



EQUINOX
KUALA
LUMPUR

EVENT
INFORMATION &
KEY DATES

DATE 29/11/22
DAY Tuesday
TIME 2pm- 8pm
VENUE Mandarin
Oriental Hotel
Kuala Lumpur

EVENT CONTACT DETAILS		EVENT CONTACT DETAILS	
Name	Christopher Victor	Name	Harith Izaan
Phone	0125289667	Phone	0136067446
Email	cv.roch@bcicentral.com	Email	harith@bcicentral.com

KEY DATES	
Please ensure that you provide all information by required dates outlined below and your event contact will send calendar invites for each key date	
Onsite Technical Briefing	Monday 31 st October 10am – 11am
Event Display Requirement (EDR) Form – located on event home page	Tuesday 7 th November
Exhibitor Registration – located on event home page	Monday 14 th November
Show Bag Items - Target attendance is 250. Please deliver items to venue	Monday 28 th November

VENUE ACCESS TIME	
Event Set up time	Monday 28 th November 5:00 pm – 12:00 am Tuesday 29 th November 8:00 am – 11:30 am
Event Tear down time	Tuesday 29 th November 9:00 pm – 11:00 pm
Notes	Booth must be ready by 12:00 pm on the 29 th November
	If you require items to be delivered to site before the event date then please contact Mr Harith
	Trolleys & pallets are <u>not</u> available on site so please bring your own

VENUE SECURITY BRIEFING
All exhibitors that uses the Loading Bay lift or have any heavy setup must go for a safety briefing session organized by the hotel.
Date & Time: Every Thursday at 2pm in the security office at level B3. One representative from the company.
A Working Permit Form will be given which the exhibitor must fill in manually (please see attached sample form here).



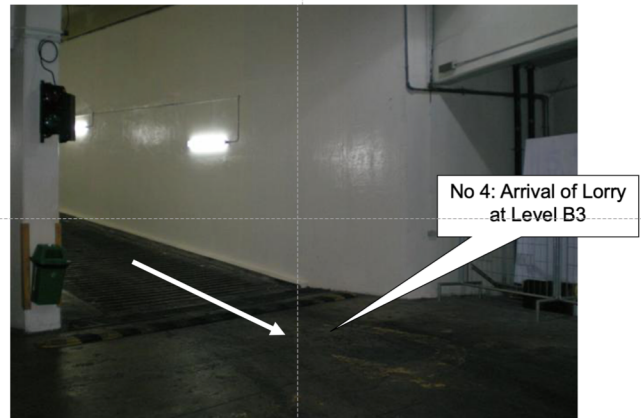
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VENUE LOADING & UNLOADING

The venue loading dock is located at ground level via hotel main entrance





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BOOTH GUIDELINES

All exhibitors are responsible for their own design/construction of booth. The maximum allowable vertical height is 2.5m.

All booths/standees must be standalone, no leaning against the wall. Drilling, nailing, screwing and mounting on any part of the venue is strictly prohibited.

Exhibitors are not allowed to use adhesive products or leave marks or cause damage to the floor, walls or wall coverings.

No placing or displaying stickers, signs, posters, banners or standee anywhere in the event hall other than within designated booth area.

All exposed surfaces must be furnished and no exposure of raw material is allowed to face the public.

Flooring and carpeting within the event hall have to be protected with protective layers, such as plaster sheets, plywood or floorboards before any heavy material handling equipment or machinery is allowed on the surfaces.

All exhibitors are responsible for damages occurred at the venue due to construction/setting up of their booth.

All exhibitors are required to dispose of their own waste and construction debris after the set up and tear down. No garbage is allowed in common area with venue.

Following items are strictly prohibited in the event hall unless prior approval has been obtained

- Open fire and/or naked flames
- LPG gas cylinders, refillable gas cylinders and charcoal
- Fireworks, pyrotechnics or laser display
- Smoke, mist, haze or dry ice machines
- Confetti
- Helium balloons
- Inflammable, explosive or offensive material
- Candles or incenses for any praying rituals

SERVICE LIFT

Service Lift Information

Dimensions of the service door lift is 20ft x 9.8ft x 7and weight limit is 3 tonne

Any item that is larger than lift dimensions will need to contact Mr Harith

CAR PARKING

Location & Cost

The nearest car park is within the hotel

Parking rate RM16 Flat Rate