

Rules and Regulations

IMPACT Forum



IMPACT
MUANG THONG THANI

Management by
IMPACT EXHIBITION MANAGEMENT CO., LTD.



MICE Security Management System for
Meeting Incentive Convention and Exhibition

Foreword

This document encompasses rules and regulations for the proper use of IMPACT Forum at IMPACT Exhibition & Convention Center, Mueang Thong Thani, for any work, installation, construction, and decoration of an exhibition booth. The rules and regulations specified herein will clearly cover all procedures required prior to entering the premise as well as installation and demolition process. Those who enter the premise shall acknowledge rules, regulations, and prohibition set out herein.

These rules and regulations shall be applied to all kinds of exhibitions. The “Service Recipient” shall duly study these rules and regulations and communicate them with all parties concerned in the exhibiting process for the “safety” of lives and properties of visitors and all parties concerned.

IMPACT Exhibition Management Co., Ltd.



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Definitions

“Contract”	means	Service Contract entered into between IMPACT GrowthREIT and any person or juristic person
“Event”	means	Any event taken place in IMPACT Forum as agreed in the “Contract”
“Premise”	means	All service areas as specified in the “Contract”
“Building”	means	IMPACT Forum
“Service Recipient”	means	Any party to the Contract entered into with the “Service Provider” including any person to whom the service is provided, as the casemay be
“Service Provider”	means	IMPACT Growth REIT
“Safety”	means	Non-hazardous or out-of-danger, injury, risk, and loss conditions

The following individuals shall be considered as the “Service Recipients”

“Organizer”	means	Any person or juristic person authorized to organize the “Event” in accordance with the “Contract” including those who manage and supervise the “Event”
“Engineer”	means	A licensed engineer working for the “Service Recipient”
“Contractor”	means	Any person or juristic person hired or subcontracted by the “Service Recipient” to put together the “Event”
“Working Unit”	means	Any Department or Division of the “Service Recipient” responsible for organizing the “Event” under the “Contract”
“Employee”	means	Any person who is an employee of the “Service Recipient”
“Construction Worker”	means	Any person conducting construction work for the “Service Recipient” or the “Contractor”
“Representative”	means	Any person appointed and authorized to conduct any business on behalf of the “Service Recipient”
“Co-organizer”	means	Any person or juristic person involving in organizing the “Event” in any part.
“Event Supporter”	means	Any person or juristic person supporting or facilitating, in any way, the organization of the event, whether before or after the “Event”
“Visitor”	means	Any person visiting or participating in the “Event”

The following individuals shall be considered as the “Service Providers”

“Building Management”	means	An integral part of the “Service Provider” responsible for overall supervision of the building and public utility system relating to the space management of the “Service Provider”
“Operations Department”	means	An integral part of the “Service Provider” responsible for operating and coordinating with the “Service Recipient” relating to the premise of the “Service Provider”
“Sales Department”	means	An integral part of the “Service Provider” responsible for complying with the “Contract”
“IMPACT Center”	means	Security Center or IMPACT Radio Center

Rules and Regulations IMPACT Forum

1. Rules and Regulations on the Preparation of the “Event” Prior to Entering the Premise

1.1 Preparation of a Plan of the Event

1.1.1 Plan of the event, interior and exterior decoration, and public relations signage shall be submitted to the “Service Provider” for inspection at least 90 days prior to the day of the event. Provided that the “Service Recipient” fails to comply with rules and regulations of the building, the “Service Provider” shall have the right to halt the construction. It is forbidden to design any normal or special booth in a way that it blocks any building entrance/exit, fire escape, fire extinguisher cabinet, ATM, public telephone, toilet, and A wall shall not be constructed to be so high and stifling that it blocks the sight and areas in front of food and beverage stalls, both inside and outside of the “Building”, set out by the “Service Provider”. Details of which are as follows:

- The booth shall be located at least 4.00 m. away from the first or the last pillar of the building and at least 50 cm. from any pillar or side wall.
- Walkways of at least 3.00 m. wide shall be made available by the “Service Recipient” in area of the “Event”, and they shall not block fire escape, standard fire extinguishing equipment of the “Building”, and fire extinguisher cabinets located in the area of the event.

1.1.2 The “Service Recipient” shall design and decorate the booth within the public common area set out by the “Service Provider”, and it shall not block the building entrance/exit and fire escape.

1.1.3 The “Service Recipient” shall submit in writing to the “Service Provider”, at least 30 days prior to the day of the event, details of a special booth construction plan as well as its interior and exterior decoration designed and approved by a structural engineer licensed for professional practice (At least an Associate Structural Engineer).

1.1.4 The “Service Recipient”, for any interior construction such as stage, refurbishment, special booth, etc. with the height between 3.50-5.00 m., shall sign a consent form stating the consent to any liability arising from any kind of damage. In case that the height of the aforementioned construction is between 5.00-7.00 m., an engineer designing the structures and supervising the construction shall sign a copy of a certified engineer license stating his/her consent to any liability arising from any kind of damage. In the event that there is no such engineer signing the consent form, the “Service Recipient” shall issue a consent letter stating his/her consent to any liability arising from any kind of damage and have it sent to the “Service Provider” at least 7 working days before entering the premise.

1.2 Any permission from the government sector required for organizing any special event shall be received at least 30 days prior to the day of the event, and an evidence of such permission shall be submitted to the “Service Provider” at least 15 days before the day of the event. Details of which are as follows:

1.2.1 The use of any amplifier and loudspeaker, lucky draw, sales of alcohol beverages, etc. in an area of the event are controlled by laws or Alcohol Control Act, the “Service Recipient” shall seek for permission from an Administrative District, Province, or any concerned authority in advance. An evidence of the aforementioned permission signed by the authorized authority shall always be presented to the “Service Provider” prior to the day of the event.

1.2.2 In case of the use of any pyrotechnic incorporated in the organization of the event, the “Service Recipient” shall present to the “Service Provider” an evidence of the permission signed by an authorized official from the Administrative District or from the Chief District Officer, Provincial Governor, or from any other concerned government units together with a consent form stating the consent to any liability arising from any kind of damage at least 30 days before the day of the event. Additionally, the “Service Recipient” shall manage to have enough firemen and fire extinguishers designed for specific types of fire standing by on the day of the “Event”.

1.2.3 Any take-off or landing of an aircraft in the “Premise” including the use of light into the sky shall receive permission from the Department of Civil Aviation at least 30 days before the day of the event. A copy of the permission shall be submitted to the “Service Provider” at least 15 days before the day of the event.

1.2.4 In case of the use of any signal jammer in the “Event”, the “Service Recipient” shall present to the “Service Provider” an evidence of the permission including its jammed boundary and any other conditions required for the use of radio communicating devices.

1.2.5 The “Service Recipient” shall be responsible for the control of the jammed boundary for it to be limited only in the area where the “Event” takes place, as specified in the “Contract”.

1.2.6 Provided that the use of such signal jammer shall affect any adjacent area in the proximity of the event, the “Service Provider” shall have the right to halt any ongoing jamming process without prior notice to the “Service Recipient”, and the “Service Recipient” shall solely be liable to any damages caused by the use of such device.

1.3 Signage

1.3.1 The “Service Recipient” who wishes to use any area or space to install or put on any signage as well as decoration, both inside and outside of the building, shall submit a request in writing, together with plan, pattern, and contents, to the “Service Provider” for approval at least 30 days before the day of the event

1.3.2 Installation of the signage and decoration both inside and outside of the building shall incorporate name and details of the event on at least 80% of the entire area of the said signage and decoration as specified by the “Service Provider”.

1.3.3 The “Service Recipient” shall be able install or put on the signage approved by the “Service Provider” on the first day of the preparation day. The installed signage shall be completely removed within the time period set out in the “Contract” except for the installation and demolition of a signage arch over the road outside the building which shall be conducted after 22.00 hours onwards, and shall always obtain permission from the “Service Provider”.

1.3.4 The “Service Recipient” shall use durable materials in making the signage, and it shall be installed or put on a stable and solid structure. Its surface shall be properly scrubbed, polished and colored. Any puncture or fixing into structures of the building and areas of the event are strictly prohibited.

1.3.5 The “Service Recipient” shall install or put on the signage or decoration only in the position approved by the “Service Provider”. The “Service Provider” shall have the right to stop the installation process provided that the signage is installed in any other position, and the “Service Recipient” shall immediately remove the wrongly placed signage or decoration. In case that the “Service Recipient” fails to comply herewith, the “Service Provider” shall have them removed, and 1,000 baht (One Thousand Baht) per spot shall be charged to the “Service Recipient”.

1.3.6 For safety reason, prominent flags shall be attached to any sling transfixing an entrance arch to the floor. In case of failure to comply herewith, and injury or accident is caused therefrom to any person, the “Service Recipient” shall solely be responsible for such negligence.

1.3.7 The “Service Recipient”, in constructing, with approval, an arch or any decoration at the interior entrance and entire area of the event, shall leave at least 70% of an entire walkway to be functioned as an entrance/exit. The position of any construction or installation shall not block the passage in any common area while the Service Provider’s signage at the common area shall be completely seen at all times.

1.3.8 The installation of any signage representing the event supporter shall only be conducted at the event. In case that the “Service Recipient” wishes to have it installed at such other locations as the building’s entrance, glass doors, main hall, or any other exterior locations, the “Service Recipient” shall be subject to some charges specified as the exterior proximity rental fee by the “Service Provider”.

1.3.9 The “Service Recipient” wishing to distribute any handbill or leaflet shall file in writing a request for approval to the “Service Provider”, enclosing an example of such handbill or leaflet at least 30 days prior to the day of the event. The distribution of the said documents shall only be made in the area specified by the “Service Provider”. Provided that it is later found that the documents are distributed elsewhere, the “Service Provider” shall have the right to immediately cease such distribution.

1.4 Preparation of Public Utility

1.4.1 As to the installation of any electrical system, water supply, air pump, telephone, internet, air-conditioning system, and all kinds of communicating systems, the “Service Recipient” shall only use the services provided by the contractors officially appointed by the “Service Provider”. The process of which shall be notified to the “Service Provider” at least 30 days before the day of the event.

1.4.2 The “Service Provider” reserves the right to collect fee for bringing into the premise and for installing telephone signal and internet both landline e.g., ADSL, MPLS, Leased Line, Fiber Optic etc. and wireless e.g. Wireless Internet or satellite etc. The “Service Recipient” shall have the “Service Provider” informed at least 15 days before the day of the event save as the written consent is given by the “Service Provider”. The “Service Provider” reserves the right to exclusively and solely provide the service as to a wireless network and wireless internet in accordance with IEEE 802.11 b/g/n Standard at 2.4 GHz frequency in the premise of the “Service Provider”. The “Service Recipient” shall be prohibited from installing and using the aforementioned wireless network and wireless internet including any means of communications on such frequency as it may affect or disrupt an operative function of the wireless network and wireless internet of the “Service Provider”.

1.4.3 The “Service Recipient” shall submit details of its electric usage at least 30 days prior to the working process in the “Premise” by contacting an officially appointed electricity contractor. Each day, electricity shall be cut off 1 hour after the Event’s closing time

1.4.4 The “Service Recipient” wishing to pay for an operation of air-conditioning system shall inform the “Service Provider” at least 1 day beforehand, and the use of such system shall last at least 3 hours. While air-conditioning system operates, loading gates shall be shut down, and all interior constructions causing dust or affecting air-conditioning system of the building shall be halted.

1.4.5 The “Service Recipient” wishing to bring an electric generator into the premise shall have the “Service Provider” informed at least 15 days beforehand. The use of such electric generator shall be reserved only for royal events, stages, opening ceremony, or concert stages, and shall be positioned only at the spot suggested by the “Service Provider” The following list of items and conducts shall be complied for safety reason:

- Logs of timber 15-20 cm. thick to support the generator
- Installation area shall be barred from entering, and a signage shall be put on for safety reason.
- 2 fifteen-pound dry chemical fire extinguishers per 1 generator
- Ground wires shall be installed and covered with wire ducts for safety of passer-bys.

1.4.6 The “Service Recipient” shall not procure by itself the security and cleaning services save as the written permission is given from the “Service Provider”.

1.5 Significant Information Prior to the Event

1.5.1 Load Capacity and Height of Objects Installed and Used in the “Building”

- IMPACT Forum Area can carry the weight up to 600 kg./sq.m. with the height of no more than 5 m. In the event that the material or the equipment weighs more than 600 kg., the structural engineer shall manage the weight distribution so that the area can carry the weight of no more than 600 kg./sq. m., then he/she shall have his/her design and calculation certified by signing a copy of his/her professional license and have it submitted to the “Service Provider” for acknowledgement.

- Concourse Area can carry the weight up to 600 kg./sq.m. with the height of no more than 5 m. In the event that the material or the equipment weighs more than 600 kg., the structural engineer shall manage the weight distribution so that the area can carry the weight of no more than 600 kg./sq. m., then he/she shall have his/her design and calculation certified by signing a copy of his/her professional license and have it submitted to the “Service Provider” for acknowledgement.

1.5.2 50,000 baht (Fifty Thousand Baht) security deposit per 1 building or any other amount stated in the “Contract”, cash or cheque, shall be paid down by the “Service Recipient” to the “Service Provider” as an assurance of payment in case of any damage which may be brought about as specified in the “Contract”. In case of a cheque, IMPACT Exhibition Management Co., Ltd. shall be addressed as the payee, and it shall be sent to the “Service Provider” at least 15 days prior to the day of the event.

1.5.3 Except as otherwise provided herein, provided that the “Service Recipient” violates any rule and regulations contained herein or is a cause of any damage to the asset of the “Service Provider”, the “Service Recipient” shall be subject to a fine of at least 10,000 baht (Ten Thousand Baht) excluding the actual value of the damaged asset. The “Service provider” shall have the right to instantly deduct such fine and damages from the security deposit in 1.5.2. In the event that the damages exceed the security deposit, the “Service Recipient” shall be responsible for any actual damages.

1.5.4 The “Service Recipient” obtained permission from the “Service Provider” to enter and conduct

activities in the “Building” shall execute the “Contract” and shall strictly comply with any conditions specified by the “Service Provider” and shall also be responsible for any damages it may cause.

1.5.5 In loading and unloading equipment and tools, the “Service Recipient” shall only use the loading gate of the “Building”. The use of main entrance or fire escape is prohibited

1.5.6 Size of the truck allowed on the loading area located on the 2nd floor behind IMPACT Forum shall be a truck with no more than 6 wheels, 7.00 m. maximum length, 3.50 m. maximum height once loaded with goods. In case that the truck is longer than 7.00 m., the “Service Provider” may allow the truck to enter the premise one at a time under the condition that it shall only be parked in the area specified by the “Service Provider”, and the “Service Recipient” shall strictly prevent the driveway surface as set out in 2.3.4 hereof.

1.5.7 In case where it deems necessary for the “Service Recipient” to bring the equipment through the main entrance in front of the building, the “Service Recipient” shall submit a written request indicating details of equipment relocating process to the “Service Provider” for its consent. Provided that the consent is given, the “Service Recipient” shall strictly comply with 2.3.3.2 and 1.5.3

1.5.8 In case that a full-size automobile weighing between 2.5-7 tons is brought to exhibit on 2nd floor, IMPACT Forum (Hall 4), the “Service Recipient” shall comply with the following rules and regulations:

- For an automobile with an ordinary tires, it can be driven directly to the exhibiting area, but it shall move slowly and continuously and shall not stop anywhere in the middle.
- For an automobile with an iron or caterpillar tires, iron sheets shall be laid on the floor for the vehicle to be driven on as specified in 2.3.4 hereof.

1.5.9 The “Service Provider” intends to use the Reception Hall of each building for the benefit of the “Service Recipient” as a passage connecting each building and for decorative purpose e.g. signage, entrance arch, registration desk, boards displaying names of participants, sample of goods, and prizes. The said area shall not be used for the setup of any kinds of stage, activities, and exhibition, nor be used for any sales of commercial goods.

1.5.10 The “Service Provider” allows the “Service Recipient” to set up a temporary stage at the Reception Hall of each building only when it is used for the opening ceremony of the “Event”, on the first day of the “Event”. It is forbidden to carry on using the said stage on the other days of the event.

1.5.11 The “Service Recipient” shall be responsible for fees caused by the use of any copyrighted work such as songs, records and/or audio-visual materials.

1.5.12 The “Service Recipient” shall confirm and be ensured that all shops or restaurants leasing or sub-leasing from the “Service Recipient” from the “Service Recipient” comply with this “Contract” and these rules and regulations, and the sales of goods, foods, and beverages shall not infringe any third party.

1.5.13 In case of any live broadcast or videotaping of the “Event” which a cable TV and online internet vehicle is required around the “Premise”, the “Service Recipient” shall inform the “Service Provider” at least 15 working days beforehand so that the parking location and wiring process can be planned and fixed.

1.5.14 The “Service Recipient” shall pay the rent for a bonded warehouse, according to the actual space usage, to the bonded warehouse service provider listed by the “Service Provider” only.

1.5.15 The “Service Provider” forbids the “Service Recipient” from exhibiting and/or vending any goods prohibited by law or those against proper order in light of culture, society, and public health and/or any goods not listed by the “Service Provider”. Provided that the “Service Recipient” fails to do so, the “Service Provider” shall notify the “Service Recipient” to remove such goods from the “Event”, and the “Service Recipient” shall unconditionally comply with such notification. The “Service Recipient” shall have no right to demand compensation on any grounds from the “Service Provider”

1.5.16 All kinds of pirated goods are prohibited in the “Premise”. Failure to do so, the “Service Recipient” shall be liable under the law. In case where the “Service Provider” conducts an inspection over such goods, the “Service Recipient” shall present to the “Service Provider” or those appointed by the “Service Provider” an evidence clarifying the rights over such goods.

1.5.17 The “Service Recipient” shall have no right to distribute or disseminate any information, document and/or any commercial trademark of which the “Service Recipient” is not a sole proprietor without any document clarifying the right over such trademark and without the written permission from the “Service Provider” beforehand. In case that such misconduct is done and found, the “Service Recipient” shall

immediately stop distributing such document and remove such trademark from the event after being notified by the “Service Provider”. Failure to do so shall be considered violation of the covenants stipulated herein, and the Contract shall be terminated instantaneously.

1.5.18 The “Service Recipient” shall have the right to use an amplifier or a loudspeaker in the “Event” as permitted by law which is not over 85 decibel (A) and/or 95 decibel (C). In case where the use of the amplifier by the “Service Recipient” goes beyond the limit permitted by law, the “Service Provider” shall ask for a collaboration from “Service Recipient” to immediately turn the volume down. If the “Service Recipient” refuses to abide by such request, the “Service Provider” shall cut off the electricity until the “Service Recipient” agrees to cooperate. The “Service Recipient” shall however be responsible for any damage that it may have caused. The “Service Recipient” is not allowed to use any amplifier or a loudspeaker around the Reception Hall or Meeting Room as they are considered common areas save as the “Service Recipient” receives a written permission from the “Service Provider”, and the use of such equipment shall not in any way affect any other active events.

1.5.19 The “Service Provider” shall have the right to explain all security-related matters to the “Service Recipient”, its team, and any concerned parties.

1.5.20 The “Service Recipient” shall submit to the “Service Provider” for inspection, at least 15 days in advance, a work schedule, samples of all kinds of pass tags, parking tags, together with a phone number of the supervisor.

1.5.21 In case of overtime work is required, the “Service Recipient” shall, 8 hours before the end of that working day, notify the “Service Provider”. In doing so, the “Service Recipient” shall pay fees for staying overtime under the rate specified in the “Contract”, and security and cleaning staffs shall be hired to take a proper care of the “Premise”.

1.5.22 All kinds of animals are prohibited from entering the premise save as a permission is obtained by the “Service Provider”, and the brought-in animal shall have a certificate from a veterinarian or the Department of Livestock Development to affirm that the animal is free from contagious disease as well as an Animal Movement License. The “Service Recipient” shall arrange a staff to take care of animal’s feces.

1.6 Rules and Regulations inside the Building

1.6.1 The “Service Recipient” shall only use entrances/exits suggested by the “Service Provider”.

1.6.2 Any scraps from demolishing process shall not be left behind, the “Service Recipient” who fails to do so shall be subject to a fine of at least 10,000 baht (Ten Thousand Baht).

1.6.3 All assets belonged to the “Service Provider” shall never be moved out of the “Premise”, Failure to do so shall immediately result in legal action.

1.6.4 It is strictly prohibited, unless permitted in writing by the “Service Provider”, to apply any kind of glue, two-sided tape, or any other materials alike on any floor, wall, and any structure of the “Building”

1.6.5 It is strictly prohibited to peg down any nails or sharp objects, materials or tools on any floor, wall, and any structure of the “Building”.

1.6.6 It is strictly prohibited to pin down any kind of stakes onto the road, pathway, street isle, and garden unless permitted in writing by the “Service Provider”.

1.6.7 It is strictly prohibited to do the wirings across fire exit, placing any object blocking fire extinguisher cabinets, fire escape, or emergency exits around the “Building”.

1.6.8 It is strictly prohibited to do the wirings across entrances/exits and fire exits to prevent stumbling on such wires. In the event that it is inevitable to do so, wires shall be placed in wiring racks with decent cover in a tidy manner.

1.6.9 Emergency exits and fire exits shall not be used as an ordinary entrance/exit or used for any other purposes. Each failure to do so shall be subject to a fine of 2,000 baht (Two Thousand Baht).

1.6.10 Lamps and light bulbs or any other equipment installed in the “Building” shall never be moved or removed, unless permitted in writing by the “Service Provider”.

1.6.11 It is strictly prohibited to pin down poles of flags or any other decorative items into the ground, road, or canal around the “Building”.

1.6.12 All pyrotechnic items shall never be brought into the “Building” without prior notice to the “Service Provider”

1.6.13 It is strictly prohibited to smoke, eat, and take a nap or stay overnight in the “Building”, except in a specifically designated area.

1.6.14 All kinds of narcotics shall never be brought into the “Premise”.

1.6.15 Foods and beverages from outside caterer or supplier shall never be brought into the “Building” unless permitted in writing by the “Service Provider”. Failure to do so shall be subject to a charge of 50,000 baht (Fifty Thousand Baht)/booth/day.

1.6.16 It is strictly prohibited to pull, stretch, fasten, and entangle any kind of sling to prop up or support any structure of the “Building” in the “Premise”.

1.6.17 It is strictly prohibited to use, both inside and outside of the “Building”, any spray or paint which contains a thinner or any inflammable substance.

1.6.18 Inflammable materials remained from the construction such as thinner and gasoline shall never be left in the “Building” during days of the “Event”.

1.6.19 It is strictly prohibited to use electricity from any electric outlets not designated or permitted by the “Service Provider” as stated in 6.1 and 6.2 herein. Failure to do so shall be subject to a fine of at 5,000 baht (Five Thousand Baht) per spot used.

1.6.20 In constructing process, it is strictly prohibited to use electricity from any electric outlet at any walls or pillars inside the building. The “Service Recipient” shall have a cut-out (circuit breaker) installed particularly for the construction purpose. The said equipment shall only be ordered from electric system service provider appointed by the “Service Provider”.

1.6.21 It is strictly prohibited for staff of the “Service Recipient” to conduct any activity outside of the working list submitted to the “Service Provider” and to open any doors inside the premise unless permitted by the “Service Provider”.

1.6.22 Weapons, sharp objects, radioactive substances, or any hazardous objects shall never be brought into the “Premise”.

1.6.23 Affray, assault, or any other illegal conducts shall never happen in the “Premise”.

1.6.24 Liquid propane gas or any other inflammable gas shall never be brought into the “Premise”.

1.6.25 In bringing in any automobile or machinery, the “Service Recipient” shall comply with the following rules and regulations:

- Bringing in on for the purpose of using on the preparation day or the demolition day: The automobile or machinery of which its exhaust rate is not up to the normal standard shall not be brought into the “Building”
- Bringing in on for the purpose of using in the “Event”: Safety precaution shall be exercised by removing battery terminals laying wooden sheets or carpets on the floor to prevent the oil stain to help with the weight distribution.

1.6.26 Trolleys, pushcarts or any other materials or equipment with wheels shall not be used on a floor laid by granite, marble, coated tiles or any other materials alike.

1.6.27 It is strictly prohibited to urinate or defecate on the floors, walls, walkways of the “Building” or any other places apart from the toilet.

1.6.28 It is strictly prohibited to wash the dishes, all kinds of containers, and tools in any toilet inside the “Building”. Each failure to do so shall be subject to a fine of at least 1,500 baht (One Thousand Five Hundred Baht).

1.6.29 Welding and cutting any materials which may cause fire spark are strictly prohibited inside the “Building”.

2. Rules and Regulations on Event Preparation Day

2.1 Handing Over the “Premise” for Further Operations

2.1.1 An Operation Officer of the “Service Provider” shall always be the representative of the “Service Provider” participating in every handing-over process.

2.1.2 The “Service Recipient” shall appoint a representative to participating in every handing-over process together with the “Service Provider” in order to mutually inspect details of the “Premise” and any inherent damage thereof before the “Service Recipient” enters the “Premise” for further operations.

2.1.3 The “Service Recipient” or its representative together with the “Service Provider” shall mutually sign a document for handing over the “Premise”. The signed document shall be used as an evidence and shall be referred to when inspecting the “Premise” at the end of the “Event”.

2.2 Construction and Installation in the “Building”

2.2.1 The “Service Recipient”, for the purpose of and prior to entering the “Premise”, shall present a pass tag to the security staff. All staffs of the “Service Recipient” shall wear uniform attire and pass tags while on duty at the “Premise”

2.2.2 The “Service Recipient” shall strictly comply with any and all suggestions of the security staff including rules and regulations regarding safety as specified by the “Service Provider”.

2.2.3 Subsequent to entering the “Premise”, staff of both the “Service Provider” and the “Service Recipient” shall mutually convene a meeting to set straight an understanding regarding working procedures.

2.2.4 Prior to the beginning of construction process, the “Service Recipient” shall protect the surface of the “Building” as set out in 2.2.3 herein. In case where the “Building” or any asset in the “Building” is damaged, the “Service Recipient” shall promptly notify the “Service Provider” and shall be held responsible for all incurred damages. Failure to do so shall be subject to a 10% additional fine from the incurred damages.

2.2.5 The “Service Recipient” shall have the “Service Provider” notified at least 24 hours beforehand in case where the “Service Recipient” wishes to alter the already set and fixed seating or table layout in the meeting room. The “Service Recipient” shall be responsible for all additional cost incurred from the failure to prior notice.

2.3 Safety

2.3.1 The “Service Recipient”, in fixing or hanging any equipment or material to the roof of the “Building”, shall ensure the existence of coveting materials for the roof structure and hanging spots to prevent hanging materials from scratching with the roof structure as it may be damaged therefrom. All hanging and fixing materials shall be immediately removed therefrom subsequent to the end of the event. Failure to do so shall be subject to a charge of at 5,000 baht (Five Thousand Baht) per a spot found uncovered.

2.3.2 The “Service Recipient”, for working in high places, shall abide by the following rules and regulations:

2.3.2.1 Scaffolds shall be required for any work on a place higher from the ground more than 2.00 m.

2.3.2.2 Safety belts shall be required for any work on a place higher from the ground more than 4.00 m., and the belt shall be hooked onto the strong building’s structure or the scaffold to prevent the workers from falling down.

2.3.2.3 The aforementioned workers shall wear safety belts, helmets, and safety shoes while on duty.

2.3.3 The “Service Recipient” shall, for the construction of a stage or any decorative activities, cover the floor of the “Building” to protect it from any scratch. Details of which are as follows:

2.3.3.1 Plastic sheets or carpets shall be required in case of structure painting. In case where the paint is found on the floor of the building, the “Service Recipient” shall be subject to a fine of 5,000 baht (Five Thousand Baht) per one square meter.

2.3.3.2 Carpets or 10-15 mm. thick wooden sheets on the plastic sheets or carpets to prevent building from the damage.

- To prop up the structure and decorative parts
- To support the scaffold with iron standing bars with wooden sheets or carpets
- To be used in the relocation of equipment which may cause damage to the “Building”

2.3.4 To prevent any surface of the “Building” from damage, the “Service Recipient” shall make available the support on the floor in case where such vehicles as a caterpillar tractor or a road roller is used to move tools, equipment, or materials used in the event. The said wooden sheets shall be of at least 15 mm. thick and at least 10 mm. in case of iron sheets. The sheets shall be laid on the floor from the unloading spot to the event.

2.3.5 A circular saw is prohibited in the “Building” while a small electric saw is allowed to be used with wood, glass, and tiles. In case where the sawing activity bring about an excessive amount of dust, the

“Service Provider” shall be able to stop the work and shall subsequently provide a working area for the work of the “Service Recipient” outside of the “Building”. In such case, the “Service Recipient” shall be subject to additional charge for the used electricity and cleaning service in accordance with the rate specified in the “Contract”.

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3. Rules and Regulations on the Day of the Event

3.1 The “Service Recipient” or its representative shall put the ID tag issued by the “Service Provider” on the noticeable spot of the body.

3.2 The “Service Recipient” shall only use the designated route to enter/leave the “Premise”.

3.3 No goods shall be placed to block fire escape and hydrants.

4. Rules and Regulations on the Day of Demolition

4.1 Returning of the Premise

4.1.1 At what time the demolition process is complete, all constructions and scraps are removed from the “Event”, the area is resumed to the prior condition, and the “Service Recipient” is ready to return the “Premise” to the “Service Provider”, the “Service Recipient” or its representative, together with the “Service Provider”, shall mutually inspect the “Premise” and have it returned to the “Service Provider”.

4.1.2 The “Service Provider”, in case where no damage is found thereon, shall notify the “Service Recipient” and return the security deposit to the “Service Recipient” within 15 days as of the “Premise” retuning date.

4.1.3 In the event of damage, the “Service Provider” shall have the right to deduct damages from the security deposit in 1.5.2 to remedy such damage or the “Service Recipient” may within 7 days remedy such damage to the previous condition, and until proved satisfied by the “Service Provider”.

5. Tools and Equipment Allowed to be used in the “Building”

5.1 “The “Service Recipient” shall be allowed to use the electricity in the “Building” for constructing and organizing the “Event” as indicated in the “Contract”. The “Service Recipient” shall prepare at its own expenses the 5-pin power plugs connecting device while The “Service Provider” shall prepare electric current. Details of which are as follows:

At the back of Grand Diamond Ballroom

- Electric current, 100 Amp, 3 Phase, 1 spot
- Electric current, 60 Amp, 3 Phase, 1 spot
- Electric current, 30 Amp, 1 Phase, 1 spot

Sapphire Function Room 201-203

- Electric current, 30 Amp, 3 Phase, 1 spot/1 room

Sapphire Function Room 204-206, electric current shall be available at the back of the room

- Electric current, 30 Amp, 3 Phase, 1 spot/1 room
- Electric current, 60 Amp, 3 Phase, 1 spot/1 room (Sapphire 206)

Sapphire Function Room 101-124, electric current shall be available at the back of the room

- Electric current, 30 Amp, 3 Phase, 1 spot/1 room

5.2 The “Service Recipient” wishing to use additional electric outlets shall be able to pay the “Service Provider” for such service.

5.3 The “Service Recipient” wishing to use additional electric outlets shall be able to pay the “Service Provider” for such service.

5.4 Each hanging spot in the IMPACT Forum (Hall 4) and the concourse area can carry weight of no more

than 20 kg. The “Service Recipient” wishing to hang any pulley, structure, or signage on a Truss structure of the IMPACT Forum (Hall 4) and the concourse area shall seek for consent from the “Service Provider” beforehand and shall comply with the conditions suggested by the “Service Provider”.

6. Prevention of the Accidents

6.1. It is forbidden for the “Service Recipient” to modify details of electricity usage previously agreed with the “Service Provider” or its representative.

6.2 In case where the “Service Provider” has inspected and found that the wiring in the “Event” is not properly conducted, and it may bring about such accident as the visitor stumbling down, or in the event where the connection of wires is not neatly done, the “Service Provider”, for the safety of visitors and or staff of the “Service Recipient”, may ask the “Service Recipient” to temporarily stop the work and fix the problem until considered tidy and safe in accordance with its suggestions.

6.3 In case where such equipment or technics as fire spark, hot steam, smoke etc., the “Service Recipient” shall submit details of such equipment, installation instructions, and a safety certificate thereof, together with safety guaranteed document issued by the designer (if any) to the “Service Provider” for approval at least 30 working days before bringing the said equipment into the “Premise”, and the “Service Recipient” shall make available the fire extinguishing equipment as appropriate.

6.4 In the event that the “Service Provider” allows the “Service Recipient” to use equipment or technics e.g. fire spark, hot steam, smoke etc., the “Service Recipient” shall notify the “Service Provider” at least 30 minutes before the use of such equipment or technics so that the “Service Provider” can assign its representative to inspect the safety.

7. Non-compliance with Rules and Regulations

Provided that the “Service Recipient” fails to comply with rule and regulations stipulated herein, the “Service Provider” shall have the right to conduct as follows:

7.1 Once details of rules and regulations are notified by the “Service Provider” to any concerned parties, and they refuse to comply therewith, the “Service Provider” shall have the right to cease all the process they are conducting. In such case, the security staff of the “Service Provider” shall have the right to request the discontinuity of any ongoing procedures and immediately take all materials, equipment, or personnel concerned out of the “Premise”.

7.2 Provided that the “Service Recipient” continues to violate the rules and regulations stated herein, the “Service Provider” shall have the right to request the return of the “Premise”, and shall not allow the use of such “Premise” until such violation is halted and the damage is remedied.

7.3 The “Service Provider” shall ensure that the “Service Recipient” and any concerned party acknowledge the rationale of the “Service Provider” and an accurate set of guidelines.

8. Rules and Regulations in the Event with Foods and Beverages

8.1 “Consumer Goods” Exhibition

8.1.1 The packaged foods sold at the “Event” shall be up to packaging standard directly from the factory.

8.1.2 Cooking is prohibited inside the “Building”, except for the use of electrical appliances to warm up the foods aimed at tasting purpose.

8.1.3 The “Service Recipient” shall enlist the selling products and have it sent to the “Service Provider” for inspection and approval. Once approved, only listed products can be sold.

8.1.4 Ready-to-eat foods shall be sold only in an area designated by the “Service Provider”.

8.1.5 In case where the “Service Recipient” wishes to add items to the product list, the “Service Recipient” shall pay 3,000 baht (Three Thousand Baht) per booth or an area less than 9 sq.m. or pay 1,500 baht (One Thousand Five Hundred Baht) (Excluding 7% VAT) for an area less than 5 sq.m. In doing so, the “Service Provider” shall provide additional services as follows:

- An appropriate amount of tables and chairs for the use of the visitors located in the area designated for the “Service Recipient”

- Additional cleaning staff taking care of the dining tables
- Dish washing station with staff

8.1.6 As soon as the fee specified in 8.1.5 is paid, the “Service Recipient” shall be entitled to the use of a kitchen under the following conditions:

8.1.6.1 In case where the “Service Recipient” pays for less than 40 food booths, the “Service Recipient” shall pay for at least 1 kitchen.

- (1) 1 set of kitchen consists of 2 tents (5 x 12 m.) or kitchen with utensils and gas stoves with 6 safety valves.
- (2) In case where the “Service Recipient” wishes to rent additional equipment, the following price list shall be applied:
 - Safety valve: 500 baht (Five Hundred Baht) each
 - Cooking gas cylinder: 500 baht (Five Hundred Baht) each
 - (The above price is not subject to 7% Value Added Tax)

8.1.6.2 In case where the “Service Recipient” pays for 40 food booths and more, the “Service Recipient” shall pay for at least 1 kitchen.

- (1) Payment of 40-79 food booths: 1 set of kitchen provided
- (2) Payment of 80-160 food booths: 2 set of kitchen provided

8.1.6.3 In case where the “Service Recipient” wishes for additional cooking kitchen, the “Service Recipient” shall partition the area with at least 1 meter high temporary wall arranged in U-shape.

8.2 “Foods” Exhibition

8.2.1 The “Service Recipient” shall clearly separate the area so that food products are not intermingled with any other kinds of products. A signage or an arch shall be made and put on the noticeable spots to easily differentiate types of products.

8.2.2 The “Service Recipient” shall pay attention to cleanliness and sanitation by using proper food containers and cover all kinds of foods at all times.

8.2.3 The “Service Recipient” is allowed to steam, boil, bake, and grill at the “Event” under the condition that the food shall be prepared by electrical appliances.

8.2.4 Reusable containers and utensils (spoon, plate, bowl, cup) are not allowed. The “Service Recipient” shall only use containers and utensils made of plastic or paper.

8.3 Distribution of Foods and Beverages of the Event’s Sponsor

8.3.1 Only for the food exhibition, the “Service Provider” shall not charge any fee from take-home foods and beverages or tasting food.

8.3.2 In case it is found by the “Service Provider” that any ready-to-eat food is distributed at the “Event” without giving prior notice to the “Service Provider”, and there is no any mutual agreement between the parties as to the fee incurred to the “Service Provider” from import of foods into the “Premise”, the “Service Recipient” shall be subject to a fine of 50,000 baht (Fifty Thousand Baht)/booth/day.

8.3.3 In case that the sponsor of the event brings foods and beverages into the “Premise” for distributing purpose. There shall be a fine therefor charged by the “Service Provider” calculated from the size of the space rent/used. Details are as follows:

- More than 36 sq.m.: the fine of 500 baht/sq.m./day
- Less than 36 sq.m.: the fine of 15,000 Baht/day/booth

The “Service Recipient” shall be responsible for the abovementioned charges whereas the “Service Provider” shall notify rules and regulations to the “Service Recipient” prior to the “Event”. Names of the products shall be submitted in writing to the “Service Provider” for approval at least 30 days before the “Event”.

8.4 Regulations on the Use of Kitchen, Reserved Cooking Area, and Dish Washing Area

8.4.1 For the “Service Recipient” obtaining approval to distribute free foods and beverages in the “Building”, the “Service Provider” shall provide a dish washing area in the same area of the kitchen.

8.4.2 The “Service Provider” shall not allow an area at the back of the “Building” to be used as an additional reserved cooking area, and dish washing area.

8.4.3 Food scraps or any cooking remains shall not be left on the floor, sewage etc. but shall be put into the garbage provided by the “Service Provider”.

8.4.4 The “Service Recipient” shall manage the reserved cooking area in a sanitary manner. Any kind of adverse smell or environmental pollution shall be carefully controlled. Provided that it is subsequently discovered by the “Service Provider” that the area is not appropriately used, the “Service Provider” shall have the right to immediately discontinue the service thereof.

8.4.5 The “Service Recipient” shall be responsible for an additional charge due to the cleaning service should the “Service Provider” later found that there are oil stains or food scraps on the floor.

9. Rules and Regulations in the Event with Machinery

9.1 Iron Welding Machinery

The demonstration of the machine shall not cause any kind of smoke that pollutes the environment and shall in no way affect health of the participants and visitors of the “Event”. In case where the “Service Recipient” wishes to demonstrate the ability of the machine on an iron e.g. polishing, welding, lathing etc., the “Service Recipient” shall equip its demonstration with the following equipment and materials:

- A cooker hood or an air cleaning appliance
- At least 2 fire extinguishers
 - Interior demonstration: 10-pound carbon dioxide fire extinguisher
 - Exterior demonstration: 15-pound dry chemical fire extinguisher
- At least 10 mm. thick wooden sheets laying on the floor
- The iron welding demonstration shall be carried on in a demonstration cabinet engrossed with fire-resistant materials

9.2 Machinery for Wood Craft

Any demonstration of the machine for wood craft shall be conducted in a dust-and-sound proof cabinet or room to prevent any kind of pollution in the “Building”. The “Service Recipient” shall equip its demonstration with the following equipment and materials:

- A Vacuum
- At least 2 fire extinguishers
 - Interior demonstration: 10-pound carbon dioxide fire extinguisher
 - Exterior demonstration: 15-pound dry chemical fire extinguisher

9.3 Relocation of Machinery and Goods in the “Building”

9.3.1 The logistic contractor shall use the forklift which is in so good condition that it shall not pollute the “Premise”.

9.3.2 The weight of the forklift shall correspond with weight distribution standard of the “Building” as specified in 1.5.1 regarding the relocation of goods in the “Building”.

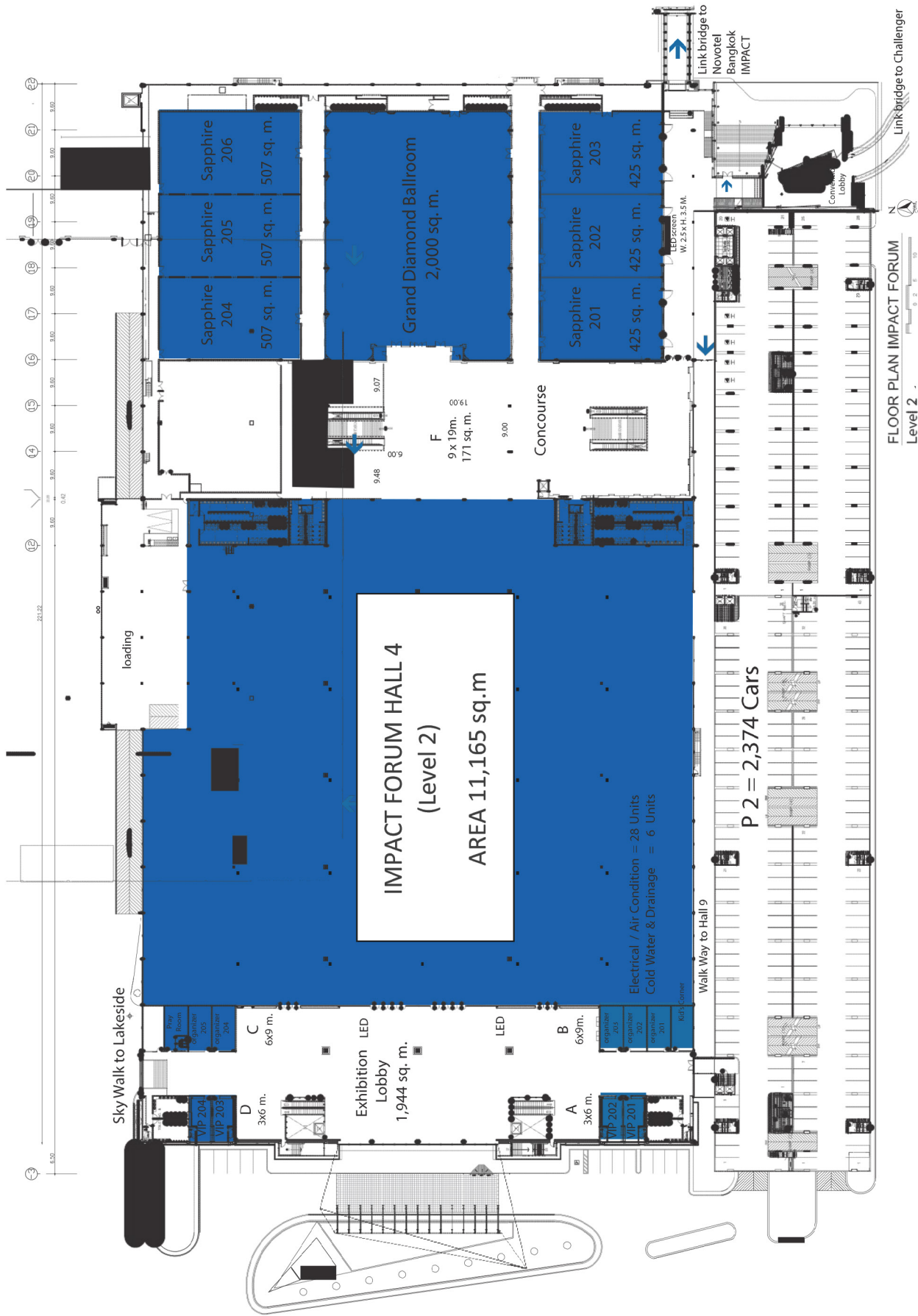
9.3.3 Basic safety instruments for the use of a forklift shall comprise the following

- Signal lights and cautionary sound while operating
- Safety helmet
- Safety belt

9.3.4 Any personnel responsible for controlling the forklift shall be fully equipped with knowledge and controlling ability, and be in perfect condition both physically and mentally. The “Service Recipient” shall be responsible for monitoring and supervising for safety. In case of any damage, the “Service Recipient” shall solely be liable to such damages.

Floor Plan & Lay Out





FLOOR PLAN IMPACT FORUM
Level 2

IMPACT Forum Level 2

List of Bonded Warehouse Companies

Agility Co., Ltd.

Address: No. 136, Rom Klao Road, Khlong Sam Pravet Sub-District,
Lad Krabang District, Bangkok 10520
Tel. 02-32634-56 Fax. 02-3608-634

Sun Expo Service Co., Ltd.

Address: No. 60/107, Village No. 9, Dok Mai Sub-District,
Pravet District, Bangkok 10250
Tel. 02-7284-452-4 Fax. 02-7528-545-6

Roger Bangkok Co., Ltd

Address: No. 90/1, Village No. 4, Bang Chalong Sub-District,
Bang Phli District, Samut Prakan
Tel. 02-7526-417-9 Fax. 02-7526-420

Schenker (Thai) Co., Ltd.

Address: No.3388/54-61, 63, 66-67 Sirinrat Building, 16th-19th Floor, Rama IV Road, Khlong Ton
Sub-District, Khlong Toei District, Bangkok 10110
Tel. 02-2696-500 Fax. 02-3675-351

APT Showfreight (Thailand) Co., Ltd.

Address: No. 11/24 Ratchadaphisek Road, Chong Nonsi Sub-District,
Yannawa District, Bangkok 10120
Tel. 02-2853-060 Fax. 02-2853-068

Ocean Air International Co. Ltd.

Address: No. 1249/219 Gems Tower Building, 38th Floor, Zone B-C, New Road, Suriyawong Sub-District,
Bang Rak District, Bangkok 10500
Tel. 02-2674-949-53 Fax. 02-2674-954, 02-2665-554

List of LED Service Providers

IMPACT Exhibition Management Co., Ltd.

Address: No. 10th Fl., Bangkok Land Building 47/569-576 Popular 3 Road, Banmai Sub-district,
Pakkred District, Nonthaburi 11120 GREATER BANGKOK, THAILAND
Tel. 02-833-5252, 02-833-5377



Management by

IMPACT EXHIBITION MANAGEMENT CO., LTD.

10th Fl., Bangkok Land Building

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