



# 21<sup>ST</sup> ASIAN BATTERY CONFERENCE AND EXHIBITION



**2–5 September 2025**

Sabah International Convention Centre  
Kota Kinabalu, Sabah, Borneo

**BORNEO 2025**

# ***EXHIBITOR KIT***



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21 ASIAN BATTERY CONFERENCE 2025

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# FLOOR PLAN

21 ASIAN BATTERY CONFERENCE 2025

## Layout Plan 3rd – 5th September 2025

**Red Booth and Purple Booth**

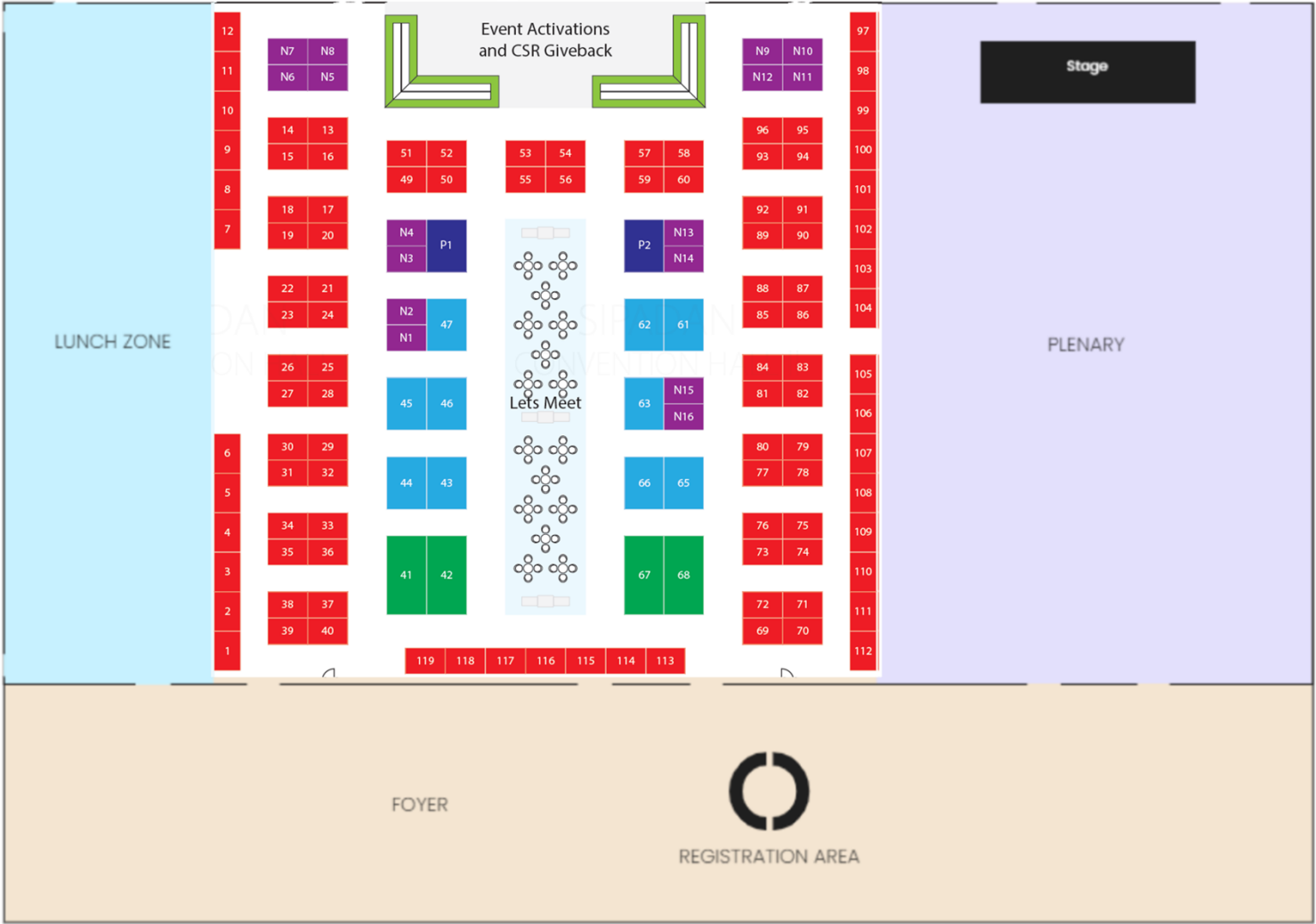
- 3m x 2m (6 Sqm)

**Light Blue Booth and Dark Blue Booth**

- 4m x 3m (12 Sqm)

**Green Booths**

- 6m x 3m (18 Sqm)





# GENERAL INFORMATION

21 ASIAN BATTERY CONFERENCE 2025

## EVENT

EVENT	<b>21 ASIAN BATTERY CONFERENCE 2025</b>
DATE	3rd September 2025 – 5th September 2025
TIME	8am – 5pm

## VENUE

**SABAH INTERNATIONAL CONVENTION CENTRE (SICC)  
KINABATANGAN HALL I – III, LEVEL 2**

Tg. Lipat, Jln Tun Fuad Stephens, 88400 Kota Kinabalu, Sabah.

## EXHIBITION CONTACT

**COSMOS AV CO., LTD**

**CONTACT PERSON:** Angela Yong

**EMAIL:** [21abc@cosmos-av.com](mailto:21abc@cosmos-av.com)



# EXHIBITION SCHEDULE

21 ASIAN BATTERY CONFERENCE 2025

## EXHIBITION SCHEDULE

DATE	TIME	SCHEDULE
1 <sup>st</sup> September 2025	5:00am – 24hrs hold	Official Contractor Set Up
2 <sup>nd</sup> September 2025	5:00am – 24hrs hold	Continue Set Up
2 <sup>nd</sup> September 2025	3:00pm – 9:00pm	Exhibitors move-in <b>*Note:</b> if you are engaging an independent contractor, please consult your own contractor for the set-up time.
5 <sup>th</sup> September 2025	5:00pm	Exhibitors Move-Out
	8:00pm onwards	Official Contractor & Independent Stand Contractor Dismantling

## VENUE SPECIFICATIONS

Max Height Restriction	Max height 15ft* (4.5m) varies in different areas of hall. Please contact official contractor for assistance.
Loading Access Specifications	7ft (H) x 7ft (W) (2.1m x 2.1m)



# EXHIBITION RULES

## 21 ASIAN BATTERY CONFERENCE 2025

### 1. STAND/BOOTH BUILDING SUB-CONTRACTORS

#### **Passes Validity**

During the setting-up and dismantling period.

#### **Passes Entitlement**

The first 4 passes are complimentary (FOC). Additional passes or replacements for lost passes are available at USD 4.00 per pass.

#### **Performance Bond (refundable)**

Is waived by organizer.

#### **Administration Fee (non-refundable)**

An administration fee of **USD 7.00** per square meter (non-refundable) must be submitted

**14 days before the event** to the Official Services Contractor.

### 2. TEMPORARY PASSES

#### **Passes Validity**

Temporary Passes are designated for dispatch or lorry drivers (excluding exhibitors or authorized personnel) to enter the Exhibition Hall. These passes are valid for the duration of build-up, moving in, and teardown. Temporary Passes can be obtained from the **Official Services Contractor's Service Counter** located at the **Loading Bay**.

### 3. PROMOTING DURING EXHIBITION

Exhibitors are reminded not to place any sort of promotional materials anywhere in the hall other than within their own booth space. Likewise, Exhibitors' representative(s) may not distribute brochures, invitations, etc. along the walkway or near entrances/ exits. Material distribution and sales canvassing are strictly confined to the Exhibitor's booth area only.

### 4. SECURITY AND SAFETY

Exhibitor and their staff are not allowed to loiter in the exhibition hall after exhibition hours. All personnel in the exhibition hall must wear identification passes at all times. Exhibitor and Contractor passes can be obtained at the exhibition Services Counter. Security guards patrol will not be provided, but the exhibition will be locked up by the Official Contractor upon each closing day. The Exhibitor will be responsible for the security of their respective exhibit, personal belonging and booth space.

### 5. EXCLUSION OF LIABILITY

The Exhibitor accepts all risks associated with the use of the exhibition space and environment. The Exhibitor shall not make any claim or demand or take any legal action, whatsoever, against the Organizer or the venue authority in which the exhibition is held, for any loss, damage, or injury whatsoever caused to the Exhibitor or its officers, agents, employees or their property.

### 6. EXHIBITION OPERATION

General hall lighting and air conditioning will be switched on 30 minutes before exhibition opens and switched off 30 minutes after the exhibition closes throughout the whole period except for setup and dismantling period.

All activities and display items (model, bunting stand, etc.) conducted by Exhibitors, must be within the contracted exhibit space only.

Exhibitors are to ensure all activities must not be of annoyance and causing harm or injury to neighboring Exhibitor, Visitors and to the venue fixture and fittings. Fire exits and hose reel area must be cleared of any structures/ item.

Do not leave booth unattended during exhibition operation hours. The Organizer will not be held responsible for any loss of/ damages to exhibits throughout the exhibition.



# EXHIBITION RULES

## 21 ASIAN BATTERY CONFERENCE 2025

### 7. SETTING UP & DISMANTLING

Exhibitor must comply strictly to the scheduled time for set-up and dismantling.

### 8. REMOVAL OF EXHIBIT

The Exhibitor agrees that no display will be dismantled or goods removed during the entire run of show, but will remain intact until end of the final hour of last show day. The Exhibitor also agrees to remove its display and the equipment from exhibition site by final move-out time limit, or in the event of failure to do so the Exhibitor agrees to pay for such additional cost as may be incurred.

### 9. PHOTOGRAPHY

The Organizer reserves the rights to photograph any exhibit during exhibition. The photographs remain the property of the organizer and may be used for commercial/ promotion purpose in future.

### 10. MUSIC, SOUND AND NOISE

While Exhibitors are allowed to display multimedia promotional material at their space, it is understood that the volume to be kept a reasonably low level in order not to cause any disruption to other surrounding Exhibitors.

### 11. DAMAGE TO SHELL SCHEME BOOTH PANEL

Any damage to the laminated shell scheme booth panel 1m(w) x 2.5m(h) will be charged at **USD 250.00** per piece.

### 12. RENTAL OF FURNITURE

Additional furniture can be rented at Exhibitor's own cost from our Official Contractor, please contact directly for more information. Any on-site additional order will have extra 60% surcharge.

### DEAR EXHIBITORS



Nailing/Stapler Gun, Glue, etc. on the white laminated panels, aluminium structures and reception tables are prohibited.



Please use only Velcro double-sided tape. Any damage to the laminated panel 1m x 2.5m (H) will be charged @ **USD 250.00** per piece. Other items will be charged accordingly.



# EXHIBITION RULES

## 21 ASIAN BATTERY CONFERENCE 2025

### 1. CONSTRUCTIONS

**NO Alterations:** Under no circumstances shall any person cut into or through any floor coverings or walls, nor alter any stand services structures. Any damage to stand structures or exhibition premises will be invoiced to the exhibitor.

**Restrictions on Activities:** **NO** welding, heavy sawing, suspension from the exhibition hall ceiling structure, nailing, drilling, or fixing onto the floor is allowed. This includes any column, wall, or any other part of the venue.

**Decoration Placement:** **DO NOT** use the back panel of a wall or neighboring stands to put up decorations.

**Spray Painting:** **DO NOT** spray paint heavily inside the exhibition hall.

**Display Restrictions:** **NO** exhibitor may display or exhibit any material or allow dividing walls beyond their contracted boundary. Display of the company name on the side/back panel/reverse side of a neighboring stand is not permitted. The company name must be prominently displayed. Failure to adhere to these requirements gives the Organizer the right to affix stand numbers/display boards, and the cost shall be borne by the Exhibitor concerned.

**Additional Constructions:** All other constructions, installations, or activities beyond those agreed upon in the sales package shall be at the expense and responsibility of the Exhibitor. These activities should be carried out in a manner that causes no unnecessary disturbance or disruption to the activities of other users of the venue.

### 2. ELECTRICAL INSTALLATION

**Use Limitation:** Electrical power points supplied are intended for running equipment/exhibits only. If used for lighting purposes, additional lighting connection charges will apply.

**Socket Point Limitations:** Multi-socket points may not be fitted, as they can cause an overload and tripping. Exhibitors whose lighting fixtures are found to be the cause of a power supply trip will be responsible for all re-energization charges.

**Charges for Lighting Connection:** Without exception, exhibitors, including those providing their own lighting fixtures, will be charged the lighting connection rate of USD 17.00 per lighting fixture. For Lightboxes, the rate is USD 17.00 per 100 watts (one lighting connection can be shared by a few lights/tubes with a maximum/total of 100 watts per connection).

### 3. WATER and DISPENSES

**Washing Guidelines:** All washing of tools, utensils, or any other equipment/material (e.g., food, chemicals, oil, etc.) must be conducted in the Industrial Wash Area.

### 4. CLEANING / DEBRIS REMOVAL

**Responsibility during Build-up and Tear Down:** Exhibitor and their Sub-Contractors are responsible for removing their stand building/dismantling materials and debris during the Build-up and Tear Down periods. Debris must not be deposited into the venue's garbage or disposal bins. All construction debris from the hall after each build-up/dismantling must be cleared before the Organizer takes over the responsibility.

### 5. RAW SPACE / SPECIAL DESIGN STAND/BOOTH

**Floor and Wall Finishing Requirement:** Exhibitors must provide full floor and wall finishing for their stands, regardless of the stand's height.

**Opening Requirement:** All stands, irrespective of height, must have at least **60% opening on ALL frontages facing an open aisle.**

**Measurement Standard:** All stand measurements are in **metric format.**

**Design Submission:** Exhibitors are required to submit computer-generated **3D layout plans** with elevated and perspective views to the **Official Services Contractor** before the stipulated deadline for approval. This ensures a smooth build-up process.

### 6. IMPORTANT NOTES

**Plastic Underlay Requirement:** A plastic underlay beneath the carpet/floor finishing is required if you intend to exhibit wet products/items.

### 7. PLEASE TAKE THIS IMPORTANT NOTE

**Amendment Authority:** The Organizer reserves the right to make amendments to any booth structure/design during the build-up. If it fails to comply with the Exhibition's Rules & Regulations, the Organizer's decision is FINAL without prejudice.



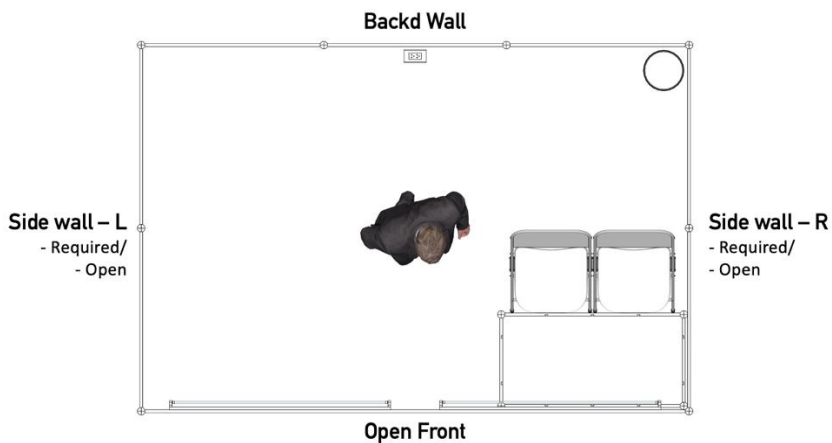
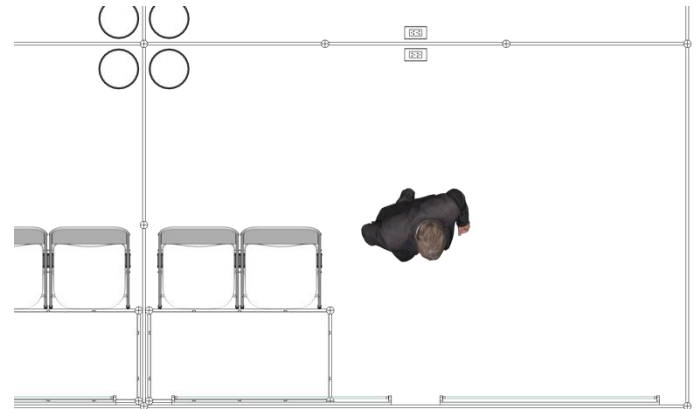


# SHELL SCHEME (FORM 1)

## 21 ASIAN BATTERY CONFERENCE 2025

### 1. BOOTH PLAN DIMENSION (3m x 2m x 2.44m (H))

Exhibitor who has contracted for perimeter booth(s) is to indicate below if any side wall is required.



**NOTE: If exhibitors request to change fascia board name on site, **USD 100.00** will be charged.**

Please **DELETE** whereas **NOT REQUIRED**

### 2. LIST OF ITEMS INCLUSIVE WITH EACH SET-UP BY OFFICIAL SERVICES CONTRACTOR / ORGANIZER

Booth Panel (according to the Booth Plan in item (1))	1 set	Standard 2 1/2 inches Company Name / Fascia Board	1 no.
E-system Table	1 no.	Black Folding Chair	2 nos.
13 amp. Power Point	1 no.	Waste Paper Basket	1 no.
9sqm needle punch Carpet within the booth			1 no.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# SHELL SCHEME (FORM 1)

21 ASIAN BATTERY CONFERENCE 2025

## 2. COMPANY NAME / FASCIA BOARD

Standard 2 inches Company Name / Fascia Board provided by the Official Services Contractor on complimentary basis {FOC}

☐

\*YES

☐

\*NO

**if YES, lease indicate the Company Name / Fascia Name in BLOCK LETTERS.**

(Maximum 25 characters)


**THIS FORM IS AUTHORISED BY (please fill in this column in capital letters)**

Company Name

Contact Number

Booth Number

Email

Person In Charge

Date

Sign & Co.Chop



# RAW SPACE (FORM 2)

## 21 ASIAN BATTERY CONFERENCE 2025

### RAW SPACE

Please tick [X] as appropriate.

( ) We already have contracted for Organizers' shell scheme.

( ) We will be building our own stand and enclose drawing, with dimensions, illustrating the design of our stand. We understand that all electrical and piping installation must be carried out by the official contractors and as exhibitor and contractor, agree to abide by all the rules and regulations of the exhibition, particularly in respect to those stipulated in the term and regulation section of the exhibitor manual.

The following company will be our contractor for stand building and/or other display work.

Name of Company: \_\_\_\_\_

Person in Charge: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

### NOTE

1. The organizer reserves the right to stop any exhibitor and/or their contractor from working within the exhibition hall before their **stand design drawings are approved**.
2. All construction must be submitted to official contractor for approval. The maximum height for self-construct booth is **3.5m**. No exhibitors may place any display material and exhibit or allow dividing wall or any part of their stand design and fittings beyond their contracted boundary.
3. For "Space only", please submit technical drawings or email in JPEG file to the Official Contractor [21abc@cosmos-av.com](mailto:21abc@cosmos-av.com).
4. For shell scheme booths, such drawings are only required if upgrading work is being carried out.

No	Item	Unit Price (USD)	Total Booth Area (Sqm)	Grand Total (USD)
1	Refundable Performance Bond (Min levy of USD 325 and max of USD 5,600)	USD 325 Per booth		
2	Non-refundable Administrative Fee	USD 7.00 Per sqm		
3	Contractor badges (First 4 passes FOC)	USD 4.00 Per person		
TOTAL PAYABLE (USD)				

**DEADLINE SUBMISSION (30 DAYS BEFORE EVENT): 1ST AUG 2025**



# RAW SPACE (FORM 2)

## 21 ASIAN BATTERY CONFERENCE 2025

### RAW SPACE

*This form is applicable to Exhibitors who are contracted for RAW SPACE only and will be engaging their own Sub-Contractor to build their own Stands/Booths. Kindly complete and return this form on or before the deadline state below.*

**THIS FORM IS AUTHORISED BY (please fill in this column in capital letters)**

<b>BOOTH NO:</b>	
<b>NAME OF EXHIBITOR:</b>	
<b>NON-OFFICIAL SERVICES CONTRACTOR NAME:</b>	
<b>CONTACT PERSON:</b>	
<b>ADDRESS:</b>	
<b>TEL:</b>	
<b>MOBILE NO:</b>	
<b>EMAIL:</b>	
<b>ACKNOWLEDGE BY:</b>	

### TERMS AND CONDITIONS

Payments: Telegraphic Transfer – Please make payment in USD to the following account:

**Company Name: COSMOS AV CO., LTD.**

**Bank: Bank Name: UNITED OVERSEAS BANK (THAI) PUBLIC COMPANY LIMITED (UOB)**

**Account No: 749-165-107-9, Account Type: SAVING, Swift Code: UOVBTBHK**

**Credit Card – Merchant fee of 4% will be added to the final amount.**

Kindly attach a copy of bank in slip as confirmation. This is to ensure that the rules and regulations are abided by and to cover any damages arising directly or indirectly from infringement. This is without prejudice to any additional claims the Organizer/ Official Services Contractor may have on the Sub-Contractor and/or Exhibitor, if the damages exceed the deposit.

### SUBMISSIONS & ENQUIRIES

Email: [21abc@cosmos-av.com](mailto:21abc@cosmos-av.com)

**DEADLINE SUBMISSION (30 DAYS BEFORE EVENT): 1ST AUG 2025**



UT-001  
System Table  
1000mmL x 500mmW x 760mmH



UT-002  
Lockable Counter  
1030mmL x 535mmW x 1030mmH



UT-003  
Lockable Cupboard  
1000mmL x 500mmW x 760mmH



UT-004  
High Cocktail Table with black cover  
600mmR x 1000mmH



UT-005  
Round Table Top Laminated  
800mmR x 760mmH



DT-015  
Glass Top Table



DT-017  
Wooden Cocktail Table (Brown 5  
base)



UT-006  
Folding Chair  
400mmL x 400mmW x 780mmH



UT-007  
Butterfly Bar Swive Bar Chair  
460mmL x 410mmW x 920mmH



UT-008  
Cushion Bar Stool  
400mmL x 400mmW x 900mmH



UT-009  
Counter Bar Stool  
400mmL x 450mmW x 660mmH



UT-010  
Korean Chair  
450mmL x 500mmW x 830mmH



DT-016  
Aluminium Cocktail Table



DT-018  
Wooden Cocktail Table (Brown 4  
base)



# FURNITURE CATALOGUE

21 ASIAN BATTERY CONFERENCE 2025



UT-011

Display Cube

500mmL x 500mmW x 500mmH



UT-014

Brochure Rack



UT-012

Display Cube

500mmL x 500mmW x 700mmH



UT-013

Display Cube

500mmL x 500mmW x 1000mmH



# FURNITURE ORDER

## 21 ASIAN BATTERY CONFERENCE 2025

### FURNITURE PRICE LIST

CODE	DESCRIPTION	ADVANCE RATE (USD) Order before 23 May	STANDARD RATE (USD) Order after 23 May	ONSITE RATE (USD) From 1 Sept	QTY	TOTAL (USD)
UT-001	System Table 1000mmL x 500mmW x 760mmH	69.00	97.00	127.00		
UT-002	Lockable Counter 1030*535*1030mm	85.00	119.00	155.00		
UT-003	Lockable Cupboard 1000mmL x 500mmW x 760mmH	64.00	90.00	117.00		
UT-004	High Cocktail Table with black cover 600*1000mm	44.00	62.00	81.00		
UT-005	Round Table Top Laminated 800*760mm	44.00	62.00	81.00		
UT-006	Folding Chair 400*400*780mm	8.00	12.00	16.00		
UT-007	Burtterfly Swivel Bar Stool 460*410*920mm	51.00	72.00	94.00		
UT-008	Cushion Bar Stool 400*400*900mm	30.00	42.00	55.00		
UT-009	Oscar Bar Stool 400*450*660mm	30.00	42.00	55.00		
UT-010	Korean Chair 450*500*830mm	51.00	72.00	94.00		
UT-011	Display Cube 500*500*500mm	22.00	31.00	41.00		
UT-012	Display Cube 500*500*700mm	30.00	42.00	55.00		
UT-013	Display Cube 500*500*1000mm	38.00	54.00	71.00		
UT-014	Brochure Rack	51.00	72.00	94.00		
DT-015	Glass Top Table	43.00	61.00	80.00		
DT-016	Aluminium Cocktail Table	30.00	42.00	55.00		
DT-017	Wooden Cocktail Table (Brown 5 base)	30.00	42.00	55.00		
DT-018	Wooden Cocktail Table (Brown 4 base)	30.00	42.00	55.00		
* Subject to 8% Service Tax Onsite order from 1 Sept will be subject to a 100% surcharge.		Total Cost Before VAT				
		8% Service Tax				
		Total Cost Including VAT				

Authorized by

Signature

Date

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### ELECTRICAL & LIGHTING

**Charges for Lighting Connection:** Without exception, exhibitors, including those providing their own lighting fixtures, will be charged the lighting connection rate of USD 17.00 per lighting fixture. For Lightboxes, the rate is USD 17.00 per 100 watts (one lighting connection can be shared by a few lights/tubes with a maximum/total of 100 watts per connection).

**Order of additional power outlet:** Without exception, exhibitors is required to place an additional order of 13 amp power socket for each TV ordered.



UE-001  
13Amp/230V Single Phase



UE-002  
15Amp/230V Single Phase



UE-003  
LED T8 Fluorescent Light



UE-004  
Long Arm Spotlight (10W)



UE-005  
43 inches Smart TV comes with Stand



UE-006  
50 inches Smart TV comes with Stand





# ELECTRICAL SERVICE

## 21 ASIAN BATTERY CONFERENCE 2025

### ELECTRICAL SERVICE ORDER FORM

1. Orders are valid only when accompanied by full remittance. Payment could be made by telegraphic transfer (See Payment Details)
2. Please note that withholding & government taxes, if any, shall be borne by the client. Invoices will be subjected to a bank charge of USD 30 (Orders above USD 3,000) for payment via telegraphic transfer.
3. Amount paid are non-refundable should the event is being cancelled or participant withdraw one month prior to the event.
4. Onsite order from 3 Sept will be subject to a 100% surcharge.

**This form must be completed and returned by Exhibitors if service is required. (Please type / write in block letters.)**

Only the official contractor is permitted to undertake electrical work from the source of supply in the exhibition hall. The Standard Shell Scheme Package includes one (1) 13Amp 230V Power Point and two (2) Fluorescent light 40W. For every order of TV, exhibitors need to order additional (1) 13amp power point. Kindly order your additional requirements only.

CODE	DESCRIPTION	ADVANCE RATE (USD) Order before 23 May	STANDARD RATE (USD) Order after 23 May	ONSITE RATE (USD) from 1 Sept	QTY	TOTAL (USD)
<b>ELECTRIC</b>						
UE-001	13amp/230 V Single Phase	32.00	45.00	59.00		
UE-002	15amp/230V Single Phase	64.00	90.00	117.00		
UE-003	LED T8 Fluorescent Light	18.00	26.00	34.00		
UE-004	Long Arm Light (10W)	36.00	51.00	67.00		
UE-005	43" Smart TV with stand	280.00	390.00	500.00		
UE-006	50" Smart TV with stand	360.00	500.00	655.00		
* Subject to 8% Service Tax Onsite order from 1 Sept will be subject to a 100% surcharge.		Total Cost Before Tax				
		8% Service Tax				
		Total Cost Including Tax				

Authorized by

Signature

Date

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



# ADDITIONAL RENTAL ORDER FORM (FORM 3)

21 ASIAN BATTERY CONFERENCE 2025

## EXHIBITOR'S DETAILS

Contact Person: \_\_\_\_\_

Company Name: \_\_\_\_\_

PIC Mobile Number: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Request: \_\_\_\_\_

Booth Number: \_\_\_\_\_

Signature & Company Seal

\_\_\_\_\_

### TERM AND CONDITIONS

Orders are only considered valid when accompanied by full remittance. Payments: Telegraphic Transfer – Please make payment in USD to the following account:

**Company Name: COSMOS AV CO., LTD.**

**Bank: Bank Name: UNITED OVERSEAS BANK (THAI) PUBLIC COMPANY LIMITED (UOB)**

**Account No: 749-165-107-9, Account Type: SAVING, Swift Code: UOVBTHBK**

**Credit Card – Merchant fee of 4% will be added to the final amount.**

### IMPORTANT NOTIFICATIONS

- The price of the items is applicable when the order is made in advance or upon registration. The availability of requested items depends on the availability of stocks.
- Requests for additional orders and services are on a first-come, first-serve basis.
- A cancellation fee of 50% of the rental place will be levied for cancellations received after confirmed and paid orders. Unless otherwise stated, the prices are for the duration of the exhibition days.
- Orders without payment will not be guaranteed.
- A merchant fee of 4% will be charged for every transaction made using the credit card terminal.

### ADDITIONAL REQUEST

(If you have any additional request, kindly describe or attached us your visual for quotation)

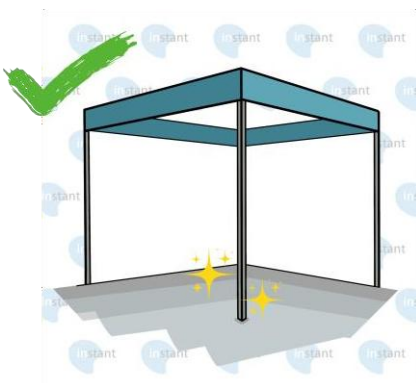
**Note:** The organizer / event manager reserves the right to amend any terms and conditions at any time without prior notice.

**DEADLINE SUBMISSION (30 DAYS BEFORE EVENT): 1ST AUG 2025**

**100% surcharge is applied when the order is made from 1/09/2025 onwards.**

### SUBMISSIONS & ENQUIRIES

**Email:** [21abc@cosmos-av.com](mailto:21abc@cosmos-av.com)











# INDEMNITY LETTER (FORM 5)

21 ASIAN BATTERY CONFERENCE 2025

## Part 3: INDEMNITY

I hereby confirm that I have read and understood the above and agree to abide by the terms and conditions by duly signing the rules and regulations.

Booth Name	
Booth No.	
Non-Official - Contractor Company	
Person In Charge Name (Non-Official)	
Designation	
Contact No.	
Date	
Signature	
Company Stamp	

**DEADLINE SUBMISSION (30 DAYS BEFORE EVENT): 1ST AUG 2025**