

EVENT CONTACT DETAILS

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EVENT CONTACT DETAILS

Name	Jason Au
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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 24 July 2:30pm – 3:30pm
Exhibitor Registration	Monday 31 st July
Show Bag Items - Target attendance is 200. Please deliver items to venue	Wednesday 9 th August

VENUE ACCESS TIME

Event Set up time	Thursday 10 th August 12:00 am – 12:00 pm (Exhibitors will be advised 3 days before the event day whether they can setup a day earlier)
Event Tear down time	Thursday 10 th August 9:00 pm – 11:00 pm
Notes	Booth must be ready by 12:00 pm on the 10 th August If you require items to be delivered to site before the event date then please contact Mr Jason Trolleys & pallets are <u>not</u> available on site so please bring your own

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

CAR PARKING

Location & Cost

The nearest car park is within the hotel

Parking rate is to be advised

FLOOR PLAN

The final floor plan will be provided to exhibitors closer to the event. Please reach out to your Event contacts if you have any questions regarding your booth position.

