

EXHIBITOR'S MANUAL

FOR

10th SEASC 2009 EXHIBITION
In conjunction with
4th IGTE 2009

4-6 August 2009

Exhibition Gallery
Bali International Convention Center
Nusa Dua, Bali

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Dear Exhibitors,

The **10th SEASC 2009** – in conjunction with **4th IGTE 2009** – Organizers has developed the following **Exhibitor's Manual**, which will assist you to organize your space or booth at the exhibition and provides a wide selection of materials and services on offer to meet exhibitors' needs.

It includes Exhibition information (General Information, Booth Construction Information, Exhibits Handling & Freight Forwarding, and other relevant *Do's and Don'ts*), Exhibition floor plans and Venue information.

Please read this Manual and follow the instructions carefully, before filling in any Order forms.

If you require any clarification or assistance, please do not hesitate to contact us at exhibition@seasc2009.org, or info@seasc2009.org.

BASIC INFORMATION

Title	10 th SOUTH EAST ASIAN SURVEY CONGRESS 2009 & Exhibition, in conjunction with the 4 th Indonesian Geo-Information Technology Exhibition (IGTE)
Dates	4 th - 7 th of August 2009 (exhibition dates 4-6 August 2009)
Venue	Bali International Convention Center, Nusa Dua, Bali

- **EXHIBITORS** shall be bound by the rules and regulation, including terms and condition of payment, and any changes must be made in writing and signed by an authorized official of **SEASC 2009 SECRETARIAT** (hereinafter referred to as the **ORGANIZER**) who shall have full power to interpret and to make or amend these rules, provided that such amendments and additions do not operate to diminish the rights reserved for the EXHIBITOR under this contract and shall not operate to increase liabilities of the ORGANIZER, its agents or employee.
- All space reservation and allocation for EXHIBITORS are based on a First-Come-First-Serve basis and terms & condition of payment.
- Once the space has been assigned (paid), the EXHIBITOR is not allowed to retract / revoke it. If the EXHIBITOR asks for a reduction of space and want to move, the ORGANIZER have the right to allocate him/her based on the space availability, and recalculate the cost.
- The ORGANIZER shall determine the exhibition hours. Admission shall be by exhibitor's pass or badge, and identification badges shall not be transferable.
- EXHIBITORS are expected to comply with building regulations and all Government rules and regulations. The EXHIBITOR and his/her exhibition booth contractor must observe all guidelines as stipulated in this Exhibitor's Manual.
- Rights of an EXHIBITOR shall not be assignable to any other firm or person and no EXHIBITOR may assign his/her space, or sublet the whole or any part of the space contracted for. An EXHIBITOR has no right to occupy any particular space other than that contracted for.
- The ORGANIZER and its employee are not responsible for any loss, theft or damage by fire, or injury of any nature to any person or article. Reputable security will be on duty day and night, but the ORGANIZER, while taking precautions against loss, will not guarantee against it and it is hereby expressly released from any liabilities or injury or damage thereof.
- The ORGANIZER, its agents or employee shall not be liable for any loss, damage or delay resulting from acts of war, civil unrest, strikes or lock-outs, change in Government regulations, military activity or any other circumstances which shall make it impossible or inadvisable for the ORGANIZER to hold the Exhibition, Seminars and its additional programme at the time and place/site/venue provided, and the ORGANIZER reserves the right to reschedule the Event at another date and/or at another place/site/venue.
- Furthermore, the ORGANIZER will not be responsible for, and will be held harmless from the consequences of any conflicts or misinterpretations, which may

arise with the host country, its sponsors, agents or other bodies and institutions regarding any and all aspects of the Event, which may affect the participants, including EXHIBITORS.

- The EXHIBITOR acknowledges that the ORGANIZER will have sustained damages and losses as a result of the foregoing as well, and shall and does hereby waive any claims for damages or compensation. The sums paid to the ORGANIZER as fees or otherwise in connection with the Event shall remain the property of the ORGANIZER.
- The ORGANIZER will not provide Public Liability Insurance during the period of the Event, and therefore the EXHIBITOR should arrange it for themselves.
- The ORGANIZER, its agents or employees are not responsible for any loss, damage or delay incurred in freight shipments (transport, handling and customs clearance) into and out of the country in which the Event is held. EXHIBITORS are urged to adequately insure all shipments.
- The execution of the Exhibition Space Contract and its receipts by the ORGANIZER is deemed conclusive evidence of the EXHIBITOR's agreement to pay the full fees due. If the EXHIBITOR fails to make any subsequent payment on its due date, he/she is considered to have committed a breach of contract. As such, he/she forfeits any and all monies that have been paid, and the ORGANIZER has the right to sell the space to another EXHIBITOR.
- Exhibits shall not construct the view of adjoining exhibits nor be operated in any manner objectionable to other EXHIBITOR. All lighting within the booth must be arranged and operated so as not be distracting to adjacent booths. All sound devices operated in a manner objectionable to the ORGANIZER shall be prohibited.
- No EXHIBITOR will be allowed to remove his/her exhibit from the exhibition floor, prior to the official termination of the exhibition, and the EXHIBITOR shall have an authorized representative present at the exhibition throughout the exhibition period and during the installation/build-up and dismantling/break-down period of his exhibit.
- The EXHIBITOR agrees to the use of the EXHIBITOR's company name, company representative names, and company logo by the ORGANIZER in promotional materials produced to market this event.
- The ORGANIZER has the right to re-allocate all booths in a new updated floor plan, if required, due to the latest condition of the exhibition.
- It is fully recommended by the ORGANIZER that all EXHIBITORS is not allowed to install, to demonstrate, to offer or any similar action on illegal software/programme/operating system etc.

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SET-UP & DISMANTLE

Set-Up (move-in)

- Exhibitors who have taken up the **bare space and using special design booth** can move-in their exhibits to the Exhibition Gallery on **Sunday, 2-Aug-2009 at 15:00 hrs (local time)**
- Exhibitors who have taken up the **shell scheme booth** can move-in their exhibits to the Exhibition Gallery on **Sunday, 3-Aug-2009 at 10:00 hrs (local time)**
- Ensure to notify your contractor/vendor of the established schedule to avoid unnecessary delays and problems

- All exhibition installation must be completed, and all aisle ways clear by **Monday, 3-Aug-2009 at 18:00 hrs (local time)**
- All exhibits are allowed to be delivered to booth ONLY DURING EXHIBITION MOVE-IN PERIOD SCHEDULE
- Therefore all Exhibitors are suggested to work corporately with the Official Freight Forwarder properly

Access to Exhibition Gallery

- Exhibitor personnel/labour assigned to duty during installation and dismantling need to get a temporary check-in pass (WORKER PASS/BADGE) by the Registration Desk at the lobby or from the SEASC 2009 Secretariat Office at Singaraja Room near the Exhibition Gallery of the Bali International Convention Center

Dismantle (move-out)

- No exhibit, in whole or part, may be removed from the assigned space during the period of Exhibition
- No Contract labour for removal will be allowed into the Exhibition Gallery prior to 09:00 hrs (local time) on Friday, 7-August-2009
- All Packing must be complete and removed from the Exhibit floor by **13:00 hrs (local time), Saturday, 8-Aug-2009.**

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OFFICIAL EVENT SCHEDULE

Please visit <http://www.seasc2009.org/content/programme> to check the complete Programme detail, or contact info@seasc2009.org for more details if required.

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EXHIBITOR FACILITIES

EXHIBITORS BADGE / PASS -

- All exhibitors are requested to register the names of representatives/booth attendants from their organization availing these complimentary registration at not later than **17-Jul-2009** by email to exhibition@seasc2009.org
- Exhibitors can collect their Exhibitor Badges/Passes from the Registration Desk at the lobby of venue, or from the SEASC 2009 Secretariat Office at Singaraja Room
- Each Exhibitor will receive 2 (two) Exhibitors Badges/Passes per 9 sqm space/booth (3x3mtr) – for any additional, please contact exhibition@seasc2009.org, or visit SEASC 2009 Secretariat Office at Singaraja Room, during the event hours
- Each additional Exhibitors Badge/Pass cost you USD 25 per person
- On show days, exhibitor staff will be allowed in the exhibition area strictly for **only half an hour after closing time to refurbish and/or service their exhibits/booth**
- **No representative of exhibitors will be allowed inside during the show timings without the exhibitor badges**

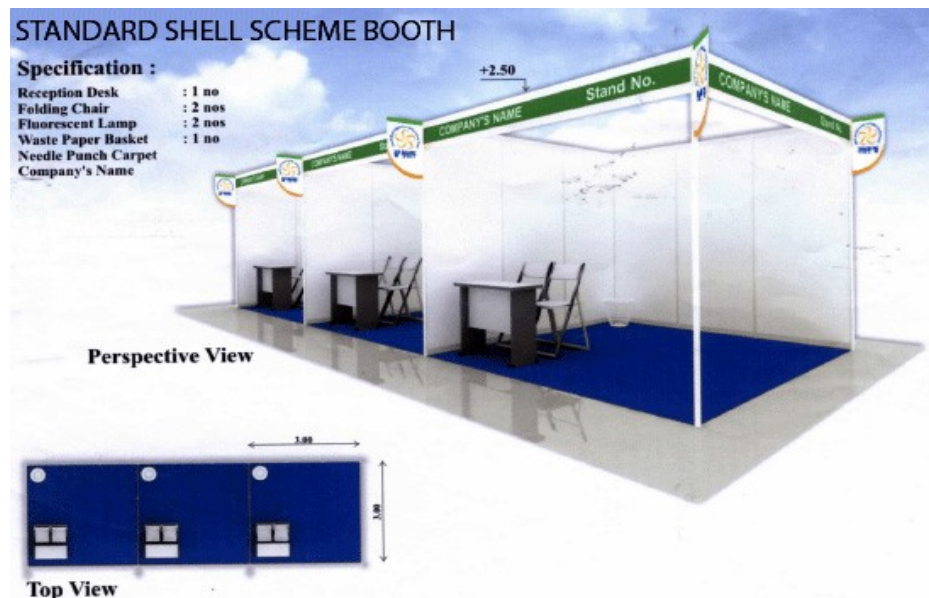
BOOTH FACILITIES –

- **Bare space (space only) :**
 - Size 3 x 3 meter (9 sqm) or any extension thereof
 - Including standard general cleaning & security
- **Shell Scheme Booth:**
 - Standard size 3 x 3 meter (9 sqm) or any extension thereof
 - Incl. white wall module fitted into aluminum booth system, standard electrical supply for lighting, fascia board with name (in standard letter/typography), fluorescent lights, standard reception desk and chairs, waste basket, carpet, standard cleaning & security
- Any additional requirement should be applied to the ORGANIZER at the earliest possible time, by email to exhibition@seasc2009.org, or visit the SEASC 2009 Secretariat Office or Exhibition Technical Organizer counter at the venue during event.

EXHIBITORS PROFILE -

- All exhibitors are requested to forward by email their company logo (in jpeg format), along with a brief write up of about 100 words on their company including address, telephone and contact details (in Word format), for inclusion in the Exhibitors Profile of the **Event Directory**, to not later than **17-Jul-2009**, to exhibition@seasc2009.org.

BOOTH CONSTRUCTION GUIDELINES –



- For more technical details, please contact wienpro@indosat.net.id as the Exhibition Technical Organizer – including for those who use Special Design booths
- Exhibitors should design their booth in such a manner to clear access to distribution boards, emergency exits, service doors should be ensured while preparing layout designs. Any construction should stand independent from structural pillars of halls etc. No hanging from the ceiling should be undertaken. The exhibitors will ensure removal of the packing boxes, unused display aids from the hall before opening of the exhibition.

- The use of fire hazard materials like thatch, dry glass and other similar inflammable material is not permitted. Only fire retardant material should be used for construction and decoration of booths.

CUSTOM CLEARANCE -

- All exhibit material or display must be shipped or transported direct through the official appointed freight forwarder
- For detail information on the custom clearance procedure, please contact wienpro@indosat.net.id, such as Consignee address etc.
- Access to the Bali International Convention Centre (BICC) is via Nusa Dua Area Main Street, close to the main entrance of Nusa Dua Beach Hotel
- Please use the venue (BICC) loading dock or door for unloading and loading all exhibition materials and goods
- Please note that the venue (BICC) does not provide a forklift – please contact the Exhibition Technical Organizer for this requirement
- A car park for trucks is located in front of the BICC, please park all trucks in this car park
- Special Arrangements must be made for receiving any equipment's, goods, displays or other materials, which will be sent, delivered, or brought into the venue. Failure to do this may result in deliveries being refused or materials being unavailable when required
- The venue does not accept any Liability for equipment's, goods, displays or other materials, which arrive or fail to arrive at the venue and also will not be responsible for any Loss or Damage of the equipment's, goods, displays or other materials

SOME IMPORTANT INFORMATION FROM THE VENUE MANAGEMENT -

- The Exhibition Gallery height is 4 (four) meters. The **floor loading** capacity of the Exhibition Gallery is 400 Kg/sqm. All other function rooms, floor loading capacity is 250 kg/sqm
- During the exhibition, house light will be provided free of charge only 0800 hrs to 1800 hrs after 1800 hrs the house light will be dimmed unless prior arrangements have been made between BICC and the Organizer. An extra charge of additional hours after 1800 hrs will apply, unless prior arrangements have been made between the BICC and the Organizer. Please contact the Organizer for further information and assistance
- **Additional electricity / power supply** requirements for each booth / space will be charged separately depending on the requirements of each booth / space.
- All gangways leading to Emergency Exit and exit doors must remain unobstructed at all times
- All fire hydrant & fire extinguisher must remain unobstructed at all times
- All **Food and Beverage** will be supplied by the BICC. Meals or drinks from outside not permitted to be brought into the premises
- The Venue Management will provide daily cleaning for all general public areas (morning and evening)
- Only designated service entrances and elevators are to be used for transportation of workers and materials
- Use of guest's facilities is strictly prohibited and workers are not allowed to loiter in guest's areas
- **Smoking inside the exhibitions area during the construction works is highly prohibited**

- **All area in the venue is a non-smoking area**
- Naked flames and any other temporary electrical fitting are strictly prohibited
- Painting or sawing must be done outside the exhibition area.

ELECTRICITY -

- Organizers will provide electric power point (2 Amp. per 9 sqm.) for each exhibitor. Internal distribution and fittings will have to be done by the Official Contractor at the Exhibitor's own cost
- Exhibitors are advised to install equipments like voltage stabilizers / CVTs / UPS / Isolation Transformers for their sensitive machines/exhibits
- The Organizers reserve the right to disconnect any installation that, in their opinion, is dangerous or likely to cause annoyance to visitors or other exhibitors.

SECURITY AND INSURANCE -

- The organizers are dedicated to make this event safe and secure. We make every effort to arrive at a state of reasonable security for all exhibitors
- Although the organizers and the venue management exercise reasonable care for the protection of your materials, neither the organizers nor the hotel will be responsible for any bodily injury, damage or loss to your personnel or property during the period of time you have contracted for your booth
- Security will be provided in the exhibition area after the exhibition hours by the hotel. However all Exhibitors are requested to remove their valuables from their booths when the exhibition area is closed or unattended. Neither the organizers nor the hotel will carry insurance on your behalf. You must acquire and maintain insurance covering your booth products/services and personnel
- Equipments should be insured both in transit and on location at the exhibition for the entire period it is on the exhibition site
- If something is missing from your booth, report it immediately to security. The organizers will not be responsible for any lost or stolen goods
- During Exhibition, the registration desk serves as a lost and found. You will need to identify or describe your lost item to the staff member at the registration desk to claim your item.

EMERGENCY EXIT, FIRE & SAFETY -

- Take note of all exits in the exhibition area especially the ones closest to your booth
- Exhibit booths should not block or obstruct access to fire fighting and emergency equipments under any circumstances. All fire hose connections, extinguisher cabinets, and fire alarm call stations must be visible at all times
- The Venue Management at different points in the exhibition area shall provide fire-fighting equipments. Exhibitors are however advised to take due precautions and install necessary safety & Fire fighting equipments in their stands shall they so desire. Exhibitors', who, because of the nature of their exhibits, require a special type of fire extinguisher, must make arrangements at their own cost for the provision of such equipment

FURNITURE & PROPS -

- The Exhibition Technical Organizer provides all furniture and properties requirement, from a simple folding chair until multi-lingual interpreter system equipment
- Request order at least received by **27-Jul-2009** for better preparation

- Contact exhibition@seasc2009.org, or visit the SEASC 2009 Secretariat Office at Singaraja Room at the venue, for your need.

SECRETARIAT -

- All email addresses to the SEASC 2009 SECRETARIAT based on each purpose, such as info@seasc2009.org and exhibition@seasc2009.org are still ready for any information or assistance to all exhibitors
- Starting on **3-Aug-2009**, the SEASC 2009 Secretariat (site) Office will be located at the Singaraja Room (Bali International Convention Center, first floor) – meanwhile the SEASC 2009 Local Organizing Committee/Host Organizer (site) Office will be located at the Karangasem Room, on the same floor.

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OFFICIALS

- **Official Exhibition Technical Organizer**

WIENPRO CONVEX

Contact Person Mr. P.G. Wiwien Gunawasika

Tel. +62 361 227872 Fax. +62 361 243119

eMail wienpro@indosat.net.id

- **Official Exhibition Contractor**

ADICIPTA CARAKA JAYA

Contact Person Mr. Adi Hartono

Tel. +62 361 236531 Fax. +62 361 236753

eMail adibali@indosat.net.id

- **Official Freight Forwarder**

ROGERS KARYA GELAR, PT

Contact Person Ms. Yunni

Tel. +62 21 4205430 Fax. +62 21 4205453

eMail rogerskg@indosat.net.id

- **Venue Management**

BALI INTERNATIONAL CONVENTION CENTER

Contact Person Mr. Nano Wartino

Tel. +62 361 771906 Fax. +62 361 772047

eMail Nano.Wartino@westin.com

- **Main Official Hotel**

WESTIN RESORT NUSA DUA BALI

Contact Person Ms. Palupi Lukitosari

Tel. +62 361 771906 Fax. +62 361 772049

eMail Palupi.Lukitosari@westin.com

- **Other Official Hotels**

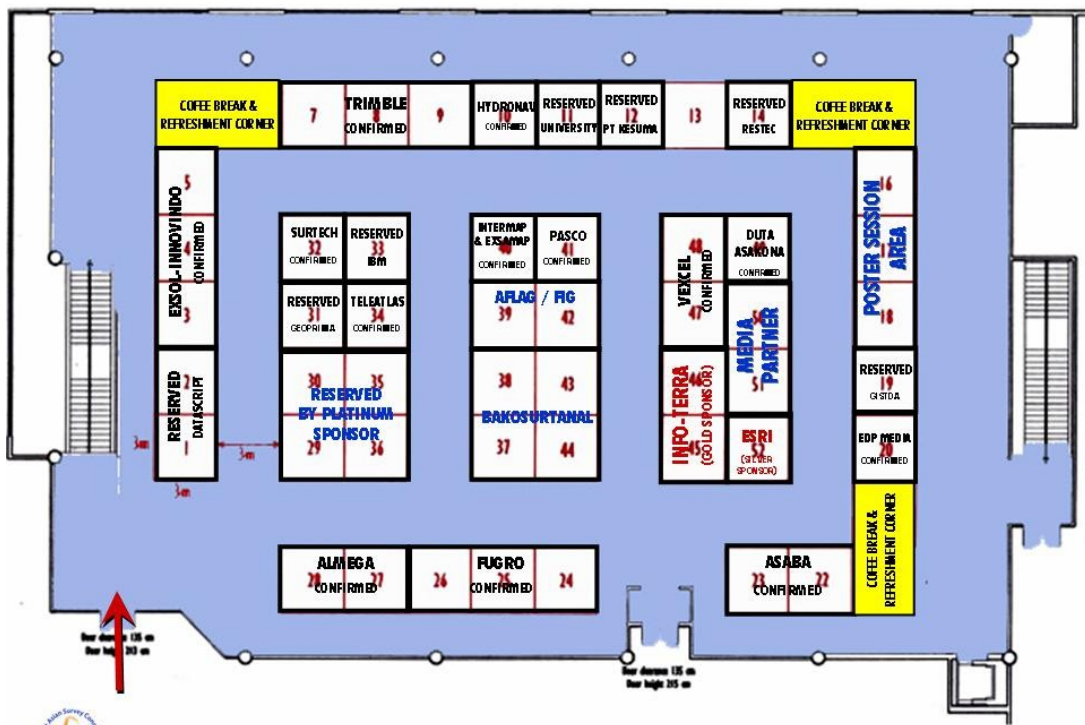
- Bali Khama Resort
- Ayodya Resort
- Nusa Dua Beach Hotel
- Novotel Nusa Dua
- Goodway Hotel

All Reservation and Information, please contact hospitality@seasc2009.org

- **Official Courier Service**
 JNE Express
 Contact Person Ms. Sylvia Lesmana
 Tel. +62 21 5665262 Fax. +62 21 5671413
 eMail sylvia.hz@jne.co.id

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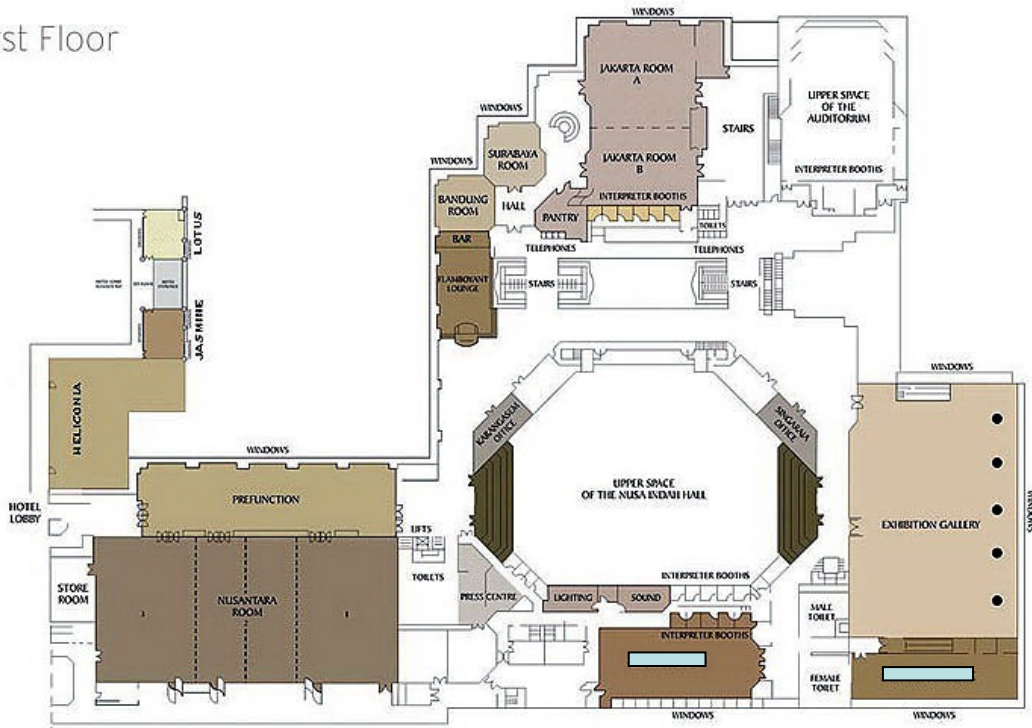
FLOOR PLAN & SITE PLAN



IOSEASC EXHIBITION GALLERY – floor plan

PER 06072009

irst Floor



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FORMS

- Fascia Name
- Electricity & Lighting
- Furniture & Props
- AV & Multimedia Equipment
- Badges/Passes
- Miscellaneous