

1. General Information

- a. Please visit our website www.lima2009.com.my for the list of Official Contractors/Suppliers and their contact detail.
- b. The services of the Official Contractors are for the convenience of Exhibitors and the Organiser shall accept no liability in respect of any contract entered into between Exhibitors and such contractors for the negligence or default of any person/s, their servants and agents.
- c. Unless otherwise stated;
 - i) Exhibitors may appoint their own stand-building contractors subject to approval from the Organiser.
 - ii) Exhibitors are responsible for making their own arrangements for service directly with our Official Contractors.
 - iii) All contractors appointed by Exhibitor other than Official Contractor must register with Organiser by complete the Order Form 6.
- d. Where mechanical handling within the exhibition halls is required, only the Official Freight Forwarder may be appointed by Exhibitors and the Organiser must be informed of the appointment accordingly.

2. Official Contractor

The Organiser has appointed PICO International (M) Sdn Bhd as the Official Contractor for all Shell Scheme Package booths. However, an exhibitor may employ a contractor of his choice to construct booth interior and any freestanding display or fitments that may be required, subject to the following rules:-

- i. No additional fittings or displays, including additional name boards, cover, company logo, balloons, etc. are to be attached, nailed, screwed or drilled to the Shell Scheme booth structure. If this instruction is ignored, the Official Contractor reserves the right to charge the Exhibitor or Contractor concerned for any damages to his materials. The Official Contractor may provide assistance in hanging or displaying exhibits on the stand structure. Please consult them if you require their assistance.
- ii. No painting, wallpapering or pasting of panels is allowed. Exhibitors who wish to have such works done on the panels must inform the Official Contractor, who will provide a quotation and carry out the work. Any double sided or adhesive tapes use by the Exhibitor or contractor must be removed from the panel after the Exhibition.
- iii. The fascia is approximately 300mm in height on wooden base frame. Exhibitors may add a company logo not higher than 200mm (size of the in-fill panel), and not more than 10mm thick, by arrangement with the Official Contractor. All cost incurred must be borne by the Exhibitor.
- iv. Any changes in the type or color of the floor covering provided, must be negotiated with the Official Contractor. All cost incurred must be borne by the Exhibitor.
- v. An Exhibitor occupying a corner booth will have an additional open site with a fascia, complete with company name and booth number at no additional cost. If you require a side wall, please submit your written application to the Organiser by latest **1st September 2009**.
- vi. No financial credit or item-exchange will be given by the Organiser for any Shell Scheme package items not utilized.
- vii. No free standing fitment may exceed a height of 2.44 meters from Hall floor level or extend beyond the boundaries of the site allocated. This includes company names, towers, balloons and logos provided by the Exhibitor. Exhibitor or their contractors are request to submit the drawing to Organiser for approval if the total structure etc exceeding 2.44 meters.

3. Independent Contractor

As Organiser, we recognize that each Exhibitor selects the stand contractor that they believe will best serve their needs before, during and after the Exhibition. If an Exhibitor chooses to engage such a stand contractor other than the Official Contractor, we (the Organiser) are happy to have and work with them on the Exhibition floor.

However, along with the growing number of these stand contractors on the Exhibition floor have come numerous added expense – related costs resulting from an increase in liability claims, halls damages, excess cleaning charges, and extra administrative costs for badges, contracting, insurance tracking, security, etc.

Rather than passing on these added costs to all Exhibitors, including those who do not use such stand contractors, we have implemented a formal approval fee and performance bond system.

- i. Exhibitor (or their appointed contractors) are required to submit for approval, booth layout plans, elevation and artist's impressions, in duplicate, to the Organiser by 1st September 2009, together with their nominated contractor details i.e. company name, address and contact person's name) on Order Form 6. This is to prevent costly alterations being required on site by the Hall Owner and Organiser. All drawing must have clear dimensions and scale drawings should not be smaller than **1:200**. Faxed copies are acceptable, but original drawings must be submitted for final approval. Late submission may mean that approval may not be granted in time for construction to commence on site. Although approval may have been given already, the Organiser reserved the right to request the Exhibitor concerned to modify certain portions of their stand to meet Hall or the Exhibition's prevailing conditions and circumstances.
- ii. Before the nominated stand contractor is permitted to start work in halls, either he or his employing Exhibitor/group is required to pay a non-refundable administrative fee of RM30 per square meter, in addition to a refundable Performance Bond of RM100 per square meter (minimum of RM5,000 and a maximum of RM15,000) to the Organiser. The Organiser reserves the right to increase this maximum limit on any Exhibitor and their contractor who had previously performed or behaved unsatisfactorily without having to assign any reason(s).

Only when the Performance Bond and Administrative Fee are received, the independent contractor will be allowed to bring stores into the Exhibition Halls and commence work. All Performance Bond and Administrative Fee monies must be lodge in cheque or bank telegraphic transfer (TT) or cashier's order. Please note that any bank charges, levies or exchange rate difference will be deducted accordingly from the Performance Bond money.

No credit card payment or other forms than those stated are acceptable for this purpose.

The Performance Bond deposit and Administrative Fee should be made in favor to **HW LIMA SDN BHD**.

- iii. The refundable Performance Bond will be returned to the Contractor, within 30 days after the completion of the Exhibition provided the stand is completed on time and no damage is caused during build-up, show days and teardown period.
- iv. Unlimited Temporary Pass will be issued by Organiser, and these Temporary Pass is valid only during build-up and teardown periods. Please note that a complete mane list, with Identity Card/Passport numbers must be provided.
Organiser will only issue a limited of 3 numbers of Contractor Badges for maintenance work or stand-by crew. Additional badges however stated requested will be chargeable.

We expect government officials to visit during the build-up and teardown of the Exhibition to check on work permits.

4. **Stand Fittings**

Exhibitor and their contractors building their stand are subject to the regulations herewith in this Section as well as all rules and regulations stipulated in this Manual.

All parts (a, b and c) of this Section are inter-related and are to be compile with collectively, where applicable.

All dimensions and positions of stands and utilities services are estimate and must be verified and confirmed only on-site; and adjustments to the stand construction must be made to accommodate any such variation.

Exhibitors and their contractors must take note and adhere to the timings for the build-up and teardown periods stated in the Build-up & Teardown Schedule when designing and preparing their stands and exhibits displays. There will be charges for additional working hours for build-up and teardown period. Please contact the Organiser for charges and details.

The build-up and teardown periods are meant for installation and dismantling works and not for construction or fabrication works.

5. **Shell Scheme Package**

Shell Scheme booths (minimum of 9 square meters) will be built from modular system to the following specifications:-

Partition

To construct rear and dividing partition of 2.5 meter (height) in white laminated panel.

Fascia

To construct overhead fascia wooden fascia panel and 1 unit wooden pylon c/w company name and stand number.

Carpet

Provision to supply and lay needle punch carpet for stand interior only.

Furniture

1 x information counter carry with 1 x leather arm chair

1 x brochure rack

1 x square table carry with 2 x leather arm chair

1 x lockable cupboard

2 x shelving (slope or flat)

1 x waste paper basket

Electrical

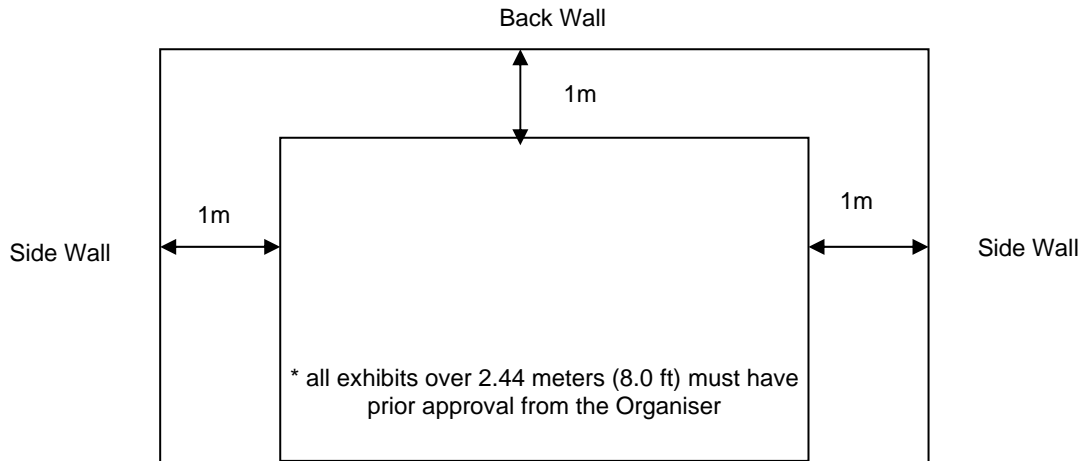
1 x 13Amp/230V single phase power point (not for 24 hours supply)

2 x 4' 40W fluorescent tube behind fascia

6. Stand Boundaries and Design Restriction

No Exhibitor may place any display materials and exhibits or allow dividing wall or any part of their stand design and fittings beyond their contracted boundary.

Any design for a structure exceeding 2.44 meter (8.0 ft) in height must be submitted for approval in advance and will be considered on an individual basis. If approved, this structure will be restricted to an area of 1 meter (3.28 ft) away from the back and side walls.



Open frontage

All stands, irrespective of height must have at least one-half of any frontages facing an aisle open. The maximum height is 4.0 meter.

All Exhibitors must seek approval from the Organiser for any exhibits of stand construction that exceed 2.44 meter in height.

Exhibitors occupying perimeter space must include in their design a back wall for their stand. Failure to do this will result in the Organiser building this wall on the Exhibitor's behalf and re-charging the cost to the Exhibitor.

7. Double Storey Booth

- i. The exhibiting company of the lower level of a particular booth must be the same as that of the upper level.
- ii. The rental rates of the contracted floor area at the upper level shall be 50% that of the lower level.
- iii. Double storey booths will only be allowed provided the minimum contracted floor area for the lower level of the particular booth is 60 square meter and that the minimum length of any dimension on the area is 6.0 meters.
- iv. The contracted floor area at the upper level shall not exceed 50% of the contracted floor area at the lower level of the particular booth.
- v. Subject to ceiling height limitations, all objects exceeding 2.44 meters in height must be placed at a minimum distance of 1 meter from all boundaries adjoining a neighboring booth.
- vi. All booth designs and construction must comply with guidelines, rules and regulations laid down by the relevant government authorities, as well as both the Organiser's and the exhibition hall owner's requirements.
- vii. Stand design and layout plans must be submitted to the Organiser at least 3 months prior to the exhibition.

8. Bare Space / Schell Scheme's Interior Decoration

These rules also apply to Exhibitors and their contractors doing additional works or interior decoration to the Shell Scheme booths.

Exhibitors who have booked 'Bare Space' stand may engage the Official contractor or other contractor of their choice subject to approval by the Organiser.

- i. For safety and insurance reason, **ONLY THE OFFICIAL CONTRACTOR** can carry out electrical wiring and connections, charges as agreed. Connection to exhibitors will be Exhibitor's responsibility.
- ii. Submission of details layout plan and design, in duplicate, to the Organiser for approval not later than **1st September 2009**, together with the complete Order Form 6. Failure to obtain approval from the Organiser can result in costly alterations on site being required by either the Landlord or the Organisers. The Organiser reserves the right to request the Exhibitor to change or modify the proposed design if, in their opinion the reasonable exposure of any adjacent exhibition booth is obstructed or if the Organiser Rules & Regulations are not complied with.
- iii. All works in the Exhibition site should be confined to installation and minor alteration works only. Fabrication works such as welding, cutting, sawing, laminating, painting, spraying and etc. should not be carried out inside the Exhibition halls. Severe restrictions and penalties will be imposed on anyone who infringes this regulation. This is a safety and health measure.
- iv. Depending on the stand location, all construction and fixtures, including structures, supports, plywood underlay and platform should not exceed 3.5 meters. Any height above this restriction is subject to the written approval of the Organiser and the hall owner on a case-by case basis.

The Organiser reserves the right to approve an increase in height for the purpose of compensating the uneven flooring or for the mounting of some AV equipments or signboard and **ONLY** after an on site inspection has been carried out. All structures and fittings **must be certified safe by a qualified and recognized professional structural engineer.**

- v. No fittings or display may be attached, nailed, screwed or drilled on to the flooring. If this instruction is ignored, the Exhibitor/Contractor concerned will be charged for any damages caused.
- vi. Where the stand abuts onto another stand, the walls of the adjacent stand may not be utilized by the Exhibitor. Every Exhibitor must build their own stand walls. The minimum height for wall is 2.5m.
- vii. A back wall must be provided except in the case of an island stand. The Organiser reserves the right to request an Exhibitor to change, modify, lower or shorten the back wall if such in their opinion may obstruct the reasonable view or exposure of other neighboring booths.
- viii. Standards with perimeter or side walls/partitions facing the aisles or along the edge should be of half-height or set into the stands and away from the aisle to avoid creating the 'tunnel' effect. As a safety precaution and to ensure that sufficient exposure is given to the neighboring booths. The following guidelines should be observed when having this wall or partition:-
 - That the continuous walls or partitions at the edge should not exceed 1.2m (4ft) in height;
 - That the walls or partitions at the edge of the stand exceeding 1.2m (4ft) but not more than the standard 2.5m (4ft) in height are permitted if they are not more than 4m (13ft) long per section with a 3m (10ft) gap between each section; OR set into the stand by at least 1m (3ft 3ins).

The only exception that the Organiser would consider is that which is based solely on the impact of an Exhibitor's product/equipment presentation would have on the Exhibition as a whole.

- ix. Neon lights/signs may be permitted. But flashing lights/signs will not be permitted unless they are integral part of an Exhibition's products. Sequence-lit display may be used subject to the Organiser approval on the rate of light charge. (Please submit details before 1st September 2009)

- x. Where the stand walls exceed the height of adjacent lower stand walls (minimum height 2.5m), the visible rear surfaces must be satisfactorily finished in plain white only by the Exhibitor building the higher wall, and with the adjacent Exhibitor having the right to use that portion if required.
- xi. The Exhibitor cannot display his name boards or signs over another adjacent Exhibitor's back wall or side wall other than on his own sides. Any structures 2.5m high to be used for logos, graphics, light fittings or etc. like towers and billboards should be set in by at least a meter from the common side.
- xii. No part of any structure or exhibit or promotional display other than those permitted by the Organiser may extend beyond the boundaries of the stand site allocated. This includes symbols, logos, lighting, floral decorations and furnishings.
- xiii. Air-conditioning system may be permitted on the stand for the sole purpose of maintaining the acceptable working conditions for demonstrating the Exhibitor's products/equipment. The Exhibitor and their contractors must submit detailed proposal to seek the Organiser written permission at least two months prior to its installation and use. Exhibitors are forewarned that some restrictions on the air-conditioning system's type, quality and operation will be imposed as part of the permission granted.
- xiv. Exhibitors and their contractor must inform or consult the Official Electrical Contractor whenever works are to be carried out near any electrical fittings such as DB's, fuse switches, isolators and/or power points for safety reasons and the Official Electrical Contractor has right to switch off the supplies to prevent any injury or equipment damage. Moreover it is the responsibility of the Exhibitors and their contractors to ensure that the integrity of all electrical circuits, DB's and/or connections to any machine/equipment/products/display before the supply is switch on again. Failing which, the Organiser and the Official Electrical Contractor shall assume no responsibility for whatsoever injury or damage if any.
- xv. Exhibitors are reminded that it is the responsibility of their appointed stand-fittings contractor to clean and vacuum the stand upon completion of construction before handing over to the Exhibitor. Thereafter, the Organiser will arrange for the general cleaning of the exhibition premises and booth (excluding exhibits and display).
- xvi. Exhibitors and their appointed contractor must adhere to the timings stated in the Build-up and Teardown Schedule and are responsible at all times to maintain the general cleanliness of their booth and working areas as well as to dispose of properly all construction debris and excess materials including waste, paints, debris and off-cuts daily during the build-up and all their materials including all adhesive tapes used in the laying of floor coverings at the end of the Exhibition.
- xvii. No suspensions are to be made from the ceiling of the Exhibition Halls unless prior approval from Organiser is obtained. Please contact the Organiser/Official Stand Contractor for the installation arrangement.
- xviii. Exhibitors wishing to construct a false ceiling or cover partition of their booth for video presentation must submit samples to the Organiser for approval. False ceilings covering the majority of the booth can only be constructed of a large mesh or egg box material which will permit the passage of water in the event of fire.
- xix. Construction work must give due allowance for electrical and telephone wiring to be done. Similarly, these wires, if laid, must not be removed or diverted without the permission of the Organiser.
- xx. The name and booth number of the Exhibitor's booth must be prominently displayed. If this rule is not observed, the Organiser reserves the right to affix booth number as they consider fit and to charge the cost incurred to the Exhibitor.
- xxi. Exhibitors cannot display their name, company logo or signage over or against a neighboring booth. Where a structure exceeds the height of the neighboring booth's wall (which should be to the minimum requirement of 2.5 meters) the Exhibitor with the higher wall must decorate the visible portion to a standard acceptable to the Organiser.

- xxii. When 'Bare Space' booths abut onto other booth(s), the wall of the adjacent booth(s) may not be utilized by the 'Bare Space' Exhibitor.
- xxiii. The other surface of 'Bare Space' booth construction must be surfaced and decorated visible from the aisles.

9. Chalets

- i. Single, double and double deck Corporate Chalet with a view of the Flying Display is available for business discussion and the entertainment of customers/clients.
- ii. The furnishing and equipment of Chalet is the responsibility of Exhibitors and is not included in the price charged by the Organiser. Exhibitor must arrange for their chalet to be equipped and furnished. The Official Contractor is also be able to supply or source for supplier, to meet the Chalet's owner requirements. Exhibitors are provided solely for the private entertainment of guests, customers and trade visitors. They may not be used for any purpose, which would constitute an extension of the area allotted for the display of exhibits.
- iii. As artist's impression for the chalet interiors, inclusive of layout plans, entrance façade and patio area views must be submitted to the Organiser by 1st September 2009 for approval. All dimensions must be clearly indicated on the drawings and scale drawing should not be smaller than 1:200. The Official Stand Contractor and Organiser must be informed of any alteration or additional fixtures to the main structure of the chalet i.e. plumbing, electrical connections, air conditioning position, doors, etc. The Exhibitor or his appointed contractor will be charge for any damages to the chalet structure. The Organiser reserves the right to request that modifications be made to the chalets on site so as to meet the prevailing conditions and circumstances set by the relevant government authorities.
- iv. All company name and chalet numbers must be prominently affixed on the entrance wall of the chalet. If not, the Organiser reserves the right to have this put up and the incurred cost will be charged to the Exhibitor or his appointed contractor.
- v. Exhibitors may use neon lights for chalet decoration but they must comply with guidelines form the Fire & Rescue Department.
- vi. In the decoration work of the chalet, no nailing, drilling or screwing on existing fixture, walls and floorings of the chalet structure is allowed. Posters, double sided or adhesive tapes pasted on the panel/partition must be removed after the Exhibition. Any damages will be charged to the Exhibitor or his appointed contractor.
- vii. Contractors must provide their own generator if electrical power is required during build-up and teardown periods. All generators must be placed on a metal drip tray with a raised lip to prevent oil leaks and spillage. The electrical supply to chalet from 28th November 2009 will run from 0900 – 1700 hours during the build-up periods. During the Exhibition period, 1 to 5 December 2009, electricity supply will run from 0800 – 1800 hours daily.
- viii. During the build-up and teardown period, Exhibitors and/or their appointed contractors are to maintain the general cleanliness and tidiness of their chalet working area and are responsible for the removal of all chalet decoration work debris and rubbish on a daily basis. Prior arrangements may be made with the official cleaning contractor for the cleaning services. The Exhibitor's appointed contractor will have to clean and vacuum the chalet upon completion before handing over to the Exhibitor. The Organiser will be responsible for the general cleaning of the chalet carpet and collecting rubbish during the Exhibition period.
- ix. Before the nominated stand contractor is permitted to start work in halls, either he or his employing Exhibitor/group is required to pay a non-refundable administrative fee of RM30 per square meter, in addition to a refundable Performance Bond of RM100 per square meter (minimum of RM5,000 and a maximum of RM15,000) to the Organiser. The Organiser reserves the right to increase this maximum limit on any Exhibitor and their contractor who had previously performed or behaved unsatisfactorily without having to assign any reason(s).

Only when the Performance Bond and Administrative Fee are received, the independent contractor will be allowed to bring stores into the Exhibition Halls and commence work. All Performance Bond and Administrative Fee monies must be lodge in cheque or bank telegraphic transfer (TT) or cashier's order. Please note that any bank charges, levies or exchange rate difference will be deducted accordingly from the Performance Bond money.

No banker's guarantees, credit card payment or other forms than those stated are acceptable for this purpose.

The Performance Bond deposit and Administrative Fee should be made in favor to **HW LIMA SDN BHD**.

- x. The refundable Performance Bond will be returned to the Contractor, within 30 days after the completion of the Exhibition provided the stand is completed on time and no damage is caused during build-up, show days and teardown period.
- xi. Upon arrival at the Exhibition site, the Exhibitor or his appointed contractor must contact the Official Stand Contractor for a joint inspection and signing of the handling-over/taking-over forms before the chalet keys are handed over.
- xii. Any request of changes to the basis layout of the chalets must be forwarded to the Official Stand Contractor before **1st September 2009**. There are limitations to how much changes can be made to the chalet layout due to the underlay of utilities. Any additional cost for re-location will be borne by the Exhibitor or his appointed contractor.
- xiii. All supply, installation and relocation of air-conditioning units must be carried out by the Official Contractor and request have to be submitted to the Organiser before **1st September 2009**. The air-conditioning in the chalet is designed for an open concept to maintain a cool temperature. Additional air-conditioning units may be required if the chalet interior design has partitions or have more heat-generating electrical appliances are being installed. To maintain the cool temperature within the chalet, Exhibitors and their appointed contractors should ensure that there are no obstructive fixtures blocking the fan-coil or the condensing units.
- xiv. All plumbing/sanitary works must also be carried out by the Official contractor. All requests for alteration or relocation must be submitted to Official Contractor before **1st September 2009**. Water to chalet will only be supplied from **28th November 2009** and toilet must not be used before this date.
- xv. Additional electrical requirements can be ordered via Order Form 8 and all electrical fittings, installation, cabling, electrical consumptions must be carried out by the Official Contractor. A layout drawing and single line electrical works and electrical fittings must be submitted with the Order Form.

10. Outdoor Exhibits / Structure

All outdoor structure and exhibits must abide to the following rules and regulations:-

- i. Must be suitably protected and secured to withstand all outdoor conditions and must adhere to the regulations pertaining to the Exhibit/Products Demonstrations and Presentation.
- ii. All equipment not powered by electricity must be placed on a metal drip tray with a raised lip to prevent oil leaks and spillage. Any damages to the flooring/tarmac will be charged to the Exhibitor & his appointed contractor. All temporary power supply for outdoor booth and/or exhibit must be coordinated through the Official Contractor.
- iii. All utilities i.e. electrical supplies, compressed air, etc. must be ordered from the Official Contractors.
- iv. A specific location has been set aside for outdoor exhibition. In the case of certain exhibitors who wish to construct closed outdoor stand, electrical supplies, water connections, drainage and telephone line can only be provided at Exhibitor's expense through the Official Contractors.

- v. All outdoor exhibits are restricted to a maximum height of 10 meters by the Department of Civil Aviation (DCA) of Malaysia through the Organiser. Exhibitors are advised to submit the visual, drawing and artist's impression completed with the dimension, height and weight to the Organiser before **1st September 2009**.

11. Hall Rigging

All rigging must be undertaken solely by the Official Stand Contractor appointed by the Organiser. Rigging orders will only be processed upon the following information's provided to the Organiser or Official Stand Contractor by the deadline (**1st September 2009**) and payment has made.

- a. Details dimensioned drawing
- b. Weights of loading including details of items to be rigged
- c. Dimensions of the lighting rig or banner to be hung
- d. Orientation
- e. Details drawing with registered structure engineer's endorsement

12. 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 expect when authorized in writing by the Organiser. Any such damage to stand structures or exhibition premises will be invoiced to the Exhibitor.

13. Exhibits Height and Weight

Maximum exhibits height for exhibition stands should not exceed 2.44 meters or (8.0 ft) in heights.

Maximum floor load is **600kg/sqm**

Special arrangements, including the provision of a base plate (steel), may be required for any exhibits exceeding this limit. The Organiser must be informed of any such exhibits (see form XX) and the Organiser's delivery schedule for heavy and large exhibits must be strictly adhered to.

Note: All booths must have a minimum of 100mm platform to facilitate the passage of cables and with suitable floor covering, i.e., carpet or matting.