



18TH ASIAN BATTERY CONFERENCE & EXHIBITION

Exhibitors Manual

**THIS MANUAL CONTAINS IMPORTANT INFORMATION AND TERMS & CONDITIONS
RELEVANT TO ALL 18 ABC EXHIBITORS.**

EXHIBITORS ARE ADVISED TO STUDY THIS DOCUMENT CAREFULLY.



Items	Page
Important Contacts	3
Checklist of Important Dates / Datelines	4
Exhibition Floor Plan	5
Exhibition Standard Shell Schemes Booth Design	6
Stand Construction by Non Official Contractors	8
Important Notes	9
Appendix A : Standard Shell Scheme Stand	16
Appendix B : Furniture Items Rental	17
Appendix C : Electrical Items Rental	19
Appendix D : Audio-Visual Items Rental	21
Appendix E : Non-Official Contractors	22



IMPORTANT CONTACTS

EVENT QUERIES

Conference Works
18ABC Events Team
Tel : +61 3 9870 2611
E-mail : events@conferenceworks.com.au

REGISTRATION

Maddie Robson
Tel : +61 3 9870 2611
E-mail : maddie@conferenceworks.com.au

SPONSOR SALES

Mark Richardson
Tel : + 61 412 160 133
E-mail : mark@conferenceworks.com.au

SPONSOR & AND EXHIBITOR LOGISTICS

Angela Yong
Tel : +66 847379288
E-mail : angela@cosmos-av.com
18abc@cosmos-av.com

FREIGHT FORWARDER

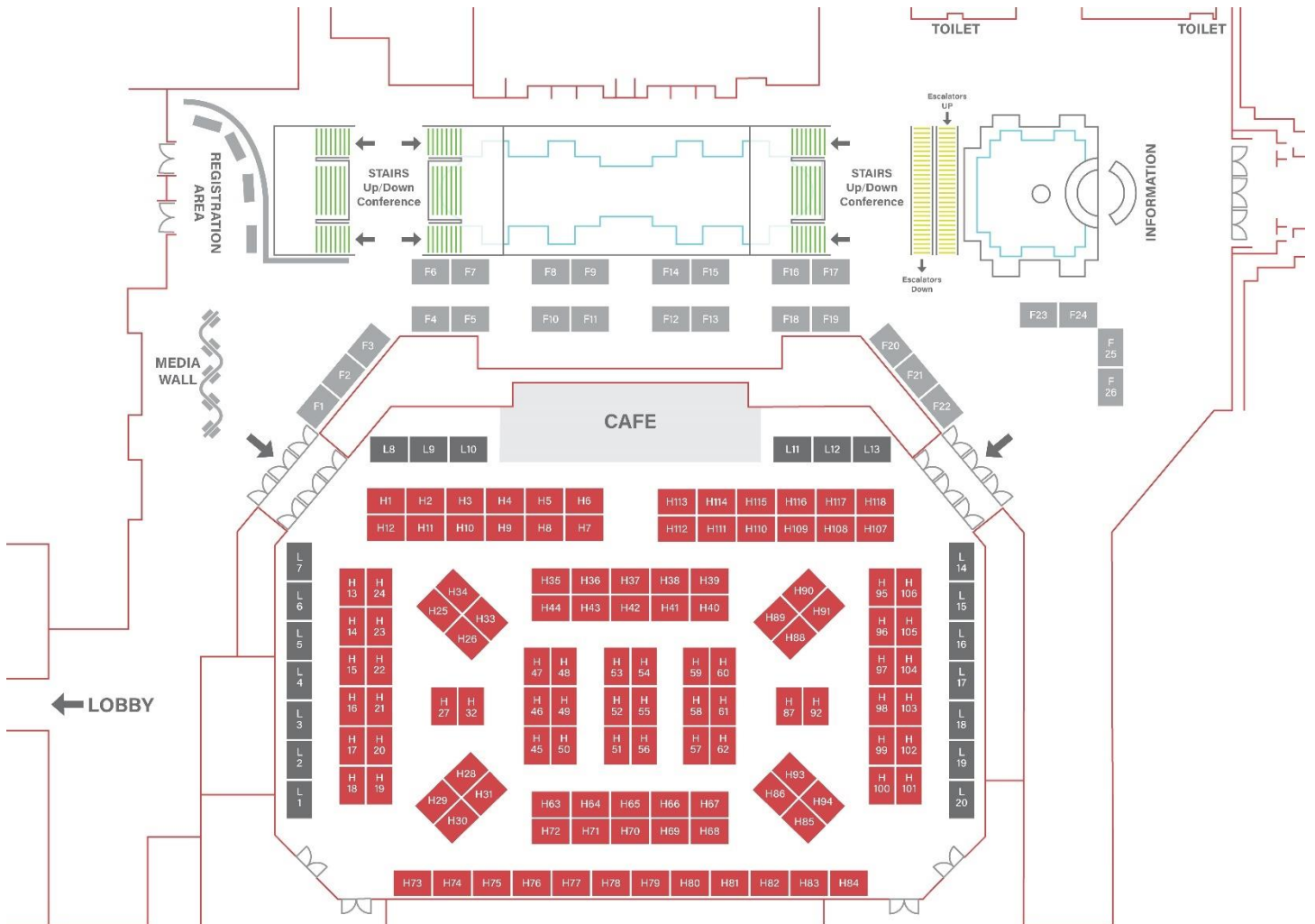
Tel : +62 361418545
E-mail : npamungkas@agility.com
vindrijanti@agility.com



CHECKLIST OF IMPORTANT DATES / DATELINES

DESCRIPTIONS	DATELINES / DATES
Dateline for submission of Standard Shell Scheme Form	15 July 2019
Dateline for order of Furniture & Electrical items	15 July 2019
Dateline for submission of Non- Official Contractor Form	15 July 2019
Design submission of Exhibition Booth Set up by Non-Official Contractor	15 July 2019
Exhibition Booth Set up by Non-Official Contractor	3 Sept 2019 @ 5.00pm
Exhibitors move in	4 Sept 2019 @ 12.00noon
18ABC Exhibition	5 - 6 Sept 2019
Dismantle / Tear down by Exhibitors	6 Sept 2019 @ 5.30pm

EXHIBITION FLOOR PLAN



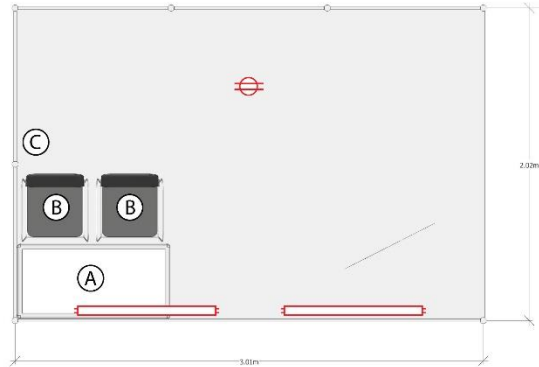
EXHIBITION STANDARD SHELL SCHEME BOOTH DESIGN

Booth L1 – L20 have a build height of 2 meters due to their position and ceiling height in the Expo Hall.

PERSPECTIVE



TOP VIEW



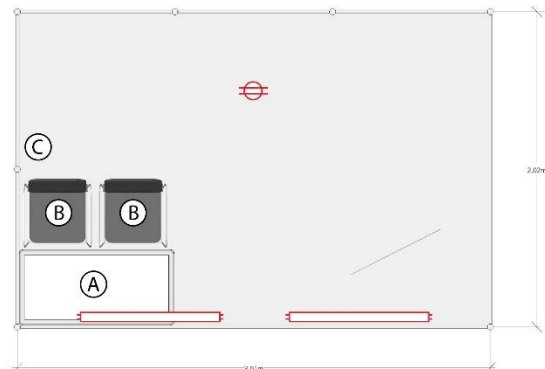
- | | | |
|---|--------------------|--------|
| | Fascia Name | 2 no. |
| Ⓐ | Information Desk | 1 no. |
| Ⓑ | Foldable chairs | 2 nos. |
| Ⓒ | Waste Basket | 1 no. |
| ⊕ | 2 Amp Power Socket | 1 no. |
| ↔ | Florescent Lamp | 2 nos. |

All other booths have a build height of 2.5 meters.

PERSPECTIVE



TOP VIEW



- | | | |
|---|--------------------|--------|
| | Fascia Name | 2 no. |
| Ⓐ | Information Desk | 1 no. |
| Ⓑ | Foldable chairs | 2 nos. |
| Ⓒ | Waste Basket | 1 no. |
| ⊕ | 2 Amp Power Socket | 1 no. |
| ↔ | Florescent Lamp | 2 nos. |



EXHIBITION STANDARD SHELL SCHEME BOOTH

Standard Booth includes the following :

- Dividing wall partition of 2.44m height in white laminated finish
- 760mm(H) Information Desk 1 unit
- Folding chairs 2 units
- Waste paper basket 1 unit
- Florescent lamp 2 units
- 2 amp local socket outlet 1 unit
- Customised Fascia Board – 2950mm(W) x 300mm(H) 1 unit

***Corner Booth have 2 sides opened.**

For booth design and construction services, kindly contact Angela Yong at

angela@cosmos-av.com or 18abc@cosmos-av.com

Cell phone : +66847379288

All other furniture or electrical items not stated above will be considered as additional item(s). List of furniture and electrical supplies for rent are attached for your reference.



STAND CONSTRUCTION BY NON-OFFICIAL CONTRACTOR(S)

DEADLINE : 15 July 2019

- Exhibitors may make arrangements with a contractor of their choice for the construction of booths. However, the following must be submitted to Angela Yong at angela@cosmos-av.com for review and approval :
 - Complete set of drawings with dimension indicated
 - Name and contact details of your contractor
- The contractor must abide by the terms & conditions as stated within this Exhibitor Manual.
- Independent registered contractors appointed by exhibitors are fully responsible for all matters relating to the construction & dismantling of the exhibition stand, including the removal of all disposable materials.
- The event organiser will not be responsible for any damages or losses incurred during both the set up and dismantling process. Any damages to the venue and its properties remains the sole responsibility of the exhibitor.
- Kindly provide the particulars of your contractor by completing the Non-Official Contractor Form.



IMPORTANT NOTES

THE SCHEDULE

EXHIBITION OPENING HOURS

- Thursday, 5 Sept 2019 10.00am – 5.00pm
- Friday, 6 Sept 2019 8.30am – 5.30pm

BOOTH SET UP & TEAR DOWN

Shell Scheme Booth will be ready by 12.00 noon, 4 Sept 2019 for exhibitor move in.

Set up by Non-Official Contractor : 3 Sept 2019 (5.00pm)

- Contractor must ensure that booth set up is done by 4 Sept 2019 (5.00pm)

Set up by Exhibitors : 4 Sept 2019 (12.00 noon onwards)

- Exhibitor must ensure that booth set up (interior) is done by 5.00pm

Tear down by Exhibitors : 6 Sept 2019 (5.30pm – 10.00pm)

- Please **DO NOT** dismantle exhibits before 5.30pm (unless prior approval has been received from the Organiser)
- Non-official contractor can start dismantle of booth structures from 5.30pm till 10.00pm (6 Sept 2019)



IMPORTANT NOTES

1. On-Site Services & Facilities

The official Contractor and Organiser will be on site 3-6 March 2019 to handle inquiries and provide on-site services.

Tools

If you are using an external contractor, kindly ensure that they bring their own tools as there are no tools available for rent. Should you require design and/or construction help, please contact Sponsor and Exhibitors Logistic, Angela Yong in advance.

Rubbish Removal

- Exhibitors are responsible for the removal of rubbish (e.g. empty paint cans, scraps, etc) during the build-up period. No crates, boxes, exhibits, packing materials or scrap may be placed in gangways during build up. All items left along the walk ways will be treated as rubbish and must be disposed immediately by the exhibitor.
- It is the Exhibitor's responsibilities to maintain the general cleanliness of the booth area.
- All stands will be cleaned before the Exhibition begins every day. If waste materials are to be accumulated during the exhibition hours, let us know the expected volume and frequency so that we may arrange for regular removal.
- Do not remove or keep other booth property without authorisation.
- For non-official contractor do not park at non authorised area and /or block any entrance to building premises. Parking in the Fire Lane is strictly prohibited.
- All vehicles must leave the loading dock immediately after loading and unloading. No parking or waiting is allowed in these areas.

Storage

Pre-event storage is not available at the venue. Kindly arrange to have your exhibits and other materials delivered by the official freight forward agent. For assistance please contact PT. Agility (Fairs & Events) Tel: +62 361 418 545 Email: npamungkas@agility.com Email: vindrijanti@agility.com

Furniture and Floral

Furniture and floral decoration can be ordered via Sponsor and Exhibition Logistic, Angela Yong at angela@cosmos-av.com. All furniture and additional requirements **MUST** be ordered in advance as supplies are not held on the premises.



IMPORTANT NOTES

2. Display of Exhibits – Construction / Alteration

- a) The Exhibitor must not make or permit to make any alterations, installations, and additions (including modification of electrical fittings) to the booth and facilities without the prior written consent of Sponsor and Exhibition Logistic, Angela Yong at angela@cosmos-av.com.
- b) No bolts, nails, tacks, screw pins, adhesives or devices of any description likely to deface or damage walls, floors, furniture and furnishing whatsoever shall be used on any part of the booth and venue. The Exhibitor must not without written approval of Sponsor and Exhibition Logistic, Angela Yong at angela@cosmos-av.com, suspend anything from the ceiling of the venue.
- c) The Fire fighting systems provided in the exhibition hall and /or area (sprinkler system, alarm bells, break glass, firefighting appliances, emergency directional signs) are not to be obscured or obstructed.
- d) All exit doors are not to be obstructed at all times and appropriate emergency directional signs are to be displayed as deemed necessary to be the appropriate authorities. All exit doors shall be kept unlocked during the opening hours of the exhibition.
- e) All gangways leading to the emergency exits must not be obstructed and must comply with the Fire Department's (Jabatan Bomba) requirements.
- f) The water sprinkler system must be free from attachments or suspensions of any objects. No spotlights or heat generating equipment shall focus or be stationed near the sprinkler heads.
- g) The maximum height allowed in the construction of both booth and decorations for **Booth L1 – L20** is **2.0 meters**. The maximum height allowed in the construction of both booth and decorations for **Booth H1 – H 118 and F1 – F26** is **3.5 meters**.
- h) Any exhibits or structure, which is higher, shall be subjected to Westin Nusa Dua, Bali International Convention Centre's approval. Double decker stands are not permitted.

IMPORTANT NOTES

3. Electricity

- a) Electricity shall be provided exclusively by Westin Nusa Dua Bali International Convention Centre.
- b) Portable electronic tool is to be properly earthed. Make sure that all cables, plugs or connectors are sound and properly wired up
- c) Use tools only on the correct power supply and power points. Portable electric tools should only be used for their designed purpose. Disconnect tools when not in use.
- d) Cable trails across the floor should be regularly monitored for possible damage to the cable.
- e) Power supply will be provided inclusive in the exhibition package as 2 amp per booth and will be turn on during the set up and exhibition day only.

IMPORTANT : Please order additional lighting and power in advance to guarantee supply. For safety and proper load distribution reasons, only the **Official exhibition contractor is allowed** to carry all electrical work. **DO NOT** connect pre-fabricated wiring and fixtures to the source, until the official contractor has inspected it. No more than one exhibit may be connected to a power point and no more than one plug is permitted per socket. **Use of multi point extension cords are strictly prohibited.**

Note : Power socket in Bali. Adapters may be necessary. Kindly bring along your required power adaptors.





IMPORTANT NOTES

4. Hazardous / Dangerous Items

a) Items having characteristics and properties as described below:

- Highly flammable and combustible
- Highly corrosive
- Permeate or generate noxious and / or toxic fumes
- Radioactive
- Explosive

ARE NOT permitted into The Westin Nusa Dua, Bali International Convention Centre.

b) The use of laser and neon products and those emitting ultra violet rays are subject to :

- I. All relevant legislation and regulations being observed
- II. Suitable fire protection equipment and warning notices being provided.

c) The Organiser and Westin Nusa Dua Bali International Convention Centre reserves the right to inspect individual stand or booth for such items as described in a) and b) and to take appropriate action if such items are found undeclared and not conforming to the permits of the use.

5. Operating Machinery or Exhibits

a) Safety devices must be fitted to all moving machinery. These devices may only be removed when the machines are not in operation or not connected to the source of power. All moving machinery is to be tied or fitted with traction devices that will not cause damage or marks on the floor.

b) Adequate fire precautions must be taken for all motors, engines, contrivances or power driven machines.

c) Please note that the Air Compressor Machine must have a valid certificate of fitness (CF) that is issued Department of Occupational Safety and Health of Indonesia, unless those machines have an exemption letter.



IMPORTANT NOTES

- d) Please inform Sponsor and Exhibition Logistic Angela Yong at angela@cosmos-av.com beforehand should you need to bring in heavy machinery or equipment. Limitations apply. Please check for restrictions.

6. Permitted Use

- a) The Exhibitors shall use the venue strictly for the purpose of participating in the exhibition. No change whatsoever in the exhibition area shall be affected without the Sponsor and Exhibition Logistic written approval.
- b) Exhibitors are permitted to conduct their promotional activities **ONLY WITHIN THE PERIMETERS OF OWN BOOTHS.**
- c) If the Exhibitors is deemed to be practising illegal or unethical activities against the best interest of the Exhibition, the Exhibitors will be required to and shall immediately vacate the premises and refrain from participating in the Exhibition.

7. Prohibited Use

The following activities are strictly prohibited:

- a) Any activities that involve sub-letting or sharing space without obtaining permission from the Organiser. Sharing and sub-letting includes the unauthorised use of the display space by any company that differs in name from the company listed on the organiser's records.
- b) Any activities which emit, accumulate and disseminate or may emit, accumulate and disseminate any unpleasant odour or which accumulate dirt or cause nuisance or annoyance to the general public and the neighbouring occupants.
- c) Any activities or trades dealing with substances and chemicals of any explosive and dangerous character and their by-products.



IMPORTANT NOTES

- d) As a place for public or private auction.
- e) Any activities in connection with or related to the supernatural and / or the occult or setting up of places of worship and prayers in respect of any cult, religion or beliefs.
- f) Any religious or political activities.
- g) Any immoral, improper, offensive or unlawful activities.
- h) For the manufacturing, distribution, sale or storage of liquor.

8. Disposal of Waste

- a) Wash basin and water closets in the toilets shall not be used for disposal of any forms of waste.



APPENDIX A (STANDARD SHELL SCHEME STAND) SUBMISSION DEADLINE 15 July 2019

Please print clearly in BLOCK LETTERS

Company Name : _____
Booth No : _____
Contact Person : _____
Contact No : _____
Email : _____
Signature : _____

CUSTOMISED FASCIA BOARD : 2950MM (W) X 300MM (H)

- To further enhance the appearance of your exhibition booth, a customised fascia board can be placed. Please submit your design in ai file or hi res pdf.
- Artwork on compressed foamboard will be mounted on to the fascia board will be provided for this special requirement and additional charges will be imposed accordingly.

Note :

- a) Nailing, drilling and any other modification on the shell scheme panel is **STRICTLY PROHIBITED**. Any damages to these panels will be charged to the exhibitors.
- b) **Stand Boundaries & Design Restriction** : Exhibitors may not place any display material or exhibit, nor extend their stand structures and fittings, beyond their contracted boundary. The Exhibitors will be charged for area exceeded and the organiser reserves the right to remove any infringing exhibits and / or material.
- c) **Fire Regulation** : All materials used in stand construction must be properly fireproofed to normal international standards and in accordance with local regulations.

Kindly send form back to 18abc@cosmos-av.com



APPENDIX B (FURNITURE ORDER FORM)

SUBMISSION DEADLINE 15 July 2019

TERMS AND CONDITIONS

1. Orders must be received by the Deadline as stated above, complete with full payment, to ensure availability and for further confirmation. Orders without full payment will not be attended to.
2. **Orders received after the deadline are subject to a 50% surcharge. A 100% surcharge will be imposed for orders received onsite.** All payment must be made upon confirmation of order.
3. Service charge 5% and VAT 10% is applicable.




EXHIBITOR'S DETAIL			
Booth No			
Company Name			
Contact Person			
Contact No		Email	

DESCRIPTIONS	SPECIFICATIONS	COST PER UNIT (USD)	QUANTITY	TOTAL (USD)
Information Counter	540x1030x740mm	30.00		
Lockable Cabinet	540x1030x740mm	40.00		
Flat Shelf	300x1000mm	15.00		
Low Display Plinth	50x50x50cm	20.00		
Medium Display Plinth	50x50x75cm	25.00		
High Display Plinth	50x50x100cm	30.00		
Low Glass Showcase	914 x 990x457mm	49.00		
Tall Glass Showcase	457 x 2130 x547mm	59.00		
Folding Chairs	400 x400x780mm	8.00		
Oscar Barstool	900mm(h)	20.00		
Single Seater Sofa		64.00		
Aluminium Tall Round Table	600 x 1000mm	40.00		
Brochure rack	265x141x340mm	24.50		
Bin		5.00		
		TOTAL COST (USD)		
		Service charge 5%		
		Vat 10%		
		After deadline 50%		
		Onsite 100%		
		TOTAL		

Date : _____

Signature & Company Stamp: _____

Kindly send form back to 18abc@cosmos-av.com

 <p>Information counter</p>	 <p>Lockable Cabinet</p>	 <p>Flat Shelves</p>
 <p>Low Display Plinth</p>	 <p>Medium Display Plinth</p>	 <p>High Display Plinth</p>
 <p>Low Glass Showcase</p>	 <p>Tall Glass Showcase</p>	
 <p>Folding Chairs</p>	 <p>Oscar Bar Stool</p>	 <p>Single Seater Sofa</p>
 <p>Aluminium Tall Round Table</p>	 <p>Brochure Rack</p>	 <p>Bin</p>



APPENDIX C (ELECTRICAL ORDER FORM)

SUBMISSION DEADLINE 15 July 2019

TERMS AND CONDITIONS

1. Orders must be received by the Deadline as stated above, complete with full payment, to ensure availability and for further confirmation. Orders without full payment will not be attended to.
2. **Orders received after the deadline are subject to a 50% surcharge. A 100% surcharge will be imposed for orders received onsite.** All payment must be made upon confirmation of order.
3. Service charge 5% and VAT 10% is applicable.





EXIBITOR'S DETAIL			
Booth No			
Company Name			
Contact Person			
Contact No		Email	

DESCRIPTIONS	SPECIFICATIONS	COST PER UNIT (USD)	QUANTITY	TOTAL (USD)
Fluorescent Tube Light	40 watt	20.00		
Armed Spot light	100 watt	20.00		
Spot light	100 watt	20.00		
Halogen Down Light	50 watt	20.00		
13Amp Single Phase Power Point	220 volts	98.00		
13Amp Single Phase Power Point (24Hrs)	220 volts	230.00		
15Amp Single Phase Power Point	220 volts	135.00		
15Amp Single Phase Power Point (24Hrs)	220 volts	230.00		
Lighting Connection	Max 100w per fitting	294.00		
Single Power outlet (exclude power supply)	500 watt	35.00		
TOTAL COST (USD)				
Service charge 5%				
Vat 10%				
After deadline 50%				
Onsite 100%				
TOTAL				

Date : _____

Signature & Company Stamp: _____

Kindly send form back to 18abc@cosmos-av.com

 <p>Florescent Lamp</p>	 <p>Armed Spot Light</p>
 <p>Halogen Down Light</p>	 <p>Single Power outlet</p>



APPENDIX D (AUDIO-VISUAL ORDER FORM)

SUBMISSION DEADLINE 15 July 2019

TERMS AND CONDITIONS

1. Orders must be received by the Deadline as stated above, complete with full payment, to ensure availability and for further confirmation. Orders without full payment will not be attended to.
2. **Orders received after the deadline are subject to a 50% surcharge. A 100% surcharge will be imposed for orders received onsite.** All payment must be made upon confirmation of order.
3. Service charge 5% and VAT 10% is applicable.

EXIBITOR'S DETAIL			
Booth No			
Company Name			
Contact Person			
Contact No		Email	

DESCRIPTIONS	COST PER UNIT (USD)	QUANTITY	TOTAL (USD)
32 inch LCD	250.00		
42 inch LCD	300.00		
49 inch Plasma	450.00		
55 inch Plasma	800.00		
60 inch Plasma	1,000.00		
Stand for 42 inch Screen (eye level)	60.00		
Hanging Brackets for 42 inch Screen (for partition wall)	20.00		
Laptop Standard	300.00		
Laptop Hi Spec	400.00		
TOTAL COST (USD)			
Service charge 5%			
Vat 10%			
After deadline 50%			
Onsite 100%			
TOTAL			

Date : _____

Signature & Company Stamp: _____

Kindly send form back to 18abc@cosmos-av.com



APPENDIX E (NON-OFFICIAL CONTRACTOR) SUBMISSION DEADLINE 15 July 2019

Non-official contractors are required to pay an **Administrative Fee (Non-refundable)** and **Performance Bond Deposit (Refundable)** to the Sponsor and Exhibition Logistic.

- Admin Fee Charges of USD 20.00 Per Square Meter to independent Contractor who are constructing their exhibitor's booth (Non-Refundable)

DESCRIPTIONS	PER SQM (USD)	# OF SQM	TOTAL (USD)
Admin fee to construct / decorate special stand (Non-Refundable)	20.00		

- Non-Official Contractor who are constructing exhibition booth(s) will need to lodge a Performance Bond Deposit according to the size of the exhibition booth (Refundable)

NO	DESCRIPTIONS	SQM	TOTAL (USD)	PLEASE TICK
1	Deposit for booth not exceeding 6 SQM	6SQM	500.00	
2	Deposit for booth exceeding 6 SQM	Above 6SQM	850.00	

Note :

1. Raw Space booths consist of SPACE ONLY. Furniture, electrical wiring & fittings and requisite floorings are to be arranged through your booth contractor.
2. Stand Boundaries & Design Restrictions : Exhibitors may not place any display material or exhibit nor extend their stand structures and fittings beyond their contracted boundary. The Exhibitors will be charged for the area exceeded and the organiser reserve the rights to remove any infringing exhibits and / or material.
3. Fire Regulations: All materials used in stand construction must be properly fireproofed to normal international standard and in accordance with local regulations.

Kindly send form back to 18abc@cosmos-av.com



**APPENDIX E (NON-OFFICIAL CONTRACTOR)
SUBMISSION DEADLINE 15 July 2019**

Please print clearly in **BLOCK LETTERS**

EXHIBITOR'S DETAILS	
Booth No	
Company Name	
Contact Person	
Email	

We have appointed the following company as our contractor for stand building and / or other display of works.

Company Name : _____
Contact Person : _____
Designaton : _____
Contact No : _____
Email : _____
Signature & Company Stamp : _____
Date : _____

Kindly send form back to 18abc@cosmos-av.com