations the decision of the organizer shall be final.

In the event of any occurrence not foreseen in these Rules and Regulations the decision of the organizer shall be final.

B20 Word of Caution

No exhibitor may alter or in any way affect the structure of fixtures of the Exhibition Centre. It is important that maximum care must be taken by all parties while working in this centre. Any damages caused by ignorance to the organizer regulations are disclaim.

FREIGHT FORWARDING

C

SHIPPING INFORMATION

1. INTRODUCTION
2. TIMELINES
3. METHODS OF IMPORT CUSTOMS CLEARANCE
4. TEMPORARY IMPORTATION
5. LICENSE OF PRODUCTS/EQUIPMENT
6. DOCUMENTATION SEA-AIRFREIGHT
7. COMMERCIAL INVOICE
8. PACKING LIST
9. CATALOGUES, PRICE-LIST ETC.
10. ADVERTISING MATERIAL
11. VIDEO TAPES/AUDIO TAPES, SLIDES
12. IMPORTATION OF FOOD STUFF, CIGARETTES
13. STORAGE OF EMPTIES
14. TRANSPORTINSURANCE
15. HAND CARRIED GOODS
16. COURIER SHIPMENT

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1. INTRODUCTION

Schenker (Thai) Ltd. will receive all cargoes from free arrival airport or seaports in Bangkok, complete customs clearance procedures and delivery cargoes to the booth. Similarly at the end of the event, Schenker Thai will return cargo to airport or seaports.

1.1 Organization of Equipments Handling

Prior to the actual move-in period, all inquiries will be handled by Schenker (Thai) Ltd. personnel as stated below:

1.2 Contact Persons Schenker (Thai)

Contact: Ms. Permduan Sookphan
Fairs & Events Manager
Tel.: +662 2696500 EXT: 6571
Fax.: +662-3675351
E-mail: permduan.sookphan@dbschenker.com

Contact: Mr. Jackrit Singhanutta
Tel.: +662 2696500 EXT: 6725
Fax.: +662-3675351
E-mail: jackrit.singhanutta@dbschenker.com

Contact: Ms. Orathai Chobsieng
Tel.: +662 2696500 EXT: 6727
Fax.: +662-3675351
E-mail: orathai.chobsieng@dbschenker.com

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2. TIME LINES (arrival of cargo and submission of documents)

Show dates: 8-10 July 2009

Move-In : 6-7 July 2009

Move-Out : 10 July 2009

2.0 NOTIFICATION OF CARGO DETAILS / CARGO VOLUMES AND SENDING COPY INVOICES FOR CHECKING

Sea freight: 9 JUNE 2009

Airfreight (General Cargo): 16 JUNE 2009

Airfreight (Foods shipments): 2 weeks before shipment departure

Send invoice copy for checking (all shipments, global) to Fax number: +662 367 5351

2.1 CARGO ARRIVAL TIMELINES :

OCEANFREIGHT

Arrival date at Bangkok port

LCL shipments: 16 JUNE 2009

FCL shipments: 16 JUNE 2009

AIRFREIGHT

Arrival date at Suwanabhumi airport (General Cargo): 22 June 2009

2.2 Important notes:

We strongly recommend using the Schenker worldwide network for streamlining all documentation work and the timely arrival at the port / airport and delivery of exhibits to the booth in the most cost saving way. Furthermore we want to point out, that the payment of on-site handling costs is more convenient, when using a Schenker office near you. For those who are not using Schenker Int'l network, on-site charges in & out have to be paid in advance prior to starting customs clearance.

**Bank: Deutsche Bank AG,
Bangkok Branch
208 Wireless Road, Bangkok, 10330
Thailand
A/C # 0009019-00-0
Swift code : DEUTTHBKK**

3. METHODS OF CUSTOMS IMPORT PROCEDURES

3.1 General Information

The customs clearance will be arranged based on information + prices given in your invoices / packing-lists

There will be a customs examination checking the contents of your cases with the contents of your documents. Please be very specific with the description of your exhibit and show the true contents.

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Since all imported items, regardless whether imported permanently or temporarily, will be assigned a Thai Customs Tariff Number. (According to the harmonized system) It is important that you fax us a copy of the Invoice prior to mailing the originals, showing the customs tariff numbers of each Item. (See Paragraph 2.0)

Please also send a copy of a brochure or catalogue or any other descriptive paperwork clearly explaining the exhibit.

If you fail to do this, it might be necessary to re-check with you all details. This is usually very time consuming and might not only delay the clearance procedure but add on also costs for communication.

Another risk would be the items are declared under a wrong tariff number, and attaching the incorrect level of duty.

Thus please provide us with the correct tariff numbers in order to have a smooth customs clearance.

3.1.1 **Special Remarks!**

Once an import entry (temporary or permanent has been issued and the value and tariff numbers has been accepted by customs, no changes may be made later on when the exhibit has been sold. No exhibition rebate or discount is accepted.

Please note, that customs practice their right to change the value declared on your invoice, if they feel the value does not present the actual and true market price. Usually customs refer to prices of like commodities that have been imported previously by someone else and not necessarily from your country.

In case a shipment has no commercial value, a nominal value has to be mentioned for customs clearance.

3.1.2 **Customs Examination:**

Customs Authorities in Thailand will examine all shipments carefully and we ask everyone to make sure, that the invoices match with the content of your shipment as otherwise, delays in clearance will be inevitable and extra costs such as fines will incur, or shipment will be even confiscated.

4. **Temporary Importation**

4.1 **Carnet ATA**

A Carnet ATA is recommended for exhibits and material that is not used up during the show and that is definitely **not for sales** and will surely return.

Thailand has signed the Carnet ATA agreement. If you choose this way of temporary importations following documents are required for clearance:

- Carnet ATA in English with sufficient number of import / export foils

Please do not include consumables / advertising gifts etc. in the Carnet ATA. For these items you have to issue a separate invoice.

- Original Power of Attorney for the Carnet ATA in English, The signature in Power of Attorney has to be the same as signature in ATA Carnet

In order to arrange customs clearance, exhibitors (holders) are requested to send a full set of the ATA Carnet together with other shipping documents such as commercial invoice, packing-list, catalogues of exhibit and power of attorney along with the Bill of Lading by courier mail.

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Please issue all documents in English only and let us have an advance copy of the Carnet ATA prior to shipping of the exhibits.

Shipments that arrive under Carnet ATA must show Schenker Thai as consignee in all shipping papers.

- Under **represented by:** Please show either:

- 1) exhibitor's registered office or Representative agent in Thailand **OR**
- 2) Schenker (THAI) Ltd.
Address: 3388/54-61,63,66-67 Sirinrat Building,
16th-19th Floor Rama IV Road, Klongton, Klongtoey, Bangkok 10110

If no representative is available.

In case of mode 1) please also address all shipping documents (B/L and AWB) accordingly to the Thai agent or your office.

In case of mode 2) address all documents to Schenker (Thai) Ltd.

- under **intended use** please show: ITS-AP 2009, QSNCC, Bangkok

- Please ensure that the signature of the Carnet ATA is identical with the signature on the power of attorney. Shipments, for which import licenses are required, must always be addressed to the Thai agent of the exhibitor (who received the import license) or the exhibitor's office in Thailand. Exhibition goods shall be re-exported after the arrival date of the exhibit within 3 months for Sea freight and 2 months for Air freight.

Important: For airfreight shipments coming to Bangkok, please attach The Carnet ATA to the AWB!!! – do not send it by mail!!!

4.2 Bank Guarantee issued by Schenker Bangkok (in case the Carnet ATA cannot be used)

Alternatively, for temporary shipments, a bank guarantee can be issued by Schenker Thailand which will serve as a customs bond. Unlike in the past, exhibits covered by our bank guarantee cannot be sold in Thailand but must be returned after the end of the show.

A major irritation in the past was that the receipts for duty / tax (VAT) will have to be issued in the name of Schenker and not in the name of the final buyer in Thailand.

A bank guarantee can also be placed by a Thai company e.g. the exhibitors, Local agent / representative office (must be a registered company). In this case the agent **has to appear as the consignee on all** documents instead of Schenker. (See also Paragraph 3.1) If the exhibit is sold, the name and all receipts for duty and VAT will be in their name thus the VAT problem described above will not occur.

4.3 Permanent Importation (duty paid)

4.3.1 All exhibits that have already been sold prior to the show to a Thai agent or customer have to be **addressed to that company**. The customs clearance can still be done by Schenker Thailand.(show as notify party) All other document requirements will remain the same.

4.3.2 All give-away, brochures, catalogues, advertising material will have to be imported permanently and duty and VAT must be paid. Unless exhibitors have an agent in Thailand in whose name this can be imported, all shipments must be addressed to Schenker Thailand who will be the importer of record and payer of duty and tax (which will be billed to the exhibitor as per receipts)

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5. License for Medical Products & Equipment into the Show

In general, **Medical Products & Equipment** is required to be temporary import licensed by FDA, Thailand. Exhibitors are requested to check either with Schenker Thai, or with their local Schenker branch in charge, about import rules, regulations, requirements and instructions for importation of their specific products, before shipping to Thailand.

To apply for the temporary import license, following documents must provide to Schenker Thai latest 2 weeks before dispatch.

- B/L and / or AWB,
- Invoice / Packing-list which shown all details of Equipments, such as Brand, Serial or model number, customs code (HS) no.
- Catalogues of Equipment

Please note that the import license will be apply for temporary import customs clearance for exhibition purpose only, After the show all equipments have to be return.

Please be aware that some of your exhibition materials might require an import license (even if imported on a temporary basis or if a Carnet ATA issued)

Please let us know as soon as possible, If you have an agent in Thailand, who should apply for such a license on your behalf.

Should you require Schenker Bangkok to apply for an import license, we would request a letter of indemnification from the exhibitor, stating, that we will not be held responsible for malfunction of your product or for any financial damages, which might occur after the product has been sold to a local purchaser.

Please make sure, that we have all required information by the given deadlines, since the import license has to be available to the Thai Authorities prior to arrival of shipment.

Violation of these regulations may result in serious delay in clearance as well as in heavy penalties of confiscation.

Please note, that many goods including, but not limited to the following, require an import license:

- Medical equipment and products
- Radio and telecommunication equipment
- Road vehicles
- Wines and liquor
- Tobacco products
- Food and beverages
- Weapons
- Scales, measurement tapes
- Playing cards
- Chemicals
- Marble

Please communicate with us at least 1 month in advance allowing us enough time to check, if a license is required or if a license will be granted at all. Regulations sometimes change without prior notice.

6. Documentation: SEAFREIGHT / AIRFREIGHT

For the clearance or your consignments following documents are required:

- 3/3 original Bill of Lading + 5 Copies
- 1 Airway bill (in case of consol, please Master AWB and House AWB)
- Commercial invoice 6-fold (one original signed + 5 copies) or Carnet ATA in English language, separate invoice for temporary & permanent entry
- Packing-list 6-fold (one original signed + 5 copies) in English language

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- 2 catalogues, photographs or data sheets describing the exhibit
- Formula and certificate of analysis in case of chemicals, marble, pharmaceuticals, detergents or similar products
- Import license, if required (This applies also for goods which are for temporary import and under Carnet ATA admission)
- 1 copy of insurance policy, showing the survey agent in Bangkok

SCHENKER THAI WILL NEED THE COPIES OF THE DOCUMENTS

**IN ADVANCE BY TELEFAX, EVEN THE CATALOGUES
PLEASE NOTE THAT SCHENKER WILL NOT VISIT THE EXHIBITORS
WEBSITE TO FIND OUT THE RIGHT MACHINE OR TYPE ETC:**

The original documents must be with Schenker Thailand:

**Sea freight : 1 week prior to arrival at Bangkok port
Airfreight : attach to the AWB**

7. COMMERCIAL INVOICE

The commercial invoices have to contain following details:

- Quantity and kind of packages must be stated clearly such as case, crate, bundle, drum etc. (as per Bill of Lading)
- Contents of each package such as number of pieces, items etc.
- Precise description of goods, such as size, capacity, model and serial-numbers in case of machinery or similar equipment. For shipments of chemical products, chemical name, composition and details of analysis are essential, (Certificate must be available)
- Unit price, total amount of each item and grand total
- Term of shipment **is always CIF Bangkok**
- Net weight of each item
- Shipping mark shall be the same as marking on packages
- Country of origin
- **Customs tariff number must be mentioned!!!**
- Type of importation (temporary or final)
- **For the temporary clearance please add following clause:**

“The invoiced goods are of....(country) origin and are intended for display purposes only at the exhibition site in Bangkok.”

8. PACKING LISTS

The packing lists have to contain following details:

- Quantity and kind of packages shall be stated clearly such as case, crate, carton, bundle or drum etc.
- Contents of each package namely number of pieces, items etc.
- Precise and full description of goods. Do not use internal codes or numbers
- Gross- and net weight in kgs per case
- Dimensions (length x weight x height) in cms per case
- Shipping mark shall be the same as marking on the package

It is very important that all documents are issued in English language. Otherwise there could be delays and additional charges which are not in our responsibility.

It is also absolutely necessary, that separate invoices for temporary, permanent sold, give-away exhibits and material will be issued!!!

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9. CATALOGUES, PRICE-LISTS ETC.

Those items are subject to duty/tax in Thailand. Even, if catalogues or brochures are sent back after exhibition, there is no possibility to claim back duty/tax from customs. Also data sheet, leaflets and any sort of office material are subject to duty/tax. The total duty and VAT amount will be roughly 50% of the CIF Value.

10. ADVERTISING MATERIAL

These items are subject to duty / tax.

IMPORTANT: Please make sure, that you do not ship out any dangerous material example Lighters, batteries, matches etc.

11. VIDEO TAPES / AUDIO TAPES, SLIDES

These items can be imported on a temporary basis. They have to be checked approved by the Thai Authorities. This procedure is very time consuming. Therefore we need all goods in airport up to June 29, 2009.

12. IMPORTATION OF LIQUOR, FOODSTUFF, ALCOHOL, CIGARETTES

These articles are dutiable and have to be covered by an import license. You are strongly advised not to ship these. All these goods can be purchased local in Bangkok.

13. STORAGE OF EMPTIES

The storage of empties will be arranged inside the QSNCC fairground, subject to show management arrangements.

14. TRANSPORTINSURANCE

Schenker recommends that each exhibitor arranges Marine (Transport) Insurance covering transport to the exhibition, exhibition period and the return of the exhibits to the final destination.

15. HAND CARRIED GOODS

Schenker (Thai) Ltd. Will be able to assist in clearing the hand carried equipment arriving with passengers case by case (upon requests)

16. COURIER SHIPMENTS

Please note that we are unable to influence the speed of the shipments sent by courier

ORDER FORMS
ORDER FORM CHECK LIST

D

D1 FORMS RETURN TO SHOW MANAGER

FORMS

- 1 Advertisement Booking
- 2 Value Added
- 3 Company Profile
- 4 Exhibitor Name Badge
- 5 Invitation Letter Request
- 6 Unofficial Contractor (Raw Space Exhibitors only)

D2 FORMS RETURN TO OFFICIAL CONTRACTORS

FORMS

- 7 Standard Stand (Shell Scheme Exhibitors only)
- 8 Furniture & Accessories Rental
- 9 Showcase Rental (Click System)
- 10 Audio / Visual Equipment Rental
- 11 Computer Rental
- 12 Lighting & Electric
- 13 Water Supply & Drainage
- 14 Compressed Air Rental
- 15 Service Location Plan
- 16 Telephone / Facsimile Service
- 17 Booth Security & CCTV Service
- 18 Booth Cleaning Service
- 19 Wi-Fi Internet
- 20 High Speed Internet (ADSL)
- 21 Floral and Plant Service
- 22 Booth Catering Service
- 23 Freight Forwarding / Onsite Handling

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ORDER FORMS

D

CHECKLIST

Exhibitors are required to return all forms indicated "MUST BE RETURNED" to the addressee by the date indicated. Form indicated "OPTIONAL" are to return only of service required.

F O R M	SUBJECT	MUST BE RETURNED	OPTIONAL	PAGE	DEADLINE
----------------------------	----------------	-----------------------------	-----------------	-------------	-----------------

D1 FORMS RETURN TO SHOW MANAGER

1	Advertisement Booking		X	27	15 May 2009
2	Value Added		X	28	5 June 2009
3	Company Profile	X		29	15 May 2009
4	Exhibitor Name Badge	X		30	22 June 2009
5	Invitation Letter Request		X	31	12 June 2009
6	Unofficial Contractor (Raw Space Exhibitors only)	X		32	12 June 2009

D2 FORMS RETURN TO OFFICIAL CONTRACTORS

7	Standard Stand (Shell Scheme Exhibitors Only)	X		34	5 June 2009
8	Furniture & Accessories Rental		X	36	5 June 2009
9	Show Case Rental (Click System)		X	38	5 June 2009
10	Audio / Visual Equipment Rental		X	39	8 June 2009
11	Computer Rental		X	40	8 June 2009
12	Lighting & Electrics	X		41	8 June 2009
13	Water Supply / Drainage		X	44	8 June 2009
14	Compressed Air Rental		X	45	1 June 2009
15	Service Location Plan		X	46	8 June 2009
16	Telephone / Fax / Internet Service		X	47	19 June 2009
17	Booth Security Service		X	49	19 June 2009
18	Booth Cleaning Service		X	51	19 June 2009
19	Wi-Fi Internet		X	52	19 June 2009
20	High Speed Internet (ADSL)		X	53	19 June 2009
21	Floral and Plant Service		X	54	19 June 2009
22	Booth Catering Service		X	55	26 June 2009
23	Freight Forwarding and Onsite Handling	X		56	9 June 2009

NOTE: Any Exhibitors confirming their participation in the exhibition after the expiry of the above deadlines must treat these dates as "IMMEDIATE"

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FORM 1: ADVERTISEMENT BOOKING FORM

DEADLINE Friday, 15 May 2009

An exhibition directory is provided free of charge to all exhibitors and delegates. In the form of a booklet, this directory will include listings of all exhibitors, the exhibition floor plan, articles and advertising. Exhibitor can place a full color advertisement in the exhibition directory.

Size (Full Color)	Directory Book (USD)	Please check
Inside front cover	1,500	<input type="checkbox"/>
Inside back cover	1,000	<input type="checkbox"/>
Full page inside	700	<input type="checkbox"/>
Half page inside	500	<input type="checkbox"/>
Total		

Please create your advertisement in a recognized professional desktop publishing program e.g. Adobe Illustrator, Adobe Photoshop. The resolution should be at least 300 dpi (dots per inch) within actual size (the image size used in artwork) in .psd, and don't flatten the image layer in case we need to adjust it to fit the page. (Please put each image in a separated layer.)

We can accept:

1. CD with a proof (preferable)
2. E-mail as a press-optimized (high resolution) PDF file to AsiaCongress. Please zip it if the artwork is bigger than 5MB.
3. FTP-Details on request

Other types of programs are of insufficient quality for printing and publishing, and therefore unacceptable.

Copy deadline: Friday, 15 May 2009

Remarks:

1. Advertisement will be invoiced in full upon reservation of advertisement space. Payment is due within 15 days of the date of the relevant invoice.
2. Advertisement space will be assigned on a "first come, first served" basis upon the receipt of this Advertisement Booking Form.

Exhibiting Company:	Stand Number:
Address:	
Tel:	Fax:
E-mail:	
Name of Person in Charge:	
Signature:	
Date:	

Please complete and return this form to: AsiaCongress Events Co., Ltd.

Address: 10 soi Lasalle56 Sukhumvit Rd. Bangna

Bangkok 10260, Thailand

Tel: +66 2 7487881

Fax: +66 2 7487880

E-mail: rujira@asiacongress.com

Contact: Ms. Rujira Lomas

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FORM 2: VALUE ADDED

DEADLINE Friday, 5 June 2009

This is your opportunity to highlight your company's presence to visitors through exhibitors' well placed signages and decoration items.

Package

All signages and decoration items are one of the most high profile and most effective method of making your company stand out during the exhibition. This offers your company an extremely cost effective and striking promotional opportunity.

Design, drawing and dimension of each promotional item will be given upon request. Please tick below your desired items and send to us by fax or e-mail. We shall then revert to you with full details.

Booking Items Indoor Signages and Decorations	Available	Unit Cost (Baht)	Requested Unit
Logo			
Registration Counter	1	30,000	
Form Filling Counter	2	10,000	
Directory Board	1	10,000	
Directional Sign (X-banner)	10	8,000	
Artwork Required (Ready to print)			
Pillar Wrap	4	50,000	
Indoor Standing J-Flag	10	20,000	
Ceiling banner at the foyer	5	30,000	
		Total	
		Vat 7%	
		Grand Total	

Please create your advertisement in a recognized professional desktop publishing program e.g. Adobe Illustrator, Adobe Photoshop. The resolution should be at least 300 dpi (dots per inch) within actual size (the image size used in artwork) in .psd, and don't flatten the image layer in case we need to adjust it to fit the page. (Please put each image in a separated layer.)

Note:

1. Above price excludes 7% VAT
2. Orders are valid only when accompanied with full remittance.
3. Exact dimension of each promotional item to be given upon request.
4. Organizers reserve the right to adjust or amend items or units of any onsite promotion.

Exhibiting Company:	Stand Number:
Address:	
Tel:	Fax:
E-mail:	
Name of Person in Charge:	
Signature:	
Date:	

Please complete and return this form to:

AsiaCongress Events Co., Ltd.

Address: 10 soi Lasalle56 Sukhumvit Rd. Bangna
Bangkok 10260, Thailand

Tel: +66 2 7487881

Fax: +66 2 7487880

E-mail: Rujira@asiacongress.com

Contact: Ms. Rujira Lomas

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FORM 3: COMPANY PROFILE

DEADLINE Friday, 15 May 2009

Each company in the exhibition entitled to a FREE insertion of 200 words in the SHOW DIRECTORY describing the company, company's products/ services without any picture. **Excess text will be edited without further consultation with the exhibitor.**

Please note: Your adherence to the specified deadline is imperative to guarantee inclusion in the SHOW DIRECTORY

Company Profile:

Products and Services:

Exhibiting Company:	Stand Number:
Address:	
Tel:	Fax:
E-mail:	
Name of Person in Charge:	
Signature:	
Date:	

Please complete and return this form to:

AsiaCongress Events Co., Ltd.

Address: 10 soi Lasalle56 Sukhumvit Rd. Bangna
Bangkok 10260, Thailand

Tel: +66 2 7487881

Fax: +66 2 7487880

E-mail: rujira@asiacongress.com

Contact: Ms. Rujira Lomas

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FORM 4: EXHIBITOR NAME BADGE

DEADLINE Monday, 22 June 2009

Please provide below names of all personnel from your company and associated companies who will be manning the exhibition stand. Please note that those who wear exhibitor badges are NOT allowed to participate in the conference. Please contact Ms. Air Kletdeun at air@asiacongress.com if you are interested to register to the conference.

Please fill the form in ENGLISH only (No Title / No Position)

- Please attach a separate sheet if space given is insufficient
- Please specify company name indicated in Contract if below given name are different:

(IN BLOCK LETTERS)

	NAME	COMPANY	COUNTRY
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			

Note: 1. Number of badges will be given to exhibitors according to exhibiting space in the below timetable.

2. Additional or replacement for badges will cost 150 Baht per each

SPACE	BADGES
Space of 9 - 11 sq. m.	= 5 badges
Space of 12-27 sq.m.	= 10 badges
Space of 28 sq.m. and over	= 15 badges

Exhibiting Company:	Stand Number:
Address:	
Tel:	Fax:
E-mail:	
Name of Person in Charge:	
Signature:	
Date:	

Please complete and return this form to:

AsiaCongress Events Co., Ltd.

Address: 10 soi Lasalle56 Sukhumvit Rd. Bangna Bangkok 10260, Thailand

Tel: +66 2 7487881

Fax: +66 2 7487880

E-mail: rujira@asiacongress.com

Contact: Ms. Rujira Lomas

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FORM 5: INVITATION LETTER REQUEST

DEADLINE Friday, 12 June 2009

Remarks: Countries which are *not* stated in the list of exemption of visas for visiting Thailand (page 5) need to fill the invitation letter request form. Then AsiaCongress will launch an invitation letter to attend the ITS 2009 back which will serve as a formal letter of invitation for visa application. The letter should be presented when you apply for Thai Visa. Please note that all exhibitors are still responsible for applying the visa on your own.

**** To avoid misspelling and incorrect information, the exhibitors are requested to type all information in BLOCK letter. ****

Please fill in the form below:

First Name	
Middle Name	
Last Name	
Job Title	
Company Name	
Company Address	
City	
Zip/Postal Code	
Country	
Company Phone	
Additional Tel.	
Company Fax	
E-mail	

Please return this form to:

AsiaCongress Events Co., Ltd.

Address: 10 Pico Complex, Soi Lasalle 56, Sukhumvit Rd,
Bangna, Bangkok – Thailand 10260

Tel: +66 2 748 7881

E-mail: rujira@asiacongress.com

Contact: Ms. Rujira Lomas

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FORM 6: UNOFFICIAL CONTRACTOR

DEADLINE Friday, 12 June 2009

(FOR RAW SPACE EXHIBITOR ONLY)

We (raw space exhibitor) enclose herewith one copy of detailed drawings, with dimensions, illustrating the design of your stand for the exhibition. Relative locations of all equipment / machinery on display are also depicted on the layout.

Note that 2 copies of detailed drawing will be required in case of any part of structure of stand exceeds 4.5 meters high. Approval of design will depend upon safety and no disturbance to neighboring stand.

IMPORTANT NOTE:

When the exhibitor's appointed contractor is not the official contractor, this contractor will be required to lodge with show manager a refundable damage deposit according to exhibiting space in the below timetable. This is to ensure that the rules and regulations are abided by and to cover any damages arising directly or indirectly from any infringement. This is without prejudice to any additional claims the show manager may have on the contractor if the damages exceed the deposit.

My appointed contractor is.....

Address:.....

Contact :.....

Person in charge:.....

Tel:Fax: Email:

REFUNDABLE DAMAGE DEPOSIT / TOTAL BOOTH AREA (THB 1,000 / sq.m. Min THB 9,000 & Max THB 150,000)	COST (THB)

*** Payment should be in favor of :- "AsiaCongress Events Co. Ltd " by cheque method.

We, as Exhibitor and Contractor agree to abide by all the Rules and Regulations of the exhibition, particularly "STAND FITTING CONSTRUCTION RULES AND REGULATIONS" stipulated

Exhibiting Company:	Stand Number:
Address:	
Tel:	Fax:
E-mail:	
Name of Person in Charge:	
Signature:	
Date:	

Please complete and return this form with your stand drawing to:

AsiaCongress Events Co., Ltd.

Address: 10 soi Lasalle56 Sukhumvit Rd. Bangna Bangkok 10260, Thailand

Tel: +66 2 7487881 **Fax:** +66 2 7487880

E-mail: rujira@asiacongress.com

Contact: Ms. Rujira Lomas

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STAND FITTING CONSTRUCTION RULES AND REGULATIONS

1. Identification

All workers employed in the construction of stand must wear identifications badges provided or approved by the organizer all the times when they are in the exhibition halls. If the deposit is not paid, no identification badges will be issued and the contractors will not be allowed to go into the halls.

2. Removal of Rubbish

During the building-up and tear-down period, exhibitors and their contractors will be responsible for day-to-day removal of rubbish (i.e. empty paint cans, lumber scrabs, etc.). Failure to do so will result exhibitors being liable for the service fees involved in removing the rubbish.

3. Hall Structures

In the construction of the stand, existing fixtures or walls operable wall may not be used any way (i.e. nailing, wiring of fixing of exhibits to any existing structure).

4. Open Frontages

All stands in the exhibition, irrespective of height, must have at least half of the frontage on each side opened or fitted with transparent material to underside of fascia.

5. Floor Covering

In accordance with the organizer's build-up schedule, exhibitors doing their own stand construction must arrange to have:

- (a) Carpet and back wall installed within 48 hours of the scheduled work commencement date.
- (b) All carpet and floor coverings must be affixed with double-sided tapes. These tapes are to be removed during the dismantling period. The use of paint or glue on the floor of the exhibition hall is strictly forbidden. Failure to comply with these regulations may result in the delay of installation of electrics and equipment move-in and any consequential cost incurred will be charged to exhibitor.

6. Painting

In the construction of the wall, painting has to be done both in front and back wall.

7. Fire Regulations

All materials used in the stand construction must be properly fireproofed in accordance with local regulations.

8. Building Regulations (Important!)

To comply with local building regulations, all exhibitors building their own stand must submit detailed drawings of their stand to the organizers by the stipulated deadline for the approval of the organizer to ensure that the interests of all exhibitors are observed. Failure to do this may incur extra costs to exhibitors for special late scrutiny.

9. Dismantling

At the aloe of the exhibition, it is the joint responsibility of exhibitor and contractor to dismantle and remove the stand, in accordance with the dismantling schedule to be issued by the show manager. All debris and carpets must be cleared by the exhibitors and/or their contractor by 10 July 2008. Failure to do so will result in the contractors being liable for services fees incurred.

10. Observance of Rules and Regulations

Exhibitors are responsible and liable for their contractors' observance of all rules and regulations.

11. Stand Number

The number of the stand, as allocated by the organizer, must be clearly indicated on all sides.

12. Stationed Staff

Contractors are needed to station staff member with communications equipment from the start of construction until clearance of booth to co-ordinate and assist if necessary with their exhibitors

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FORM 7: STANDARD STAND

DEADLINE Friday, 5 June 2009

THIS FORM APPLIES TO **SHELL SCHEME EXHIBITORS ONLY**
"SPACE ONLY" EXHIBITORS MUST PREPARE OWN NAME AND STAND
NUMBER AND SHOULD ENDORSE "NOT APPLICABLE " ON THIS FORMS.

**** PLEASE MAKE COPIES FOR YOUR RECORD!****

STAND FASCIA

This will be provided in upper front, Standard 75 mm. High (3 inches), English Alphabet:
(Maximum of 24 letters). Please use block capitals.

Note : If your fascia name board details are not received by the deadline date, the company name details in your contract will be used. In all cases, abbreviations will be used i.e. Company = Co., Limited = Ltd.

Logos : Logo may be attached onto the fascia, but must not be wider than 300 mm. Please note that reproduction of a logo is at the exhibitor's expense. If you wish to have your logo on the fascia, please send a sample with this form for quotation by PX SYSTEM CO., LTD.

(.....) Please send us a quotation based on our attached logo. (Tick if required)
Orders are valid only when accompanied by full remittance. Payment should be paid to **Bangkok Bank Public Co., Ltd. At 947/2 Moo 12 Sukhumvit Rd., Bangna, Bangkok, Bangkok 10260. Account No. 130-4-99443-5 [Saving Account]**

PLEASE USE BLOCK CAPITALS OR ATTACH BUSINESS NAME CARD

Exhibiting Company:	Stand Number:
Address:	
Tel:	Fax:
E-mail:	
Name of Person in Charge:	
Signature:	
Date:	

Please complete and return this form to: PX System Co., Ltd.

Address: 12 Soi Lasalle 56, Sukhumvit Road, Bangna, Bangkok, Bangkok 10260, Thailand

Tel: +66 2 748 7625-9

Fax: +66 2748 7630

E-mail: info@pxsystem.com or piyanuch@pxsystem.com

Contact: Ms. Piyanuch (A)

10th Intelligent Transportation System Asia Pacific

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Organizer's Standard Shell Scheme Specification

- Needle punch carpet
- White pifex systems partition 2.5 m.
- Fascia board 0.3 m. height with 10 cm. high of exhibitor's name
- 1 Reception desk
- 2 Folding chairs
- 1 Wastebasket
- 1 nos. 40 w fluorescent lights
- 1 Socket point 5 Amp 220 V.

Furniture Entitlement for Stand Shell Scheme Package Only

Stand Area in Sq.m.	6-11 m ²	12-26 m ²	27-35 m ²	36-44 m ²	45-53 m ²	54-62 m ²	63-72 m ²
FURNITURE							
Information counter	1	2	3	4	5	6	7
Folding chairs	2	4	6	8	10	12	14
Waste paper basket	1	2	3	4	5	6	7
ELECTRICAL							
Florescent tubes (40W each)	2	4	6	8	10	12	14
5 Amp / 220V socket	1	2	3	4	5	6	7

These items are not interchangeable. You may opt of all or a part of the item list.

Guidelines for Exhibitors on the Rental of Wall Panels

1. Do not move any addition or any change to the Standard shell scheme. Should you wish to do so, please contact the Operations staff of official contractor for further actions.
2. Do not spay, glue or silicone on the wall pane.
3. Do not paint, spay-paint, or write on the wall pane.
4. Do not drill, nail, perforate, tack down, staple or cause of any damages to the panels or any parts of the standard booth. If you need to affix any exhibit or sign to the wall, please contact our Operations staffs.

Note: *In case of violation of the above rules, official contractors will be obliged to request the payment from exhibitors for any damages caused at the rate of 3,000 Bath/panel.*

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FORM 8: FURNITURE AND ACCESSORIES RENTAL

DEADLINE Friday, 5 June 2009

Remarks: ORDER ONLY YOUR ADDITIONAL AND SHOULD CHECK WITH PX SYSTEM THE STOCK OF ITEMS BEFORE PLACING ORDER (Please find furniture catalog at the appendix p. 56)

**** PLEASE MAKE COPIES FOR YOUR RECORD ****

ITEMS	DESCRIPTION	DIMENSION	EARLY DISCOUNT RATE	AFTER DEADLINE RATE	ONSITE RATE	QTY	AMOUNT BAHT	
1	P-T 001 Information counter	500 x 1000 x 800 mm.	850.00	935.00	1,105.00			
2	P-A 001 Lockable cabinet	500 x 1000 x 800 mm.	900.00	990.00	1,170.00			
3	P-A 002 Flat Shelf	250 x 950 mm.	595.00	654.50	773.50			
4	P-A 003 Slope Shelf	390 x 950 mm.	595.00	654.50	773.50			
5	P-A 004 Display Cube	500 x 500 x 750 mm.	850.00	935.00	1,105.00			
6	P-A 005 TV & VDO Stand	500 x 750 x 1200 mm.	850.00	935.00	1,105.00			
7	P-A 010 Waste Paper Basket	-	50.00	55.00	65.00			
8	U-T 112A Rectangular Table	750 x 1200 x 750 mm.	850.00	935.00	1,105.00			
9	U-T 113A Square Table	750 x 750 x 750 mm.	850.00	935.00	1,105.00			
10	U-T 114A Round Table	750 x 750 x 750 mm.	850.00	935.00	1,105.00			
11	U-T 115A Bistro Table	500 x 500 x 1000 mm.	850.00	935.00	1,105.00			
12	U-T 122 Coffee Table	600 x 470(H) mm.	850.00	935.00	1,105.00			
13	U-C 015 Secretary Chair	450 x 500 x 500/800 mm.	500.00	550.00	650.00			
14	U-C 018 Barstool	350 x 960 mm.	550.00	605.00	715.00			
15	U-C 121 Plastic Chair	500 x 420 x 770 mm.	300.00	330.00	390.00			
16	U-C 123 Leather Arm Chair	540 x 600 x 450/880 mm.	550.00	605.00	715.00			
17	U-S 114 Sofa	600x 800 x 780 mm.	1,100.00	1,210.00	1,430.00			
18	U-A 013 Coat Hanger	1400 mm	500.00	550.00	650.00			
19	U-A 017 Water Dispenser	310 x 360 1700 mm.	5,500.00	6,050.00	7,150.00			
20	U-A 027 Brochure Stand	260 x 280 x 1660 mm.	460.00	506.00	598.00			
21	Small fridge (2.9 Q), + socket 5amp 220v. (8 hrs.)		3,500.00	3,850.00	4,550.00			
22	Medium fridge (5.9 Q), + socket 5amp 220v. (8 hrs.)		4,500.00	4,950.00	5,850.00			
23	Needle punch Carpet	-	250.00/sqm.	275.00/sqm.	325/sqm.			
24	White Partition (Pifex System)	100 x 240 mm.	850.00	935.00	1,105.00			
							Sub Total	
							Vat 7%	
							Total	

Please note:-




















- Orders are valid only when accompanied by full remittance. Payment should be paid to **Bangkok Bank Public Co., Ltd. At 947/2 Moo 12 Sukhumvit Rd., Bangna, Bangkok, Bangkok 10260 Account No. 130-4-99443-5 [Saving Account]**
- Late orders after deadline provided and if available will be subject to a surcharge of 10% after dateline and 30% for order on site. The wire transfer fee for payment from oversea shall be the customer's responsibility.
- There'll be not refund for cancellation the order during Set-Up day and Show day.

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PX SYSTEM CO.,LTD.
 12 Soi Lasalle 56,Sukhumvit Road.,
 Bangna, Bangna, Bangkok 10260
 Tel : +662-748-7625-9
 Fax :+662-748-7630
 e-mail : info@pxsystem.com

		
P-T 001 INFORMATION COUNTER (500X1000X800 MM.)	U-T 113A SQUARE TABLE (750X750X750 MM.)	U-T 114A ROUND TABLE (750X750(H) MM.)
		
U-T112A RECTANGULAR TABLE (500X1200X750 MM.)	U-T 122 COFFEE TABLE (450X600X410 MM.)	U-C 121 PLASTIC CHAIR (500X420X770 MM.)
		
U-C 123 EASY ARM CHAIR (540X600X880 MM.)	U-C-015 SECRETARY CHAIR (450X500X500/800 MM.)	U-C 018 BAR STOOL (350X960 MM.)
		
U-S 114 SOFA (600X840X390/760 MM.)	P-A 001 LOCKABLE CABINET (500X1000X800 MM.)	P-A 004 DISPLAY CUBE (500X500X750 MM.)
		
P-A 002 FLAT SHELF (390X950 MM.)	P-A 003 SLOPE SHELF (390X950 MM.)	P-A 005 TV & VDO STAND (500X750X1200 MM.)
		
U-A 013 COAT HANGER (1400(H) MM.)	U-A 0171 WATER DISPENSER (310X360X1700 MM.)	P-A 010 WATER BASKET (250X250X250 MM.)
		
		U-A 027 BROCHURE STAND (260X280X1660 MM.)

Please use block capitals or attach business card

Exhibiting Company:	Stand Number:
Address:	
Tel:	Fax:
E-mail:	
Name of Person in Charge:	
Signature:	
Date:	

Please complete and return this form to: PX System Co., Ltd.




Address: 12 Soi Lasalle 56, Sukhumvit Road, Bangna, Bangkok 10260, Thailand
 Tel: +66 2 748 7625-9 Fax: +66 2748 7630
 E-mail: info@pxsystem.com or piyanuch@pxsystem.com
 Contact: Ms. Piyanuch (A)

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FORM 9: SHOWCASE RENTAL (CLICK SYSTEM)

DEADLINE Friday, 5 June 2009

No.	Description	Dimension	Ref. Code	Unit Cost (Baht)	QTY	Total Cost (Baht)
1	Table Showcase (Click System) 	0.50(w)x0.90(l)x0.90(h)m.		4,000		
2	Tall Showcase (Click System) 	0.50(w)x0.90(l)x1.80(h)m.		5,000		
3	BIG Tall Showcase (Click System) 	0.50(w)x0.90(l)x1.80(h)m.		6,000		
Sub Total						
7% Vat						
Grand Total						

Please note :-

- Orders are valid only when accompanied by full remittance. Payment should be paid to Bangkok Bank Public Co., Ltd. At 947/2 Moo 12 Sukhumvit Rd., Bangna, Bangkok 10260 . Account No. 130-4-99443-5 [Saving Account]
- Late orders after deadline provided and if available will be subject to a surcharge of 10% after dateline and 30% for order on site. The wire transfer fee for payment from oversea shall be the customer's responsibility
- There'll be not refund for cancellation the order during Set-Up day and Show day.
- Please send us a copy of your Telex Transfer to verify your payment.

Please use block capitals or attach business card

Exhibiting Company:	Stand Number:
Address:	
Tel:	Fax:
E-mail:	
Name of Person in Charge:	
Signature:	
Date:	

Please complete and return this form to: PX System Co., Ltd.

Address: 12 Soi Lasalle 56, Sukhumvit Road, Bangna, Bangkok 10260, Thailand

Tel: +66 2 748 7625-9 Fax: +66 2748 7630

E-mail: info@pxsystem.com or piyanuch@pxsystem.com Contact: Ms. Piyanuch (A)

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FORM 10: AUDIO & VISUAL EQUIPMENT RENTAL

DEADLINE Monday, 8 June 2009

Service required: From: ___/___/___ To : ___/___/___ Total ___ day(s)
(D/M/Y) (D/M/Y)

DESCRIPTION	COST / DAY (BAHT)	QTY (UNIT)	NOS. OF DAY	AMOUN T
21" TV MONITOR + DVD Player	2,700			
25" TV MONITOR + DVD Player	3,260			
29" TV MONITOR + DVD Player	3,820			
34" TV MONITOR + DVD Player	5,380			
Plasma 42" + DVD Player	12,000			
Plasma 50" + DVD Player	20,500			
17" LCD Flat Screen Monitor + CPU	4,500			
19" LCD Flat Screen Monitor+CPU	6,000			
Sub				
7% VAT				
Grand				

Remarks :

- Late order may not be provided and, if available, will be subject to a surcharge of 10% for order after the deadline or 30% for order on-site with full cash payment.
- Orders cancelled between set-up days, the exhibitor will be liable for full cost of rental.
- For Video Projection Walls, quotation will be submitted upon request.
- Orders are valid only when accompanied with full payment by cash, company cheque or transfer in favor of "Addex Co., Ltd." Please fax us a copy of evidence of your payment (copy of cheque, transfer document etc.)
- Please note that 7% VAT is applicable in Thailand and must be included in your payment.

Our banking information is as follows:

A/C Name : **ADDEX Company Limited**
 A/C No. : 095-2-01041-9 (Savings account) Swift Code: KASITHBK
 Bank's Name : Kasikorn Bank Public Company Limited Seacon Square Branch
 Address : 111 Onnuch 64 Road, Suanluang, Bangkok 10250 Thailand

** Withholding tax of 3% of services may be deducted only when applying with an official withholding tax form upon placing order. (No. 3031998643)**

Exhibiting Company:	Stand Number:
Address for invoice:	
Tel:	Fax:
E-mail:	
Name of Person in Charge:	
Signature:	
Date:	

Please complete and return this form to: ADDEX Company Limited

Address: 111 Onnuch 64 Road, Suanluang, Bangkok 10250 Thailand.
 Tel: +66 2 322 1625, +66 2 322 3933
 Fax: +66 2 721 0473
 E-mail: woody@addexthailand.com or addex_2006@yahoo.co.th
 Contact: Mr. Worrawut Kittichaiudomdech (Woody)

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FORM 11: COMPUTER RENTAL

DEADLINE Monday, 8 June 2009

DESCRIPTION	COST / DAY (BAHT)	QTY (UNIT)	NOS. OF DAY	AMOUNT
Addex PC Standard P4 2.4GHz 256MB 40GB CD-Rom 15" CRT LAN	2,000			
Addex PC Advance P4 2.8GHz 256MB 80GB CD-Rom 17" CRT LAN	2,500			
Addex PC Hyper P4 3.2GHz 512MB 80GB Combo 17" CRT LAN	3,000			
PC with LCD Monitor Change to 15" LCD	800			
Change to 17" LCD	1,500			
Change to 19" LCD	2,000			
				Sub Total
				7% VAT
				Grand

Service required: From : ___/___/___ **To :** ___/___/___ **Total** ___ day(s)
(D/M/Y) (D/M/Y)

Remarks :

1. Late order may not be provided and, if available, will be subject to a surcharge of 10% for order after the deadline or 30% for order on-site with full cash payment.
2. Orders cancelled between set-up days, the exhibitor will be liable for full cost of rental.
3. For Video Projection Walls, quotation will be submitted upon request.
4. Orders are valid only when accompanied with full payment by cash, company cheque or transfer in favor of "Addex Co., Ltd." Please fax us a copy of evidence of your payment (copy of cheque, transfer document etc.)
5. Please note that 7% VAT is applicable in Thailand and must be included in your payment.

Our banking information is as follows:

A/C Name : ADDEX Company Limited
A/C No. : 095-2-01041-9 (Savings account) **Swift Code:** KASITHBK
Bank's Name : Kasikorn Bank Public Company Limited **Seacon Square Branch**
Address : 111 Onnuch 64 Road, Suanluang, Bangkok 10250 Thailand

** Withholding tax of 3% of services may be deducted only when applying with an official withholding tax form upon placing order.

Exhibiting Company:	Stand Number:
Address for invoice:	
Tel:	Fax:
E-mail:	
Name of Person in Charge:	
Signature:	
Date:	

Please complete and return this form to: Addex Company Limited

Address: 111 Onnuch 64 Road, Suanluang, Bangkok 10250 TAX ID : 3031998643

Tel: +66 2 322 1625, +66 2 322 3933

Fax: +66 2 721 0473

E-mail: woody@addexthailand.com or addex_2006@yahoo.co.th

Contact: Mr. Worrawut Kittichaiudomdech (Woody)

10th Intelligent Transportation System Asia Pacific

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FORM 12: LIGHTING & ELECTRIC

DEADLINE Monday, 8 June 2009

Service / Items	Within 8 JUNE 09	After 08 JUNE 09	Onsite	QTY	Amount
	(Baht)	(Baht)	(Baht)		
Section A Equipment rental/plus individual fitting, inclusive of power consumption					
Spotlight 100 W. standard	750	825	975		
Spotlight 100 W. with arm	780	858	1,014		
Fluorescent Light 1.2 m. 40 W.	660	725	858		
Down Light 60 W.	780	858	1,014		
Down Light Halogen 50 W.	907	1,000	1,179		
Spotlight Halogen 50 W. with arm	907	1,000	1,179		
Halogen Lamp 300 W. 200 V.	1,815	2,000	2,360		
Halogen Lamp 500 W. 220 V.	3,000	3,300	3,900		
Section B Breaker for Exhibits (for machinery, engine, motor), inclusive of power consumption					
Socket 5 Amp (5 Amp fuse) 220 V. 50 Hz.	840	924	1,092		
Socket 5 Amp (5 Amp fuse) 220 V. 50 Hz., 24 Hr.	1,680	1,848	2,184		
Breaker 15 Amp / 220 V. Single Phase 50 Hz	2,880	3,168	3,744		
Breaker 15 Amp / 380 V. Three Phase 50 Hz.	5,940	6,534	7,722		
Breaker 30 Amp / 220 V. Single Phase 50 Hz	5,760	6,336	7,488		
Breaker 30 Amp / 380 V. Three Phase 50 Hz	11,880	13,068	15,444		
Breaker 60 Amp / 380 V. Three Phase 50 Hz.	23,760	26,136	30,888		
Breaker 15 Amp / 110 V. Single Phase 50 Hz.	5,760	6,336	7,448		
Breaker 30 Amp / 110 V. Single Phase 50 Hz.	11,520	12,672	14,976		
Section C Breaker for lighting / Power point charge for exhibitors using their own equipment					
Breaker 15 Amp / 220 V. Single Phase 50 Hz.	11,280	12,408	14,664		
Breaker 30 Amp / 220 V. Single Phase 50 Hz.	22,560	24,816	29,328		
Breaker 15 Amp / 380 V. Three Phase 50 Hz.	33,840	37,224	43,992		
Breaker 30 Amp / 380 V. Three Phase 50 Hz.	67,680	74,448	87,984		
Connecting (by exhibitor) per unit of 100W.	360	396	468		
Connecting (by Addex) per unit of 100 W.	420	462	546		
			Sub -Total		
			Vat 7%		
			Total		

Extra Charges: After the deadline, late orders may not be accommodated. If accepted, a surcharge of 10% after deadline and 30% for on site order will be charged.

Remarks: 1. The above prices are the rental prices for 1 event only (not exceed than 5 show days). A socket must be used for one exhibit at a time. Multi-point connection is NOT allowed to prevent the risk of power overload. There'll be no refund for any cancellation during set-up and show days.

2. The standard supply is 110V, 220V or 380V with approximately 10% fluctuation. For the safety of your equipment, please use a stabilizer.

3. A surcharge of 100% of electrical equipment will be added if you require 24-hour operating services.

4. Please also note that 7% VAT is applicable in Thailand and must be included in your payment.

Our banking information is as follows: Please fax us a copy of evidence of your payment (copy of cheque, transfer document etc.)

A/C Name : **Addex Company Limited**
 A/C No. : 095-2-01041-9 (Savings Account) Swift Code: KASITHBK
 Bank's Name : Kasikorn Bank Public Co.,Ltd. / Seacon Square Branch
 Address : 111 Onnuch 64 Road, Suanluang, Bangkok 10250

** Withholding tax of 3% of services may be deducted only when applying with an official withholding tax form upon placing order.

Exhibiting Company:	Stand Number:
Address for invoice:	
Tel:	Fax:
E-mail:	
Name of Person in Charge:	
Signature:	
Date:	

Please complete and return this form to: Addex Company Limited

111 Onnuch 64 Road, Suanluang, Bangkok 10250 Tel: +66 2 322 1625, Fax: +66 2 721 0473

E-mail: woody@addexthailand.com Contact: Mr. Worrawat Kittichaiudomdech (Woody)

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RULES AND REGULATIONS RELATED TO ELECTRICAL SERVICES

1. The standard shell scheme includes:
 - 1(one) tube of 40W fluorescent and 1 (one) 500W Power Socket
 - 1 (one) 5-Amp socket point (NOT for lighting)

The above items are readily provided by Organizers. Additional requirements have to be ordered using the Electrical Services Order Form.
2. Locations of lights and socket points in the standard booth are fixed locations and will be moved upon requests.
3. The Electrical Services Order Form is divided into 3 sections:
 - Section A: For Exhibitors requiring individual fittings/lighting
 - Section B: For Exhibitors requiring electrical services for their exhibit only.
 - Section C: For Exhibitors using their own special light fittings, either to be installed by themselves or by contractor.
4. The organizer has appointed the Official Electrical Contractor to be responsible for :
 - 4.1 Standard supply of electricity.
 - 4.1.1 The standard supply is single phase AC 350V/50Hz and AC 220V/50Hz fluctuation. For the safety of your equipment, please use a stabilizer. The standard supply is single phase AC 220V/50Hz with + 10% fluctuation. For the safety of your equipment, please use a stabilizer.
 - 4.1.2 Other requirements such as single phase 110V/50Hz or three phase 220V/50Hz can be specially arranged for if requested in the electrical order form.
 - 4.1.3 There are two main power supply circuits: "Lighting Power Circuit" and "For Exhibit Power Circuit".
 - 4.2 All electrical motors have independent automatic protection against excessive current surge. The following starter systems should therefore be used:
 - 4.2.1 Direct on line: up to 5 HP
 - 4.2.2 Star delta: 5 to 25 HP
 - 4.2.3 Auto transformer: above 25 HP
 - 4.3 Power supplies to the exhibits will be switched off at source 30 minutes after the exhibition closes every evening and 60 minutes after close on the final day of the exhibition.
 - 4.4 Exhibitors who require 24 hours electricity supply for their specific requirements should indicate accordingly on the electrical order form before the deadline.
 - 4.5 The two units of fluorescent lights and a 5-Amp fused socket point which are included in the shell scheme package includes electricity supply.
 - 4.6 Cost of electricity consumption is inclusive in all items offered in Section A, B and C.
 - 4.7 All electrical installations must conform strictly to the required standard safety regulations without exception.
5. Electrical Installation
 - 5.1 General Hall lighting will be provided by the organizer. All electrical power supplies in the booths and for demonstrations must be installed by the official contractor. Exhibitors should complete the order form provided by the official electrical contractor within the stated deadline. For safety sake, exhibitors are not allowed to connect their exhibits or lighting to the building's main distribution. The organizer reserves the right to stop power supply in case of improper connections.

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- 5.2 All electrical installation works must be carried out solely by the official electrical contractor, or authorized electricians.
 - 5.3 Exhibitors who will use their own contractors to install lighting in their booth must submit the names of their electricians prior to the set-up days for authorization.
 - 5.4 The contractors appointed by an exhibitor must submit details of electrical installations, layout and specifications to the organizer within the deadline indicated on the Order Form. The following requirements must be stated, otherwise, the application may not be considered.
 - 5.4.1 Specifications and rating in watts/unit of the light fitting
 - 5.4.2 Total units to be installed
 - 5.4.3 Layout drawings of the electrical installation
 - 5.4.4 Company name of the contractor & proper license (WR1)
 - 5.4.5 Names and identity card/passport number of the attending electrical personnel
 - 5.4.6 Electrical order form duly completed.
 - 5.5 Approved electricians can collect their personal entry/working passes from the organizer's show management office in the exhibition hall, by providing their own identity card in exchange.
 - 5.6 A proper power input terminal must be installed by the contractor for inspection by the Official electrical contractor prior to connection to the supply line.
 - 5.7 All socket points must be ordered through the electrical order form, otherwise, no other socket point is allowed in the booth.
 - 5.8 Priority will be given to those exhibitors who order their electrical items from the organizer's official electrical contractor.
 - 5.9 Any illegal connection/adaptation found will be disconnected without prior notice. This will also include multi-outlet adapters and any extension from the socket point.
 - 5.10 No flashing lights will be permitted unless they form an integral part of your exhibit.
 - 5.11 Exhibitors who apply for "Space Only" or special designed stands must submit their electrical order together with their layout plan before the deadline. An inspection on site will be carried out before turning on the power supply.
 - 5.12 All additional electrical orders must include a drawing noting the location of each electrical drop. Please read the terms and conditions stipulated on this form.
 - 5.13 All electrical orders after the deadline will be subjected to:
 - 5.13.1 Availability of electrical fittings and power suppliers
 - 5.13.2 A surcharge of 30% after deadline and 50% for onsite order
 - 5.13.3 30% charge for cancellation of the order
 - 5.14 Those exhibitors who have been approved to use their own special lighting must order electrical sources from the electrical order form either through Section C based upon the number of units of light fitting at maximum up to 100W or part therefore per unit of lighting fitting.
 - 5.15 The organizer reserves the right to disconnect the electrical supply to any installation, which in the opinion of the electrical consultants, is deemed dangerous or likely to cause annoyance to visitors or other exhibitors.
6. The Convention Center reserves the right for installation of electrical supply system.
- 6.1 Socket point: it is strictly prohibited for exhibitors to connect their light fitting to the socket point.
 - 6.2 Exhibitors are not allowed to connect their power exhibit and breaker for lighting to the socket point by themselves.

The violation of these rules may result in the immediate disconnection by authorized agents.

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FORM 13: WATER SUPPLY & DRAINAGE

DEADLINE Monday, 8 June 2009

SERVICE ITEM	PRICE / SHOW (BAHT)	QUANTITY	AMOUNT (BAHT)
WATER INLET 13 MM. HOSE AND OUTLET 19 MM .	7,000.-		
WATER INLET/OUTLET PIPING AND WASH BASIN	9,500.-		
		7% VAT	
		TOTAL	

Remarks:

- Late order after deadline may not be provided and, if available, will be subject to a surcharge of 50% extra on the total amount.
- Orders cancelled between set-up days and showdays, the exhibitor will be liable for full cost of rental.
- Exhibitor who requires plumbing should state their details below or request separately and fax to us for quotation well in advance.
- Exhibitor must indicate the water supply point on this form. Otherwise, we will place the supply point on our contractor's discretion. Addex Co., Ltd. will NOT be responsible for any relocation.
- All relocation cost will be at exhibitor's expense.
- Orders are valid only when accompanied with full payment within the deadline by cash, company cheque or transfer in favor of "Addex Co., Ltd." Please fax us a copy of your payment (copy of cheque, transfer document etc.)
- Our banking information is as follows :

A/C Name : **ADDEX Company Limited**
 A/C No. : 095-2-01041-9 (Savings account) Swift Code: KASITHBK
 Bank's Name : Kasikorn Bank Public Company Limited Seacon Square Branch
 Address : 111 Onnuch 64 Road, Suanluang, Bangkok 10250 Thailand

** Withholding tax of 3% of services may be deducted only when applying with an official withholding tax form upon placing order. (No. 3031998643)**

Exhibiting Company:	Stand Number:
Address for invoice:	
Tel:	Fax:
E-mail:	
Name of Person in Charge:	
Signature:	
Date:	

Please complete and return this form to: Addex Company Limited

Address: 111 Onnuch 64 Road, Suanluang, Bangkok 10250 TAX ID : 3031998643
 Tel: +66 2 322 1625, +66 2 322 3933
 Fax: +66 2 721 0473
 E-mail: woody@addexthailand.com or addex_2006@yahoo.co.th
 Contact: Mr. Worrawut Kittichaiudomdech (Woody)

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FORM 14: COMPRESSED AIR RENTAL

DEADLINE Monday, 1 June 2009

MOTOR SIZE	RESSURE		FREE AIR DELIVERY		UNIT COST PER DAY	QTY.	NO. OF DAY(S)	AMOUNT
	PSL	BAR	L/M	CFM				
0.5 HP	100	7	40	2	1,550.-Baht			
1 HP	100	7	88	3.11	1,950.-Baht			
2 HP	100	7	180	6.36	3,100.-Baht			
3 HP	100	7	300	10.3	3,750.-Baht			
5 HP	115	10	770	32	4,150.-Baht			
10 HP	115	10	1600	59	7,000.-Baht			
15 HP	115	10	2400	92	10,000.-Baht			
							Sub Total	
							7% VAT	
							Grand Total	

Remarks :

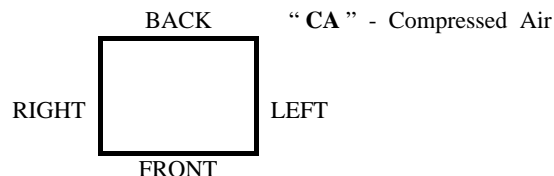
- The above prices include power supply and electrical consumption.
- Only compressors of not over 1 HP will be permitted in your stand.
- A 5-metre hose and connecting services will be provided (upon request) free of charge. Exhibitors must however bring their own fitting/connectors for attachment of their exhibits to the hose.
- The hose exceeding 5 metres will be charged 100.- Baht per metre.
- Our compressed air outlet is **not equipped with an air-filter nor an air-dryer**, exhibitors may bring their own equipment.
- Addex Co., Ltd will provide free of charge upon request, compressed air for testing purpose only during 3 hours on setup day. Any use of compressed air beyond 3 hours will be subject to additional charge of one day rate.
- Late order may not be provided and, if available, will be subject to a surcharge of 10% for order after the deadline or 30% for order on site with full cash payment.
- There will be no refund for cancellation during onsite and showdays.
- Orders are valid only when accompanied with full payment by cash, company cheque or transfer in favor of " Addex Co., Ltd." Please fax us a copy of evidence of your payment (copy of cheque, transfer document etc.)
- Please note that 7% VAT is applicable in Thailand and must included in your payment.

Our banking information is as follows :

A/C Name : ADDEX Company Limited
A/C No. : 095-2-01041-9 (Savings account) **Swift Code:** KASITHBK
Bank's Name : Kasikorn Bank Public Company Limited **Seacon Square Branch**
Address : 111 Onnuch 64 Road, Suanluang, Bangkok 10250 Thailand

**** Withholding tax of 3% of services may be deducted only when applying with an official withholding tax form upon placing order. (No. 3031998643)****

(Please indicate location of compressed air point with a " CA " in this plan below)



AUTHORIZED BY : ((Reamrk : The company's address which we can use for the invoice.))

Exhibiting Company:	Stand Number:
Address for invoice:	
Tel:	Fax:
E-mail:	
Name of Person in Charge:	
Signature:	Date:

Please complete and return this form to: Addex Company Limited

111 Onnuch 64 Road, Suanluang, Bangkok 10250 Tel: +66 2 322 1625, +66 2 322 3933
 Fax: +66 2 721 0473 E-mail: woody@addexthailand.com or addex_2006@yahoo.co.th
 Contact: Mr. Worrawut Kittichaiudomdech (Woody)

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FORM 16: TELEPHONES / FACSIMILE SERVICE

DEADLINE Friday, 19 June 2009

This order form is used as an invoice.

Description	Service Fee Per Day	Service Fee Per Event (3-5 show days)		No. of Order	Deposit (Baht)	Amount (Baht)
		within deadline	after deadline			
1. Telephone						
- Internal Line	1,500	1,500	2,000			
- Local Call (BKK & Metropolis)	2,000	4,500	6,000			
- Long Distance Call / ISD Line (Mobile, Domestic, International)	2,500	5,000	6,500		10,000	
- ISDN 128 Kbps. (Local) *	5,000	8,000	10,500			
- ISDN 128 Kbps. (Long Distance)	5,000	8,000	10,500		10,000	
- Internal Lease Line	2,000	4,500	6,000			
2. Facsimile with 100 pcs. of A4 paper (No call restriction)	3,500	6,500	8,500			
3. Credit Card Veriphone : Network Automatic System Control (NAC)						
- 1 on line, 5 hunting	--	4,500	6,000			
- 1 on line, 10 hunting	--	8,500	11,000			
- 2 on line, 16 hunting	--	11,000	14,500			

Remarks :

- The above rate is subject to change without notice
- * Additional charge Baht 1,000 per day if more than 5 show days
- * For ISDN Line : NCC provides only the NT Box and Adapter (the internet account not included)

TOTAL		
Plus 7% V.A.T.		
GRAND TOTAL		

Payment Instructions

Cash **Electronic Wire Transfer** (ONLY for total amount of Baht 4,000.-up)

Credit Card Credit Card No. _____ Expiry Date _____

(Total 19 digits, including the last 3 digits number appearing on the signature panel)

Master **Visa** Cardholder's Name _____

Cardholder's Signature _____

(For payment amount over THB 50,000.-, the card holder shall be responsible for the Bank Fee of 3-5% according to the Bank Regulations)

Bank Draft (ONLY for total amount of Baht 4,000.-up)

Company Cheque (ONLY for total amount of Baht 4,000.-up)

Terms & Conditions

1. Long distance call charges/ fax transmission charges are not included and to be deducted from the deposit before refunding by Bank Draft within 21 days.
2. A charge of Baht 5,000. will be imposed for any lost and/ or damaged telephone set ; Baht 10,000. for facsimile set.
3. The applicants should contact N.C.C. Event Services Department Representative and give his requirements for any date line satellite path and video link service. Necessary handling charge will be forwarded to the applicants.
4. N.C.C. shall be under no liability for any loss or damages, whether direct or indirect consequential which the applicants by reasons of equipment failure or defects, sudden illness or accidents suffered by the service technician or any causes beyond the direct and reasonable control of N.C.C. Any claim against N.C.C. should be in no case exceed the total amount paid / payable to N.C.C. for the services provided.
5. Placing of Orders: Orders will only be accepted when made in writing and accompanied with full payment no later than **the DEADLINE**. Payment by Electronic Wire Transfer must be certified by a proof of payment attached to orders.
6. Deadline for Orders: All orders shall be placed with Event Services Department no later than the date specified in order form
7. Late order may not be provided and, if available, will be subject to a surcharge with full cash payment.

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8. Cancellation of Orders: Cancellation of orders will only be accepted when made in writing to Event Services Department no later than 7 days prior to the commencement of tenancy period. **Late cancellation of order is subject to a charge at a half standard rate.**
9. Payment Terms: The company reserves the right to refuse any order until payment has been received. Payment may be made by Cash, Credit Card, Bank Draft, Company Cheque payable to "N.C.C. Management & Development Co., Ltd., or Electronic Wire Transfer to the Krung Thai Bank, Nana Nua Branch, Account No. 000-1-32707-0
10. N.C.C. Management & Development Co., Ltd. is entitled to add, alter, or amend these terms and conditions at its sole and absolute discretion without prior notice.

Remarks: Withholding tax of 3% may be deducted only when applying with an official Withholding Tax Form upon placing order.

Exhibiting Company:	Stand Number:
Address:	
Tel:	Fax:
E-mail:	
Name of Person in Charge:	
Signature:	
Date of sending:	

Please complete and return this form to: N.C.C. Management & Development Co., Ltd

Address: 60 New Ratchdapisek Road, Klongtoey, Klongtoey, Bangkok 10110, Thailand

Withholding Tax No. 3 10193451 9

Tel: +66 2 229 3000 Ext 3214 / 3208

Fax: +66 2 229 3222

E-mail: optteam3@qsncc.com

Contact: Ms. Neeranuch Chusing and Ms. Muncharin Phanarawong

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FORM 17: BOOTH SECURITY & CCTV SERVICE

DEADLINE Friday, 19 June 2009

This order form is used as an invoice.

Date	Shift –Night (6.00 pm. – 6.00 am.)	No. of Guard	Service Fee (Baht / Person / Shift)		Amount (Baht)
			Within deadline	After deadline	
1.			550	750	
2.			550	750	
3.			550	750	
4.			550	750	
5.			550	750	

Remark :

- The above rate is subject to change without notice
- For booth space over 50 sq.m., required 2 security staff
- For booth space over 100 sq.m., required 3 security staff

Total	
Plus V.A.T. 7%	
GRAND TOTAL	

BOOTH CLOSED CIRCUIT SERVICE (CCTV CAMERA)

Item	Service Fee per set (3-5 show days) Baht	Amount (Baht)
** CCTV Service	25,000	

**Remark : Additional charge Bht.2,000.- per day
(for over 5 show days event)**

Total	
Plus V.A.T. 7%	
GRAND TOTAL	

Payment Instructions

Cash **Electronic Wire Transfer** (ONLY for total amount of Baht 4,000.-up)

Credit Card Credit Card No, _____ Expiry Date _____

(Total 19 digits, including the last 3 digits number appearing on the signature panel)

Master Cardholder's Name _____

Visa Cardholder's Signature _____

(For payment amount over THB 50,000.-, the card holder shall be responsible for the Bank Fee of 3-5% according to the Bank Regulations)

Bank Draft (ONLY for total amount of Baht 4,000.-up) **Company Cheque** (ONLY for total amount of Baht 4,000.-up)

Terms & Conditions

1. Security services herein are confined to guarding individual booth only.
2. Placing of Orders: Orders will only be accepted when made in writing and accompanied with full payment no later than the DEADLINE. Payment by Electronic Wire Transfer must be certified by a proof of payment attached to orders.
3. Deadline for Orders: All orders shall be placed with Event Services Department no later than the date specified in order form.
4. Late order may not be provided and, if available, will be subject to a surcharge with full cash payment.
5. Cancellation of Orders: Cancellation of orders will only be accepted when made in writing to Event Services Department no later than 7 days prior to the commencement of tenancy period. **Late cancellation of order is subject to a charge at a half standard rate.**
6. Payment Terms: The company reserves the right to refuse any order until payment has been received. Payment may be made by Cash, Credit Card, Bank Draft, Company Cheque payable to "N.C.C. Management & Development Co., Ltd. or Electronic Wire Transfer to the Krung Thai Bank, Nana Nua Branch, Account No. 000-1-32707-0
7. N.C.C. Management & Development Co., Ltd. is entitled to add, alter, or amend these terms and conditions at its sole and absolute discretion without prior notice.

Remarks: Withholding tax of 3% may be deducted only when applying with an official Withholding Tax Form upon placing order.

Exhibiting Company:	Stand Number:
Address:	
Tel:	Fax:
E-mail:	
Name of Person in Charge:	
Signature:	
Date of sending:	

Please complete and return this form to: N.C.C. Management & Development Co., Ltd

Address : 60 New Ratchdapisek Road, Klongtoey, Klongtoey, Bangkok 10110, Thailand

Withholding Tax No. 3 10193451 9 Tel: +66 2 229 3000 Ext 3214 / 3208

Fax : +66 2 229 3222 , E-mail: optteam3@qsncc.com

Contact : Ms. Neeranuch Chusing and Ms. Muncharin Phanarawong

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Additional Terms & Conditions of Booth Security Service

1. Booth security service shall be solely provided by the security guards of the Convention Center. Any applicants (**hereinafter called "The Exhibitor"**) who may wish other company to do such service a prior approval in writing shall be obtained from the N.C.C. Management & Development Co., Ltd. (**hereinafter called "The Company"**) / Event Services Department.
2. The exhibitor shall insure for the damage and loss of his / her property by his / her own cost.
3. The exhibitor shall inform the company in writing of the loss or damage of his / her property which is under the care of the security guards, its value and damage, immediately upon the loss or damage or at least not later than the following day and shall cooperate with the Company for the investigation and lodging the complaint with the competent authorities. If it is beyond the said period or the exhibitor ignores, the exhibitor shall not be entitled to claim for any compensation from the company.
4. In case of occurrence of loss or damage of the property, the exhibitor agrees that the company shall not be liable to compensate to the exhibitor if the security guards have performed their duties with such reasonable care as the case may be or have found that there is some defect in keeping the property and a warning was made to the exhibitor.
5. Notwithstanding, in no event the company shall be liable to any compensation to the exhibitor exceeding 50% of the fee of the said booth security service (not later than Baht 5,000.-) and the exhibitor shall produce evidence as follows :
 - 5.1 The exhibitor is the owner of the property with the evidence that there was the loss property and the said property was kept in a proper place preventing it from loss or damage and the exhibitor has complied with security regulations.
 - 5.2 The loss or damage caused by burglary with evidence of traces of force or destruction of a barricade.
 - 5.3 The theft caused by action or refraining from action of the security guards, whether intentionally or gross negligently.
 - 5.4 The loss or damage was not caused by an act of the exhibitor or an employee or a dependant of the exhibitor, whether as principal or supporter or by the negligence of such persons.
 - 5.5 The exhibitor is not be able to take the lost property back.
 - 5.6 The exhibitor is not paid by the insurance company.
6. The company shall not be responsible for the damage or loss of such the following properties except otherwise agree upon in writing by both Parties e.g. bank notes, gold, gems/jewellery, antiques, valuable works of art, coins, blue prints, important documents, debt securities, securities or financial documents, credit cards, cheques, book accounts and all other business documents.
7. The exhibitor and the representative and the employees of the exhibitor shall adhere strictly by the advice of the security guards, requirements, restrictions and regulations concerning the security set forth by the company.
8. If there is any obstruction causing deficiency in any of service herein the company will promptly correct it. However, the exhibitor shall not deduct or reduce the service fee fixed hereby and shall not take as a ground for termination of the Contract or relating contracts and the company shall not be liable to the exhibitor.

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FORM 18: BOOTH CLEANING SERVICE

DEADLINE Friday, 19 June 2009

This order form is used as an invoice.

DATE	NO. OF CLEANER(S)	UNIT PRICE		AMOUNT (Baht)
		Within Deadline	After Deadline	
1		260	340	
2		260	340	
3		260	340	
4		260	340	
5		260	340	
Total				
Plus V.A.T. 7 %				
Grand Total				

Remarks: - The above rate is subject to change without notice
 - For booth space over 50 sq.m., required 2 cleaners
 - For booth space over 100 sq.m., required 3 cleaners

Payment Instructions

_____ Cash _____ Electronic Wire Transfer (Only for total amount of Baht 4,000 up)

_____ Credit Card: Credit Card No. _____ Expiry Date _____

_____ Master Cardholder's Name _____

_____ Visa Cardholder's Signature _____

(For payment amount over THB 50,000.-, the card holder shall be responsible for the Bank Fee of 3-5% Event Services Department accordingly to the Bank Regulations)

_____ Bank Draft (ONLY for total amount of Bht 4,000.- up) _____ Company Cheque (ONLY for total amount of Bht 4,000 up)

Terms & Conditions

- Booth cleaning service includes: floor cleaning with a vacuum cleaner, mop, broom, empty and clean all waste paper bins and ashtray, wiping counter/ desk top, etc. (not exhibit). Once daily service either after or before exhibition hours.
- Booth cleaning service does not cover removal of oil spillage, paints and other liquids deposited on the floor, walls and other surfaces.
- Placing of Orders: Orders will only be accepted when made in writing and accompanied with full payment no later than the DEADLINE. Payment by Electronic Wire Transfer must be certified by a proof of payment attached to orders.
- Deadline for Orders: All orders shall be placed with Event Services Department no later than the date specified in order form.
- Late order may not be provided and, if available, will be subject to a surcharge with full cash payment.
- Cancellation of Orders: Cancellation of orders will only be accepted when made in writing to Event Services Department no later than 7 days prior to the commencement of tenancy period.
- Late cancellation of order is subject to a charge at a half standard rate.**
- Payment Terms:** The company reserves the right to refuse any order until payment has been received. Payment may be made by Cash, Credit Card, Bank Draft, Company Cheque payable to "**N.C.C. Management & Development Co., Ltd.**" or Electronic Wire Transfer to the Krung Thai Bank, Nana Nua Branch, Account No. 000-1-32707-0
- N.C.C. Management & Development Co., Ltd. is entitled to add, alter, or amend these terms and conditions at its sole and absolute discretion without prior notice.

Remarks: Withholding tax of 3% may be deducted only when applying with an official Withholding Tax Form upon placing order.

Exhibiting Company:	Stand Number:
Address:	
Tel:	Fax:
E-mail:	
Name of Person in Charge:	
Signature:	
Date of sending:	

Please complete and return this form to: N.C.C. Management & Development Co., Ltd

Address: 60 New Ratchdapisek Road, Klungtoey, Klungtoey, Bangkok 10110, Thailand

Withholding Tax No. 3 10193451 9

Tel: +66 2 229 3000 Ext 3214 / 3208

Fax: +66 2 229 3222

E-mail: optteam3@qsnc.com

Contact: Ms. Neeranuch Chusing and Ms. Muncharin Phanarawong

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FORM 19: WI-FI (WIRELESS FIDELITY) INTERNET (TOT HOT SPOT)

DEADLINE Friday, 19 June 2009

This order form is used as an invoice.

SERVICE FEE (BAHT) UNLIMITED USAGE TIME (1 CARD : 1 USER)	SERVICE FEE (BAHT) UNLIMITED USAGE TIME (1 ACCOUNT : 10 USERS)	NO. OF DAY	NO. OF ORDER	AMOUNT (BAHT)
450	32,000	1		
-	56,000	2		
1,200	74,000	3		
-	92,000	4		
1,800	109,000	5		
Remark: Shared Speed (depend on the number of users). Maximum 1 Mbs. / 512 Kbs.	Remark: Fixed Speed 1 Mbs./512 Kbs. per 1 user	TOTAL AMOUNT		
		GRAND TOTAL		
		<i>(7% VAT INCLUDED)</i>		

Payment Instructions

Cash Electronic Wire Transfer (Only for total amount of Baht 4,000 up)
 Credit Card: Credit Card No. _____ Expiry Date _____
 Master Cardholder's Name _____
 Visa Cardholder's Signature _____
 (For payment amount over THB 50,000.-, the card holder shall be responsible for the Bank Fee of 3-5% Event Services Department accordingly to the Bank Regulations)
 Bank Draft (ONLY for total amount of Bht 4,000.- up) Company Cheque (ONLY for total amount of Bht 4,000 up)

Terms & Conditions

- Placing of Orders: Orders will only be accepted when made in writing and accompanied with full payment no later than **the DEADLINE**. Payment by Electronic Wire Transfer must be certified by a proof of payment attached to orders.
- Deadline for Orders: All orders shall be placed with Event Services Department no later than the date specified in order form.
- Late order may not be provided and, if available, will be subject to a surcharge with full cash payment.
- Cancellation of Orders: Cancellation of orders will only be accepted when made in writing to Event Services Department no later than 7 days prior to the commencement of tenancy period.
Late cancellation of order is subject to a charge at a half standard rate.
- Payment Terms: The company reserves the right to refuse any order until payment has been received. Payment may be made by Cash, Credit Card, Bank Draft, Company Cheque payable to "N.C.C. Management & Development Co., Ltd. or Electronic Wire Transfer to the Krung Thai Bank, Nana Nua Branch, Account No. 000-1-32707-0
- N.C.C. Management & Development Co., Ltd. is entitled to add, alter, or amend these terms and conditions at its sole and absolute discretion without prior notice.

Remarks: Withholding tax of 3% may be deducted only when applying with an official Withholding Tax Form upon placing order.

Exhibiting Company:	Stand Number:
Address:	
Tel:	Fax:
E-mail:	
Name of Person in Charge:	
Signature:	Date of sending:

Please complete and return this form to: N.C.C. Management & Development Co., Ltd
 Address: 60 New Ratchdapisek Road, Klongtoey, Klongtoey, Bangkok 10110, Thailand
 Withholding Tax No. 3 10193451 9 Tel: +66 2 229 3000 Ext 3214 / 3208,
 Fax: +66 2 229 3222
 E-mail: optteam3@gsncc.com
 Contact: Ms. Neeranuch Chusing and Ms. Muncharin Phanarawong

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FORM 20: HIGH SPEED INTERNET SERVICE (ADSL)

DEADLINE Friday, 19 June 2009

This order form is used as an invoice.

ITEM	HIGH SPEED INTERNET SERVICE RATE				NO. OF DAY(S)	NO. OF LINE(S)	AMOUNT (BAHT)
	256K	512K	1024K	2048K			
1. ADSL Modem Service							
- Installation (Per Event)	2,000	2,000	2,000	2,000			
- Modem Deposit (Per Event)	8,000	8,000	8,000	8,000			
2. Internet Package - Per Day <i>Unlimited Usage Time</i>	3,500	4,500	7,000	14,000			
TOTAL							
PLUS V.A.T. 7%							
GRAND TOTAL							

Payment Instructions

_____ Cash _____ Electronic Wire Transfer (Only for total amount of Baht 4,000 up)
 _____ Credit Card: Credit Card No. _____ Expiry Date _____
 _____ Master Cardholder's Name _____
 _____ Visa Cardholder's Signature _____

(For payment amount over THB 50,000.-, the card holder shall be responsible for the Bank Fee of 3-5% Event Services Department accordingly to the Bank Regulations)

_____ Bank Draft (ONLY for total amount of Bht 4,000.- up) _____ Company Cheque (ONLY for total amount of Bht 4,000 up)

Terms & Conditions

1. A deposit of the modem per set at 8,000.- baht shall be returned in proper condition.
2. A charge of 8,000.- baht per set will be imposed for any lost and / or damaged on modem.
3. The above rate including setting up of the model for Internet package.
4. Placing of Orders: Orders will only be accepted when made in writing and accompanied with full payment no later than the DEADLINE. Payment by Electronic Wire Transfer must be certified by a proof of payment attached to orders.
5. Deadline for Orders: All orders shall be placed with Event Services Department no later than the date specified in order form.
6. Late order may not be provided and, if available, will be subject to a surcharge with full cash payment.
7. Cancellation of Orders: Cancellation of orders will only be accepted when made in writing to Event Services Department no later than 7 days prior to the commencement of tenancy period.
Late cancellation of order is subject to a charge at a half standard rate.
8. Payment Terms: The company reserves the right to refuse any order until payment has been received. Payment may be made by Cash, Credit Card, Bank Draft, Company Cheque payable to "N.C.C. Management & Development Co., Ltd. or Electronic Wire Transfer to the Krung Thai Bank, Nana Nua Branch, Account No. 000-1-32707-0
9. N.C.C. Management & Development Co., Ltd. is entitled to add, alter, or amend these terms and conditions at its sole and absolute discretion without prior notice.

Remarks: Withholding tax of 3% may be deducted only when applying with an official Withholding Tax Form upon placing order.

Exhibiting Company:	Stand Number:
Address:	
Tel:	Fax:
E-mail:	
Name of Person in Charge:	
Signature:	Date of sending:

Please complete and return this form to: N.C.C. Management & Development Co., Ltd

Address: 60 New Ratchdapisek Road, Klongtoey, Klongtoey, Bangkok 10110, Thailand

Withholding Tax No. 3 10193451 9 Tel: +66 2 229 3000 Ext 3214 / 3208,

Fax: +66 2 229 3222, E-mail: optteam3@gsncc.com

Contact: Ms. Neeranuch Chusing and Ms. Muncharin Phanarawong

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FORM 21: FLORAL & PLANT SERVICE

DEADLINE Friday, 19 June 2009

This order form is used as an invoice.

DESCRIPTION OF FLOWER	SERVICE FEE (MEDIUM size)			SERVICE FEE (LARGE size)			AMOUNT (BAHT)
	Unit Price Within deadline	Unit Price After deadline	No.of Order	Unit Price Within deadline	Unit Price After deadline	NO. OF ORDER	
1. Flower in Basket	800	1,050		1,000	1,300		
2. Flower in Ceramic Vase	600	780		800	1,050		
3. Bouquet	600	780		800	1,050		
4. Fruit Basket with Flower	1,000	1,300		1,200	1,550		
5. Corsage	150	200		200	300		
6. Flower for Ribbon Cutting	7,000	9,100		8,000	10,500		
DESCRIPTION OF PLANT			Within deadline (per unit)	After deadline (per unit)	NO. OF ORDER	AMOUNT (BAHT)	
1. Height 0.30-0.80 m.			150	200			
2. Height 0.81-1.50 m.			200	260			
3. Height 1.51-2.00 m.			300	390			
4. Special Arrangement as per quotation							
Remark :			Total				
The above rate is subject to change without notice			Plus V.A.T. 7%				
			GRAND TOTAL				

Payment Instructions

Cash **Electronic Wire Transfer** (ONLY for total amount of Baht 4,000.-up)

Credit Card Credit Card No. _____ Expiry Date _____

(Total 19 digits, including the last 3 digits number appearing on the signature panel)

Master Cardholder's Name _____

Visa Cardholder's Signature _____

(For payment amount over THB 50,000.-, the card holder shall be responsible for the Bank Fee of 3-5% according to the Bank Regulations)

Bank Draft (ONLY for total amount of Baht 4,000.-up) **Company Cheque** (ONLY for total amount of Baht 4,000.-up)

Terms & Conditions

- Service Fee covers the set up prior to the event and subsequent removal.
- Placing of Orders: Orders will only be accepted when made in writing and accompanied with full payment no later than the DEADLINE. Payment by Electronic Wire Transfer must be certified by a proof of payment attached to orders.
- Deadline for Orders: All orders shall be placed with Event Services Department no later than the date specified in order form.
- Late order may not be provided and, if available, will be subject to a surcharge with full cash payment.
- Cancellation of Orders: Cancellation of orders will only be accepted when made in writing to Event Services Department no later than 7 days prior to the commencement of tenancy period.
Late cancellation of order is subject to a charge at a half standard rate.
- Payment Terms: The company reserves the right to refuse any order until payment has been received. Payment may be made by Cash, Credit Card, Bank Draft, Company Cheque payable to "N.C.C. Management & Development Co., Ltd. Or Electronic Wire Transfer to the Krung Thai Bank, Nana Nua Branch, Account No. 000-1-32707-0
- N.C.C. Management & Development Co., Ltd. is entitled to add, alter, or amend these terms and conditions at its sole and absolute discretion without prior notice.

Remarks: Withholding tax of 3% may be deducted only when applying with an official Withholding Tax Form upon placing order.

Exhibiting Company:	Stand Number:
Address:	
Tel:	Fax:
E-mail:	
Name of Person in Charge:	
Signature:	Date of sending:

Please complete and return this form to: N.C.C. Management & Development Co., Ltd

Address: 60 New Ratchdapisek Road, Klongtoey, Klongtoey, Bangkok 10110, Thailand

Withholding Tax No. 3 10193451 9 Tel: +66 2 229 3000 Ext 3214 / 3208

Fax: +66 2 229 3222, E-mail: optteam3@qsncc.com

Contact: Ms. Neeranuch Chusing and Ms. Muncharin Phanarawong

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FORM 22: BOOTH CATERING SERVICE

DEADLINE Friday, 26 June 2009

During the exhibition, it will be possible to order coffee, tea, soft-drinks and small snacks at your stand.

Delivery Date: _____ **Time:** _____

Please keep a copy for your records (Please complete one from per day)

ITEMS	UNIT PRICE (BAHT)	QUANTITY	TOTAL (BAHT)
Beverages : All orders includes glasses or cups			
1. Heineken Beer	Bht. 90/Bottle		
2. Perrier	Bht. 160/Bottle		
3. Soda Water	Bht. 30/Bottle		
4. Drinking Water	Bht. 15/Bottle		
5. Soft Drinks (Coca Cola, Fanta, Sprite)	Bht. 40/Can		
6. Fresh Orange Juice (5 Glasses)	Bht.350/Pitcher		
7. Hot Coffee / Tea (12 Cups)	Bht. 480/Pot		
8. Hot Coffee / Tea (8 Cups)	Bht. 350/Thermos		
9. House Wine (Red & White)	Bht. 700/Bottle		
Snacks: Delivery includes dishes (Number 1-6: 50 pcs. Per tray)			
1. Roasted Chicken Pie	Bht. 750/Tray		
2. Quiche Lorraine	Bht. 800/Tray		
3. Ham Croissant	Bht. 750/Tray		
4. Tuna Puff	Bht. 750/Tray		
5. Chicken Sausage Roll	Bht. 750/Tray		
6. Finger Sanwiches	Bht. 800/Tray		
7. Deluxe Canapes ** (minimum qty. - a Dozen)	Bht. 300/Dozen		
8. Cookies	Bht. 550/Tray (40 pcs.)		
Snacks - Asia :Delivery include dishes			
9. Satay (Chicken or Pork)	Bht. 850/Tray (40 pcs.)		
10. Seasonal Fresh Fruits	Bht. 950/Tray (70 pcs.)		
11. Assorted Thai Desserts	Bht. 500/Tray (50 pcs.)		
Service:			
1. Service Staff	Bht. 1,200/Person/8 Hrs.		
		Total	

All Prices are net inclusive of 10% service charge and applicable government tax.
(Payment by cash or credit card upon delivery)

Please type / write in block letters

Exhibiting Company:	Stand Number:
Address:	
Tel:	Fax:
E-mail:	
Name of Person in Charge:	
Signature:	Date of sending:

Please complete and return this form to: F&B International Co., Ltd.

Address: 60 New Ratchdapisek Road, Klongtoey, Klongtoey, Bangkok 10110, Thailand

Tel: +66 2 203 4012, +66 2 203 4013 Fax: +66 2 203 4020

E-mail: sirirat.sir@qsncc.com, or siraluck.pon@qsncc.com

10th Intelligent Transportation System Asia Pacific

8-10 July 2009

FORM 23: FREIGHT FORWARDING & ONSITE HANDLING

DEADLINE Tuesday, 9 JUNE 2009

Only the Official Freight Forwarder, **Schenker (Thai) Ltd.** is allowed to operate within the exhibition hall, **Exhibitors must inform their own transport agent to contact Schenker (Thai) Ltd. for lifting and handling requirements on-site.**

1) Please specify the details of your goods

No. of Pieces	Description of goods	Dimension (cm)	Weight (kg)

(Please state additional items on a separate sheet.)

2) Do you have your own transport / shipping agent?

IF YES, please provide the following information if you are using your own transport / shipping agent.

Name of forwarding agent:	
Address:	
Tel:	Fax:
Contact person:	

IF NO, for quotation, please contact **Schenker (Thai) Ltd.**

Exhibiting Company:	Stand Number:
Address:	
Tel:	Fax:
E-mail:	
Name of Person in Charge:	
Signature:	
Date of sending:	

Please complete and return this form to: Schenker (Thai) Ltd.

Address: 3388/54, 63, 66-67 Sirirat Building, 16th-19th Floor, Rama IV Road, Klongton, Kongtoey, Bangkok 10110
Tel.: +662 269 6500 EXT: 6725
Fax: +662 367 5351
E-mail: jackrit.singhanutta@schenker.com
Contact: Mr. Jackrit Singhanutta