

11 – 12 March 2014

Exhibitors' Manual



**The Magellan Sutera Resort,
Kota Kinabalu, Sabah**

Dear Exhibitor,

Thank you for being part of Malaysia Geospatial Forum 2014 exhibition, to be held on 11 -- 12 March 2014 at The Magellan Sutera Resort, Kota Kinabalu, Sabah, Malaysia.

This exhibitor manual is a valuable resource for your preparation to exhibit and showcase in MGF and SISC 2014. Whether it's your first time or you're an experienced exhibitor, this manual is an easy-to-use guide to help make exhibiting a smooth process and ensure that you have a successful show.

What to do and when to do with...

This manual includes all of the required forms and information you need for the shipping, set-up and dismantling of your booth.

Please pay special attention to the Built-up schedule, technical specification list to prepare for the show, be sure to note the deadlines and keep in mind that advanced ordering will save you money and ensure a smooth running show.

All order forms contained on the website should be mailed as directed. Please retain a photocopy of each form for your records, so that queries, if any, can be addressed quickly and invoices checked easily and accurately.

The entire Geospatial Media and Communication team is available to help you, so please feel free to contact us at any time. We look forward to working with you during the next few weeks so you can have an exhibition experience that is trouble-free, satisfying and successful.

See you in Sabah soon!

Best Regards,



KAVITHA SERAS
Regional Manager – APAC

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General Information Section 1

Organiser

Local Secretariat : Geospatial Media and Communications Sdn Bhd
Suite 18.3, Level 18, Menara Genesis,
33 Jalan Sultan Ismail, 50250 Kuala Lumpur, Malaysia

Tel : +6 03 2144 7635

Fax : +6 03 2144 7636

Head Office : Geospatial Media and Communications Pvt. Ltd.
A-145, Sector 63
Noida, Uttar Pradesh
India. Pin: 201301

Phone : +91 120 4612500

Fax : +91 120 4612555

Contact Person : Tarun Kumar (Exhibition Logistics)

E-mail : tarun@geospatialmedia.net

Mobile : +91 9958727957

Exhibition Venue

Venue : The Magellan Sutera Resort

Exhibition Area : Magellan Ballroom 2

Conference Area : Magellan Ballroom 1, Meeting room 1, 2, 3, 4, 5

Address : 1 Sutera Harbour Boulevard
Kota Kinabalu, 88100 Sabah, Malaysia

Phone : +6088 308 664

Fax : +6088 317 777

Exhibition Dates & Opening Hours

Tuesday	11 March 2014	1000 hrs 1730 hrs
Wednesday	12 March 2014	0900 hrs 1700 hrs

- ❖ Stands must be staffed at all times during opening hours of the exhibition.
- ❖ If a booth is not staffed when the exhibition opens, the organisers will remove protective covers and will turn on the stand lights.
- ❖ For Buildup and Breakdown Schedule see page number 6.

Opening Ceremony and Exhibition Visit

Exhibitors are invited to the Opening Ceremony on Tuesday 11 March 2014 at 0900 hrs in Magellan Ballroom 1, The Magellan Sutera Resort, Kota Kinabalu, Sabah.

Smoking

Apart from the fact that Malaysia Geospatial Forum and Sabah International Surveyors' Congress 2014 is a non-smoking conference, the congress centre itself, The Magellan Sutera Resort, do not allow smoking in any part of the building.

Currency

The currency in Malaysia is Malaysian Ringgit (MYR). For up-to-date exchange rates, please refer to a currency exchange site on the Internet, e.g. www.xe.com/ucc.

Tourist Information

For tourist information on Melaka and Malaysia, please refer to the following websites: www.sabahtourism.com

Visa

Don't forget to check with your travel agency, or with the Malaysian embassy in your country, if you need a visa to enter the country.

Technical Information Section 2

Build-up Schedule

Schedule for exhibitors **bringing and building their own stand (Raw Space)**

Monday	10 March 2014	2100 hrs	bringing in and installation of exhibits
Tuesday	11 March 2014	0500 hrs	Aisles must be clear and empties & packing materials taken for storage
Tuesday	11 March 2014	0600 -- 0700 hrs	Installation of exhibits inside the stands only, no more movements in the aisles in view of cleaning aisles.

Schedule for exhibitors **using the standard stand construction package (Shell Scheme)**

Tuesday	11 March 2014	0400 hrs	Move-in of material for booth.
		0600 hrs	Aisles must be clear and empties & packing materials taken for storage
		0600--0700 hrs	Installation of exhibits inside the stands only, no more movements in the aisles in view of cleaning & carpeting of aisles.

❖ **IMPORTANT**

As an exhibitor, we require the following from you latest by 27 Feb 2014 for the inclusion of the same in our Exhibitor's Profile:

- 100 words company profile in MS Word Format
- High resolution company logo in JPEG
- Contact person name and email id
- Fascia name in MS Word Format

Possession of Exhibit Space

Exhibitors using any contractor other than the official stand construction contractor for their stalls will get possession, only if drawings / designs for their stands have been approved by the organizer and the performance bond/security deposit is in place.

Possession of space will be given to those exhibitors who have made FULL PAYMENT, and have provided performance bonds/ security deposits cheque of MYR 5000 in the name of Geospatial Media and Communications Sdn Bhd to Ms. Kavitha Seras by 1 March 2014. The cheque will be returned to the exhibitor just after the exhibition gets over and no damage in the property is made. This cheque will be given by the contractor of raw booth, if the contractor is other then official contractor.

Contractual working hours agreed with the The Magellan Sutera Resort do not allow for any delay in leaving the exhibition area after contractual hours. If an exhibitor, his staff, his contractor or his supplier does not leave the premises at, or before, the times specified, the exhibitor will be held responsible for additional rental fees incurred.

Plan approval

Exhibitors who have reserved 'raw space' and using a contractor other than the official stand construction contractor, must submit the layout design of their stands, for approval by the organizer. This is to prevent costly alterations on site being required by the hall owner and the organizer. Deadline is 1 March 2014.

These plans shall include elevation drawings. One set of drawings duly approved or with suggested modifications, if necessary, will be returned to the exhibitor. Actual construction and display in the stand must strictly conform to the drawings approved by the organizer.

Carpentry

Contractors and exhibitors are requested to strictly observe that carpentry inside the halls during build-up is not permitted. Only assembly of the display and minor finishing/touching up is allowed. Contractors violating this guideline will be prevented from continuing work on the exhibitors stand inside the hall. It's mandatory to use an old flex sheet or plastic sheet on the ground before starting the installation of your raw booth.

Completion

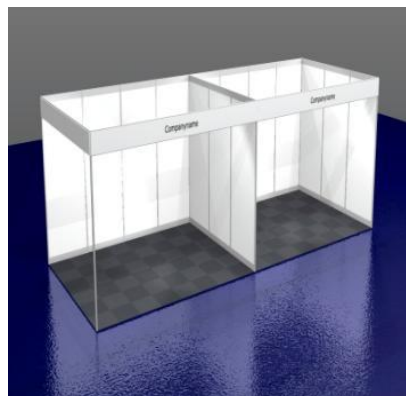
Installation of stands /booths should be completed by 0700 hrs on 11 March 2014. General cleaning of the exhibition hall will be carried out immediately thereafter for the Hall, to be ready by 0800 hours on 11 March 2014, for inauguration of the exhibition.

Exhibitor facilities

As with the registrations, each booth under the build-up booth scheme also comes with some furniture and electricity as per the following chart:

As per sqmt.	Table	Chair	150 Watt spot light	Power point 13 amp.	Dustbin
9-17	1	2	2	1	1
18-24	2	4	4	2	2
25-32	3	6	5	3	3

Photo impression shell scheme.



Please Note:

- No rebate will be given if the exhibitor decides not to avail any of the above shell scheme provisions
- Exhibitors must order for furniture and extra power supply if required over and above the above entitlement, which will be on paid basis.

Booth Inspection

Inspection of the booths will be carried out continuously during build-up procedures to make sure that exhibitors have received the services ordered, and to see if the instructions of and on behalf of the organizers and the The Magellan Sutera Resort have been taken into account.

Technical Specification

Below are important technical specifications related to the use of your exhibit space, the standard stand construction package, and the exhibition area in general.

Building Height

- ❖ The building height is 2.50 m for all shell scheme stand walls and objects inside the stand (height measured from the floor of the hall, not from a technical/raised floor).
- ❖ For **higher raw booth more than 3 m, permission is required** from Organiser by submitting the design of the stand before 1 March 2014.

Floor Material in Exhibition Area

Objects in a stand which are higher than 2.50 m should be placed at a minimum distance of 0.75 m inward from the stand front, side and back lines. For objects higher than 2.50 m **permission is required** from Organiser.

If you wish to **bring a display system** (e.g. pop-up display) to put up in your stand, please inform organiser with exact measurements (height x width in meter) so we can check if it fits in view of possible height restrictions.

Electricity

For raw space, power connection from the main distribution box (DB) inside the exhibitors' area will be provided by the official contractor commencing 1 March 2014. **All the exhibitors are requested to order their addition electricity requirement through additional electricity order form.**

Connection to the exhibitor's equipment from the distribution box (DB) inside the exhibitor's area will be operated by the exhibitors. A work completion-cum-listing report must be provided to the official electrical contractor after the exhibitor has completed his work by 11 March 2014 by 0700 hrs.

Each stand will be provided with electric power at one or more main points depending on the requirement on additional charges. Please log on to the website of Malaysia Geospatial Forum 2014 to order the additional electricity for your booth. Exhibitors should use

distribution boards, individual isolation switches for exhibits, and insulated cables or metal conduits for connecting power supply to the exhibits.

Exhibitors who use power for general lighting and running of equipment/exhibits in excess of their specified load will attract penalties and/or disconnection.

Exhibitors must install separate and independent switch connections for each exhibit. Alternate connections or throw-over switches are not allowed. Power load is not allowed to be taken from the sockets.

All the main electrical supply points must be kept easily accessible for operation and repairs in the event of emergency. Main electrical supply points should not be concealed or covered.

Exhibitors are advised to install equipments voltage stabilizers/UPS for their sophisticated equipments.

Exhibitors are advised to exercise the highest level of safety precautions and engage the services of only qualified professionals for electrical wiring and installations.

Plug, Sockets and Adapters

Regular Malaysian plugs and sockets are used in Kota Kinabalu, Sabah.

Suspension and Rigging

The height of the hall does not allow for suspensions and rigging. No suspensions are to be made from the ceiling of the exhibition area nor any fixing be made to the floor, walls or any other part of the building.

Delivery and Removal of Exhibits

The following instructions apply for the delivery and loading of goods.

- ❖ Removal or delivery of exhibition stores in or out of the exhibition hall is not permitted during the open hours of the exhibition.
- ❖ Such removal, delivery or replenishment of stock may only be carried out before opening hours in the morning or after closing time in the evening. If you wish to remove any item, a "GOODS REMOVAL PASS" must be obtained from the venue duly signed and stamped by the organizer.
- ❖ Goods removal pass: At the close of the exhibition, in order to remove your goods smoothly, safely and easily, the following paperwork must be carried out. Make 4 copies of an itemized list showing equipment and material required to be exited from The Magellan Sutera Resort, Kota Kinabalu. These copies must be on the exhibitor company's letterhead, duly stamped with the company's official seal and signed by an authorized person. Get all copies attested and stamped by **Malaysia Geospatial Forum 2014** secretariat.

WASTE

Exhibitors are advised not to throw waste material from their stands on the aisles. Empty cases /crates should not be left in the aisles to ensure the safety of all SHOW participants.

Storage and Waste Materials

The organizer is unable to provide storage facilities in the hall for packing cases, surplus materials or other property of the exhibitors. Arrangements for safekeeping of such items must be made with the freight forwarder.

During move-in, construction of stands and removal of exhibits, the passageways in the exhibition halls must not be obstructed with packing materials, construction materials or debris. Contractors are responsible for removing their own cuts-offs and waste on each day of build-up and breakdown. Use of passageways behind stalls for storage of empty, waste or surplus material is strictly prohibited.

Dismantle Of Exhibits

The halls have to be handed over to the The Magellan Sutera Resort, Kota Kinabalu promptly on the final day of break-down. Exhibitors must ensure that their exhibits and stand materials are removed by 1900 hrs on 12 March 14. The organizer will dispose off any items remaining in the hall beyond this time, and the management will not accept responsibility for any loss or damage. Costs involved will be borne by the defaulting exhibitor.

As it is impossible to provide complete protection against theft, exhibitors should ensure that their exhibits are properly insured. We do remind you that you are responsible for your exhibits at all times and that they will be at greatest risk during buildup and breakdown. Do not take chances with your valuables- once they are lost, it will be very difficult or impossible to recover them. The organizer will accept no responsibility for losses or damages of any kind. Keep your passport, exhibit goods and laptop etc. under your strict supervision at all times.

Stand Number and Final Allocation

Stand locations and stand numbers will be (re-)confirmed by Geospatial Media and Communications. In case it is necessary to change an exhibitor's stand number or stand location, the exhibitor will be notified immediately.

Animals

It is not allowed to bring any animals into the building.

Personal Belongings

All exhibitors / participants must take care of their personal belongings at all times. The organizer will not be held responsible for any damage / loss etc.

Rules, Instructions and Regulations..... Section 3

Rules, Instructions and Regulations

- ❖ Raw space exhibitors / contractor will also be responsible for the proper behavior of the contractor, if the contractor appointed is other than the 'Official Contractor'.
- ❖ The exhibitors/ contractor will also have to bear any charges levied by the venue The Magellan Sutura Resort, Kota Kinabalu for damages caused to property, walls, flooring, etc.
- ❖ Exhibitors' contractors are requested to avoid designs blocking or boxing-in other exhibitors' stands. The back wall shall never be left unsightly
- ❖ Exhibitors / contractors are not permitted to fabricate or build from scratch, stands inside the halls. They should prefabricate and fit sub-sections of the stand inside the hall. Only finishing and touching up of paint (not complete painting) is permitted inside the hall.
- ❖ Exhibitors/contractors must ensure that finishing/ painting of the stand does not result in spillage.
- ❖ Exhibitors / contractors must remove cut-offs and debris from inside their stand, and ensure that the stand is completed by 0700 hrs 11 March 2014.
- ❖ Exhibitors' contractors are not allowed to block the aisles inside the hall. Packing cases and crates belonging to contractors and exhibitors and material lying on the aisle will be removed under the instruction of the organizer at the exhibitor's cost.
- ❖ No part of any structures may extend beyond the boundaries of the stand allocated to the exhibitor by the organizer.
- ❖ A finished back wall, except in the case of an island or peninsula stand, must be provided.
- ❖ Where 'raw space only' stands rest on a shell scheme package stand, the walls of the shell scheme package may not be utilized by the 'raw space' exhibitor.
- ❖ Nailing or puncturing the shell scheme panels is strictly prohibited. Any such damage will be made good at the expense of the exhibitor.
- ❖ In case of heavy machinery, the maximum height of 2.5 mts. can be accommodated in the hall.
- ❖ Exhibitors are requested to take approval from the organiser for exceeding the height of their booth more than 3 meters.
- ❖ We would highly recommend that you practice cautious with regard to the move in / build up and tear down / move out phase of your exhibitions. We would recommend

the following additional precaution actions to be taken and enforced to contractors and exhibitors to minimize the damage to the Centre.

- Protection of the carpet by old carpet or plywood for the movement of heavy duty trolley during move in and move out.
- Protection of the carpet particular on the aisle with plastic sheet, plywood or used carpet during build up
- No sanding, sawing, metal cutting, major painting and major construction allowed.

Force majeure

If due to force Majeure or other unavoidable circumstances, the organisers are forced to cancel the exhibition, the exhibitor will not be entitled to claim damages or compensation of any kind. The organisers reserve the right to reschedule the event in the interest of the exhibition.

Insurance for contractors & service men

Exhibitors are liable to cover their own staff and the contractors they hire for booth set up and dismantle for any physical damage on site. In case of any mishap, the organisers will not be liable to bear any such damages.

Exhibitor Registration..... Section 4

Exhibitor Registration

Each booth comes with a certain number of complimentary facilities like Registrations and Furniture, as per booth size. The following chart shows the general guidelines:

Exhibition Area SQM	9-12	15-18	20-24	24-above
Complimentary Delegates	1	3	4	As per package

Registration Guidelines:

- Exhibitors will receive a password that will entitle them to register the offered complimentary registrations online at <http://www.malysiageospatialforum.org/2014/form.htm>
- Exhibitors are requested to register the names of representatives from their organization availing this complimentary registration not later than 1 March 2014
- Please note that it is compulsory for each exhibitor to wear their exhibitor registration badge for the duration of the event
- Identification badges can be collected from Malaysia Geospatial Forum 2014 conference registration desk at the conference venue on any of the registration days starting from 11 March 2014 onwards

Vender Contact Details for Services

Service	Official Vendor	Order Due Date
Exhibition Fabricator (Shell Scheme) Extra Furniture Electrical and Lighting Additional Electricity Form Audiovisual and Plants and Flower	Yuslitha Kissi Instant Exhibitions (Sabah) Sdn. Bhd. (760349-T) No 14, Taman Jaya Usaha, Mile 5 1/2, Tuaran Road, Inanam 88450, Kota Kinabalu, SABAH Tel: +6088 438 119 Mob: +60168324721 Fax: +6088 430 119 Email: admin1@instantexhibition.com www.instantexhibition.com	1 March 2014
Fascia Name Form Company Information Form Security Deposit Form	Tarun Kumar Geospatial Media and Communications Pvt. Ltd. Tel : +91 120 461 2500 Mobile : +91 9958 727 957 Fax : +91 120 461 2555 Email: tarun@geospatialmedia.net	1 March 2014
IT & Internet	Norfarahain Baharin The Magellan Sutera Resort Tel: +6088 308 664 Mob: +6012 813 1600	1 March 2014