

7-9 SEPTEMBER 2022
HALL 9-10, IMPACT, BANGKOK

EXHIBITOR MANUAL



INFORMATION FOR EXHIBITIONS PREPARATION



**HEALTH &
NUTRITION ASIA 2022**

BANGKOK, THAILAND

7-9 SEPTEMBER

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For more information about Exhibitions preparation
please contact Supawat@vnuexhibitionsap.com



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Organiser Contact Information

Exhibition On-Site Operation Secretariat :

(Queries about Move-in / Move-out schedule, Booth Construction, On-site operations etc.)

VNU ASIA PACIFIC

VNU Exhibitions Asia Pacific Co., Ltd. (Organizer)

Contact : Mr. Supawat Sriyotha

Tel: +66 (0) 2 111 6611 ext. 310

E-mail: Supawat@vnuasiapacific.com

Official Booth Stand Contractor: **Standard Booth**



Contact: Ms.Tulaya Tiophaibul

Tel: +66 2275 5312 Ext: 300

Mobile: +66 81 341 5425

Email: tulaya@xcon.co.th

Webshop: www.xcon.co.th

Official Booth Stand Contractor: **Premium Booth**



N.C.C. Image Co., Ltd.

Contact: Ms. Runnapa Chitanuwat

Tel : +66 (0) 2203 4145

E-mail : runnapa.chi@nccimage.com

Website: www.nccimage.com

Online order at <https://www.nccimage.com/nccimageonline/>

Official Utility Contractor (Electrical, Water System, Compressed Air)



Exposition Technology Co.,Ltd.

Contact: Ms.Weena S.

Tel : +66 (0) 2276 4800, +66 (0) 2691 6093

E-mail : hna2022@expotech.co.th

Website: www.expotech.co.th

Online order at <http://event.expotech.co.th/login>

Venue (Security, Cleaning, Catering and Internet)



Online order at <https://e-ordering.impact.co.th/impact/>

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please contact Supawat@vnuexhibitionsap.com



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Official Freight Forwarder, Overseas & Local/Onsite



APT Showfreight (Thailand) Limited

Contact: Mr. Hasnai Kongkaew
Tel: +66 (0) 2165 6158 ext.301
Mobile : +66 (0) 85 155 1989
E-mail: hasnai@aptshowfreight.com



Sun Expo Services Co., Ltd.

Contact: Ms. Sirikwan Phuangsanthia (Meaw)
Tel: +66 (0) 2 728 4452 Ext. 407
Mobile : +66 (0) 89 797 5060
E-mail: meaw@sunexpothai.com

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please contact Supawat@vnuexhibitionsap.com



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Recommended Contractor for Special Booth Design:



N.C.C. Image Co., Ltd. (Official Stand Contractor)

Contact: Ms. Rungnapa Chitanuwat
Tel : +66 (0) 2203 4145
E-mail : rungnapa.chi@nccimage.com
Website: www.nccimage.com



Cityneon Network Co., Ltd.

Contact: Ms. Vilawan Thongyoi
Tel: +66 2690 2682 to 4 ext. 17
Mobile: +66 8 6788 9518
E-mail: vilawan@cityneonthailand.com
Website: www.cityneonnetwork.com



Design Ex Co., Ltd.

Contact: Ms. Anchane Rodjinda
Tel: +66 (0) 2 961 2426-8 Ext. 14, +66 (0) 81 565 8635
E-mail: anchanee@dx.co.th
Website: www.dx.co.th



Exhibition Services (Thailand) Co., Ltd.

Contact: Mr. Teerawoot Ruangboonsong
Tel: +66 2 369 3586 to 7
E-mail: teerawoot@exhibition.co.th , info@exhibition.co.th
Website: www.exhibition.co.th



ExpoCon

Contact: Ms. Phatchanok Lawsinkam
Tel: +66-2276 4800 to 4
Mobile: +66 8 1936 2492
E-mail: expocon@expotech.co.th
Website: www.expocon.info



Xcon Co., Ltd.

Contact: Ms. Pitiporn charasereekul
Tel: +66 2275 5312 ext. 304
Mobile: +66 8 9000 0059
Email: pitiporn@xcon.co.th
Website: www.xcon.co.th

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In Hall Working Schedule

Installation Period	Date	Time	
		Start	End
Booth Construction for Special Design , Outside Contractors	September 5, 2022 September 6, 2022	08.00 hrs. 08.00 hrs.	22.00 hrs. 18.00 hrs.
Delivery of heavy or large exhibit by Official Freight Forwarder	September 5, 2022	08.00 hrs.	12.00 hrs.
Switching on Power Supply for test run exhibit	September 6, 2022	13.00 hrs.	22.00 hrs.
Exhibitor Registration	September 6, 2022	08.00 hrs.	17.00 hrs.
Standard and Premium Booths to be dressed and exhibits ready for viewing	September 6, 2022	08.00 hrs.	22.00 hrs.

Show Day	Date	Time
Hall Opens for Exhibitors	September 7, 2022 September 8, 2022 September 9, 2022	08.00 – 19.00 hrs. 09.00 – 19.00 hrs. 09.00 – 24.00 hrs.
Hall Opens for Visitors	September 7-9, 2022	10.00 – 18.00 hrs.
Switching Off Power Supply during Show Days	September 9, 2022	18.00 hrs.

Dismantling Period	Date	Time
Switching Off Power Supply and Dismantling Electrical Equipment	September 9, 2022	19.00 hrs.
Move out of Small Exhibits and Stands by 4 Wheels Car/Truck		18.30 – 22.00 hrs.
Move out of Heavy or Large Exhibits, Stand Fitting Material by Truck Over 6 Wheels	September 10, 2022	08.00 – 22.00 hrs.

Please take note of the following points:

- During the exhibition period, **exhibitors are allowed to enter the Hall an hour before the opening time** and remain in the Hall until 18.30 hrs for exhibitors to organise functions inside the Hall. Exhibitors without any activities **can remain not more than an hour after closing**.
- Doors at the main entrance will be closed after the official closing hour at 18.00 hrs. However, visitors are allowed to be inside the Hall to join the function or party organised by exhibitors until 19.00 hrs.
- Exhibitors would like to **organise the function or party at their booth between 18.00-19.00 hrs** on Show day period, please **notify the organiser in advance**.
- Large & heavy machines need to enter the exhibition hall on the first day of the construction.
- Only trolleys are allowed to use** for move-in and move-out of any exhibits or decoration items at the loading doors of the exhibition hall.
- In case of **set up or teardown** over than specified time as in-hall operation schedule, it will cause **overtime charges (5,000 THB./hour/ booth)** and other expenses incurred by the Exhibitor.
- Exhibitors are advised to **commence packing their exhibits when the exhibition ends on the last show day at 18.30 hrs to avoid delay and traffic congestion**. Special arrangements have to be made in advance with the **Official Freight Forwarders**
- For **Standard booth construction**, electricity, furniture & accessories services, and other miscellaneous decoration, **please contact Xcon Co., Ltd.**

For more information about Exhibitions preparation
please contact Supawat@vnuexhibitionsap.com



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Hall Specifications

Description	Specification
Exhibition Name	Health & Nutrition Asia 2022 Co-Located with VICTAM Asia 2022
Floor Areas (Gross)	13,500 sq.m.
Floor Cover	Concrete
Loading Capacity	2,000 kg/sq.m.
Ceiling Height	10 m.
Maximum Booth Height	5 m.: The special design booths over 2.5 m. height needs written approval from the organiser.
Standard Booth Height	2.5 m.
Security Service	24 hrs.
Loading Entrance	8.65 x 5 m.
Air Condition Supply	Yes (Show Period)
In Hall Temperature	23-24°C
Emergency Light	Yes
Electricity	220V Single phase 50 Hz 380V Three phases 50 Hz

Exhibitor & Construction Badges

Exhibitor badges

Exhibitor badges are only for exhibitors and their staff managing their booth during the exhibition days. For security reasons, exhibitors and their personnel must wear their passes during the exhibition. Exhibitors can collect their badges at the exhibitor registration counter upon arrival. **Exhibitors have to register for their badges before the show by submitting them in the Order form.**

Surface (sq.m.)	No. of Exhibitor Badges
9	5
18	10
27	15
36	20
45	30
54 >	50

Construction & Dismantling Badges

Special booth construction and dismantling badges are available for the construction staff (Booth Contractor) during the construction and dismantling period. The building and dismantling badges can be collected at the loading of the Hall.

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Conference Slots

All exhibitors can book a conference slot or product presentation. For more information, please contact:

VNU Exhibitions Asia Pacific Co., Ltd. (Organizer)

Contact: Ms. Yaowalak Somboonlertsiri
Tel: +66 2 111 6611 ext. 340
E-mail: yaowalak.s@vnuasiapacific.com

For more information about Exhibitions preparation
please contact Supawat@vnuexhibitionsap.com



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Visa Support Exhibitors

You may require a visa when visiting Thailand for business or leisure. Please check with the Thai Embassy or Thai Consulate in your country of origin if you need a visa for Thailand. Please make sure that you submit your visa application on time since the procedure may take a few weeks. If you need a visa, you must apply for your visa personally at the Thai Embassy or Thai Consulate in your country of origin.

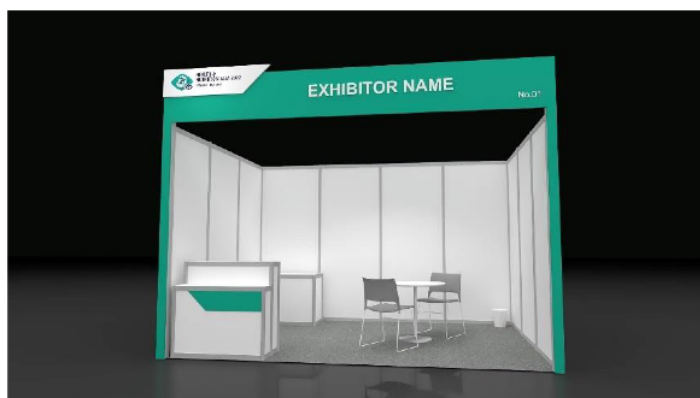
You might need a letter of invitation for your visa application. The invitation letter on behalf of The project team intends to clarify the purpose of your journey to Thailand. However, this letter may not be considered a guarantee of entry to Thailand.

The invitation letter for the exhibition period can be requested via an order form. You can send this form to Supawat@vnuexhibitionsap.com

Please make sure that you submit your visa application on time since the whole procedure may take a few weeks. Unfortunately, after **August 5, 2022**, it is impossible to accept your application for a Letter of Invitation.

Rules & Regulations

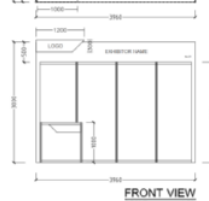
Standard Booth Size 9 sq.m.



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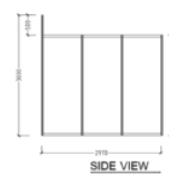
LAY-OUT PLAN
SCALE 1:50



FRONT VIEW
SCALE 1:50

STANDARD BOOTH : 3.00 x 4.00 M.

SYMBOL	DESCRIPTION	No.
①	ROUND TABLE	1
②	SPRAY CHAIR	2
③	LOCKABLE CABINET	1
④	2 TIER STAND DISPLAY	1
⑤	WASTE BASKET	1
⑥	SPOTLIGHT LED 12W	4
⑦	5 Amp 220 SOCKET OUTLET	1



SIDE VIEW
SCALE 1:50

Entitlement for Standard Booth

Size / Item	2 Tier Display stand	Chair	Round Table	Lockable Cabinet	Spotlight	Socket 5Amp 220V	Waste paper Basket
9 Sq.m.	1	2	1	1	3	1	1
12 Sq.m.	1	2	1	1	4	1	1
18 Sq.m.	2	4	2	2	5	2	2
24 Sq.m.	2	4	2	2	6	2	2
32 Sq.m.	2	4	2	2	8	2	2
45 Sq.m.	2	4	2	2	11	2	2

Besides the general terms & conditions as part of the participation, the following rules & regulations are applicable at the on-site location.

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Dangerous Materials

The Fire Law prohibits the use of fire or hazardous with in the Hall:

1. No naked light and lamp or temporary gas or electrical fittings may be used in the exhibition building.
2. No explosives, petrol, dangerous gases or highly inflammable substances are allowed in the exhibition building.
3. No radioactive materials are allowed in the exhibition building.

Contractors

Exhibitors and contractors in the construction - Installation and Installation booth stand - use only those materials acceptable to the local authorities. Each contractor shall guarantee that the stand will be finished before the exhibition's opening. All rubbish must be removed before the exhibition's opening, and remove the stand construction together within the dismantle dates specified. No construction work or stand fitting will be allowed during the exhibition's open hours.

Customs & Bonded Area

In some cases, the exhibition hall will be the customs bonded area. The official shipping/forwarding contractors will forward comprehensive documentation for customs regulations to all exhibitors. Unless all conditions in the instructions issued are complied with, neither the customs broker, the shippers, or the organiser shall be held responsible for non-delivery or late arrival of goods.

Cutting Away & Fixing

No person shall cut into or fix stand service structures through any floor covering or wall nor shall enter any stand service structure except when authorised in writing by the organiser. Any such damage to stand service structures will be invoiced to the Exhibitor under "dilapidation".



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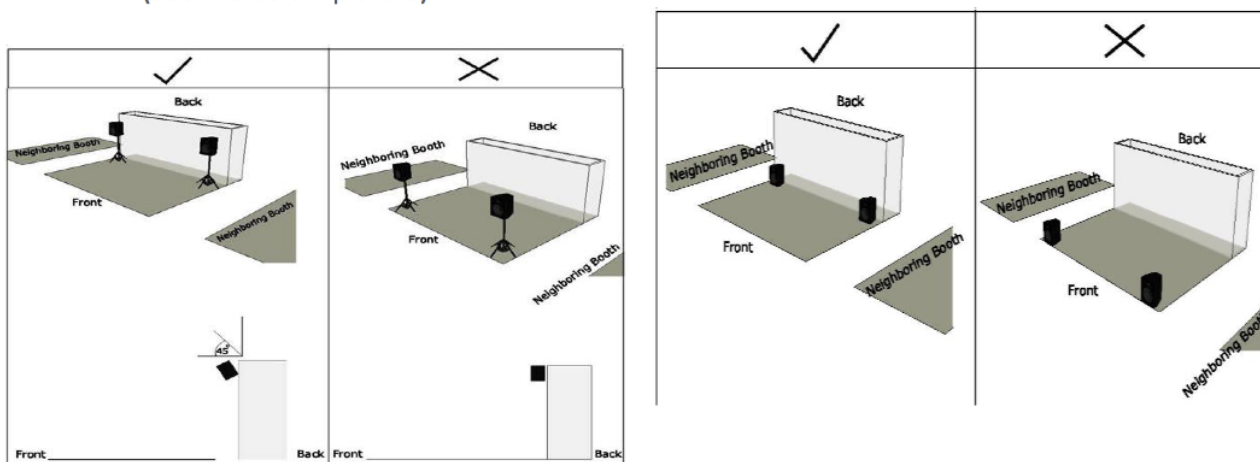
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Demonstrations and Presentations

Exhibitors who intend to provide demonstrations or make presentations during the exhibition must strictly follow the rules & regulations below:

1. Exhibitors must send their demonstration requests **to the organiser for approval before August 5, 2022**. The organiser reserved the right to refuse any demonstration if not receive that form within the stipulated deadline. Demonstrations and presentations do not interfere conduct of the business of other exhibitors in terms of sound nor cause any smoke or fumes. The organiser reserved the right to give a warning or request exhibitors to stop such activities.
2. Exhibitors are allowed to use the **loudspeaker for demonstration** and presentation in their booths under conditions that
 - 2.1 The booth design with sound speaker location needs to be approved following the rules and regulation by the organiser for installation approval.
 - 2.2 There is no permission to use any loudspeakers in the Hall by the exhibitors during 09.00-18.00 hrs. of the show day.
 - 2.3 Any loudspeaker to be used during the exhibition must face to Exhibitor's stand only.
 - 2.4 Any loudspeaker which is not placed on the floor must be 45 degrees bent down
(See the below picture)



- 2.5 Maximum volume is 85 decibels by measured from a distance of 3 metres away from the stand.
- 2.6 Only one Exhibitor is allowed for one Hall during the same period, limiting no more than 15 minutes per slot per Exhibitor per day. (2 round/exhibitor/day)
- 2.7 Loudspeakers are not allowed to use the area closed to Hall's Conference rooms, V.I.P. & Speaker Lounge, Buyer Lounge, Business Matching Areas, Poster Sessions and other activity areas. It is also not allowed to use a speaker at 20 meters between/from the voice centre and those activity areas.
- 2.8 Organizer reserves the right to suspend, stop, and cancel all booth activities without prior notice.

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3. The exhibitors may not use the stand space in a way that causes nuisance to other exhibitors or visitors in the form of noise pollution, obstruction of entrances or aisles, blocking of the light or obstruction of the sight lines or nuisance in any other forms at the discretion of the organiser.

Design and Stand Approval

(See Rules & Regulations in Form 1)

Exhibitors that have made a “space only” (raw space) reservation need approval from the organiser for their booth design and are requested to carry out the following steps:

1. To timely complete & return the Form 1 application for approval and inform the organiser. For deadlines, we refer to the exhibitor manual. (before August 5, 2022)

2. To submit the stand design in a 3-dimensional sketch, showing the booth from all sides and the equipment inside the booth space. (before August 5, 2022)

Importantly, If there are loudspeaker (s), please indicate and show the loudspeaker(s) location in the stand design for the approval letter.

3. To submit a technical drawing showing the booth construction's length, width and height, the connecting points for technique (power supply, water, compressed air) and the location of large equipment (machines, refrigerator, etc.). From a safety point of view, the organiser might ask you to provide information on the materials used.

4. All non-standard booths need to be **written for approval**. Please make sure to hand your drawings in a timely **(before August 5, 2022)**. Without written permission from the organiser before the event, the Exhibitor and contractors would not be allowed and have no access to the halls.

5. It is compulsory to install walls of 2.5m in height adjacent to the neighbouring stand(s) and must cover your full contracted area with carpet.

6. All decorations and constructions have to be located and constructed within the limitations of the contracted area.

7. All designs or stand construction items exceeding 2.5m in height need to written approval from the organiser.

Please note that the height restriction of The show in the Exhibition Hall is 5m.

8. All side or back walls or other constructions exceeding 2.5m need written approval from the organiser and must be at least 1m. from the adjacent neighbouring stand.

9. It is compulsory to finish the outside of the approved walls (on the neighbouring side) from 2.5m upwards in a well organised, professional, and tidy way. Finishing has to be

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white only. Text, logo or pictures are not allowed to face adjacent booth.

10. No part of any structures or exhibits, including fascia, signs, lighting, corner posts, or other fittings, shall project any gangway or block any fires or exit signs. The booth side can be closed for 30% maximum of each surface.

11. Inflatable objects are always subjected to approval and, in principle, not allowed.

12. Rigging/using trusses are allowed to construct and truss heavy equipment or full booth constructions.

Administrative Fee for Space Only

BAHT 150.- per Sqm.

Electrical Installation

The organiser and official electrical suppliers must carry all the main electrical connections at the exhibition. Exhibitors requiring special arrangements (e.g. different voltages or electricians for connection of equipment) must notify the organiser and electricians for approval and quotation. All electrical equipment must be tested by the organiser and licensed engineers before turning on the electricity supply. Electrical connections/equipment will be inspected under the code of practice with the ordinance of the local electric appliances technology Standards, the local regulations, and the law of fire prevention. The switchboard on each stand shall have the nameplate and telephone number of the electrical contractor.

Exhibits-Delivery & Handling

The cost of conveying and offloading goods to and from the exhibition shall be borne by the Exhibitor. In no circumstances will the organiser or their servants accept or sign for any goods, exhibits or other material on behalf of any exhibitor. Every facility will be given to lorries, vans or other vehicles or conveyances to unload at the site. The organiser reserves the right to specify the times and places of delivery and to require the moving of any articles in the interest of the exhibition. Locally based exhibitors should arrange with their contractors for exhibits to be conveyed to the site and unloaded. Exhibitors requiring carnage or facilities should make advance arrangements with the official freight forwarders and shipping agents (for address details, please refer to the Exhibitor Manual). Entry for heavy or awkward loads should be arranged with the organiser, freight forwarder. Special times and entry dates will be specified by the organiser. Any damage to parts of the listed exhibition ground, fairgrounds building or pavements or roads surrounding the exterior of

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the listed exhibition and under their control, or to any other vehicle, stand or exhibit must be reported immediately to Floor Manager.

Fire & Other Safety Regulations

All fire extinguishers, hydrants, stopcocks, etc. must remain visible and directly accessible at all times. Any sprinkler installations present must be able to function without hindrance. Exhibitors are bounded to follow immediately and/or all directives issued by the organiser and/or the fire authorities in regard to the use of equipment and apparatus, demonstrations, storage etc.

Late Installation / Removal

Exhibitors wishing to remove, replace or introduce exhibits during the course of the exhibition or carry out alterations or maintenance work or take photographs of their stands, shall do so only at the times specified by and with the permission of the organiser. Where such work entails the use of lighting, overtime and the organiser, staff, the Exhibitor shall bear all costs. In the case of the removal of goods, the Exhibitor must obtain a permit from the organiser, otherwise goods may not be removed from the exhibition building. The organiser reserve the right to make or cause to be made photographs, drawing etc. during the course of the exhibition and to use the same for their own purposes.

Move In

Cargoes, which are moved directly in the exhibition site should not arrive at the exhibition hall earlier than Move in Date. Exhibitors, their agents or contractors are responsible for the early Installation of the large exhibits, according to the move-in schedule provided by the organiser. When stand structures are erected, it is not possible to move in. All cartons should be clearly marked with the following.

Please note that where mechanical handling within the exhibition halls is required, the official freight forwarder may be appointed. Forklifts, cranes and hand pallet trucks from other forwarders will not be allowed to work inside the exhibition halls. If any heavy or large exhibits arrive on site requiring mechanical aid on site installation, the organiser will appoint an official on-site freight forwarder to be the site installation contractor on Exhibitor's behalf, and all costs incurred will be born by the exhibitors.

Obstruction of Stands & Gangways

Exhibitors and their agents and employees shall keep all gangways clear of materials, packing cases, rubbish and equipment. No part of any stand or exhibit including fascias,

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signs, lighting, corner posts or other fitting shall project into or overhang any gangway or obscure any fires or exit signs. The organiser reserve the right to remove any obstruction, which contravenes this regulation and the charge, the person responsible for the cost of so doing without prejudice to any claim for damages which the organiser or any other persons may have by reason of such obstruction.

Other Stand Fitting Contractors

In adherence to safety requirements, only the organiser, official contractor can carry out electrical power supply.

The contractors will also have to bear any charges levied by the venue owner for damages caused to their property, flooring, or for debris not cleared away.

Exhibitors are responsible and liable for their own appointed contractor's observance of all rules and regulations.

Please provide a number of workmen, so that passes will be prepared accordingly. For security reason, all workers are advised to wear their passes at all time during the construction period.

Payment

Payment of stand costs and any other payment shall be effected within the specified date on invoice, unless a different due date has been stated in the invoice, without any deduction or compensation.

The organiser are authorised to submit invoices as soon as the participation agreement has been mailed. Invoices may be preceded by an advanced invoice.

The participant is liable for all costs owed to the organiser in relation to its participation, not with standing whether these costs were incurred by the participant itself or by third parties acting on its behalf.

In the event of non-payment of any amount owed to organiser, legal interest will be charged as from the date at which the account was claimed.

In the event that the participant does not settle stand cost or any other amounts due to the organiser, in full and/or on time, the organiser is authorised to consider a participation contract as terminated with immediate effect, on written or verbal notification of breach of contract. In such a case the

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participant remains liable for the full settlement of its stand costs, as well as any other costs incurred due to participation. Furthermore, the organiser are in no way liable for any claim for damages in this connection, whatsoever, arising from termination of participation.

When full payment has not been received before the first construction day. An exhibitor or contractor is not allowed to start the construction of the booth.

Security at the Exhibition

General security will be provided by the organiser day and night. If the Exhibitor want to hire special security for their own booth, please sent Form 14 to OP_LPC@impact.co.th within deadline shown in order form.

Security & Insurance

The organiser will not themselves be responsible for the safety of articles of any kind brought into the exhibition by the exhibitors, their servants, agents or contractors, members of the public or any person whatsoever. Exhibitors shall make sure that they are fully covered by insurance and take out public liability and comprehensive protection. The period of liability of the Exhibitor shall be deemed to run from the time the Exhibitor or any of his servants, agents or contractors first enters the exhibition hall, and to continue until all his exhibits and property have been removed.

Stand Height and Stand Ceiling

Stand shall not exceed 5 meters in height in Hall

Any signs or fascias and shall be of substantial construction of timber or metal framing. Also, features as towers, masts, partition walls or any other similar eye-catchers above 2.5 meters must be applied for and approved by the organiser. The ceiling must be kept open due to local fire department regulations.



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BANGKOK, THAILAND | 7-9 SEPTEMBER

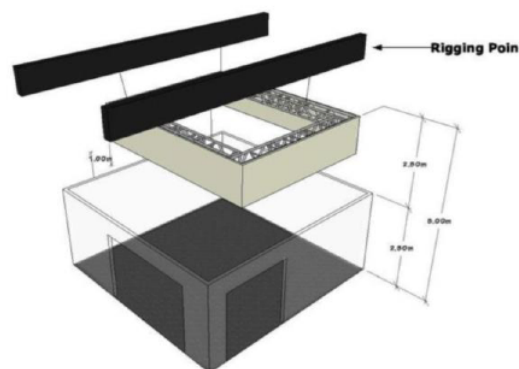
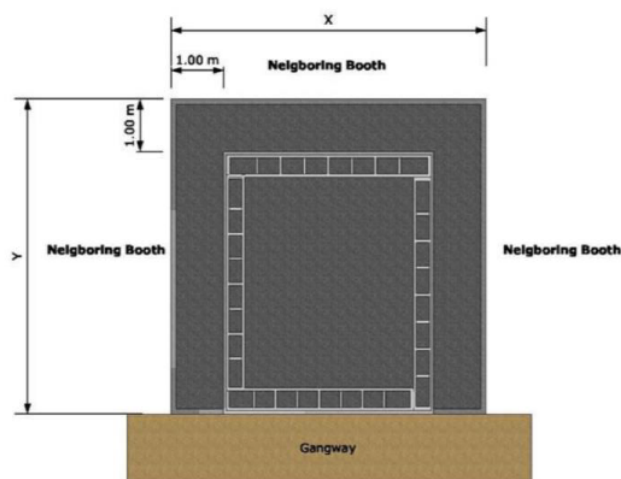
Hanging truss structures rules:

Below and not exceeding 5.0m:

- All structures including declaration of structure weight, require written approval from the organiser
- The structure must be hung at least 1m away from the wall of the neighbouring stand.
- It may not extend beyond the contracted stand area on the side that is facing the aisle
- The structure must be hung from rigging points only and must not obstruct other exhibitors
- Hanging from the catwalk is not allowed
- Production is on Exhibitor's own cost

Above and exceeding 5.0m up to 7.0m:

- This is subject to an air space usage / advertising fee per 1.0 m length for 35 USD. Or (1,000 THB.), for example 10.0 m truss length will be charge $35 \times 10 = 350$ USD. Or (10,000 THB.), this is a space only fee and the structure must be hung only by the Exhibitor's assigned contractor
- All structures including declaration of structure weight, require written approval from the organiser
- The structure must be hung only from rigging points within your stand area
- Please submit graphic/drawing of the structure/ truss to Supawat@vnuasiapacific.com for approval
- On-site order is not available
- Production is on Exhibitor's own cost



For more information about Exhibitions preparation
please contact Supawat@vnuexhibitionsap.com



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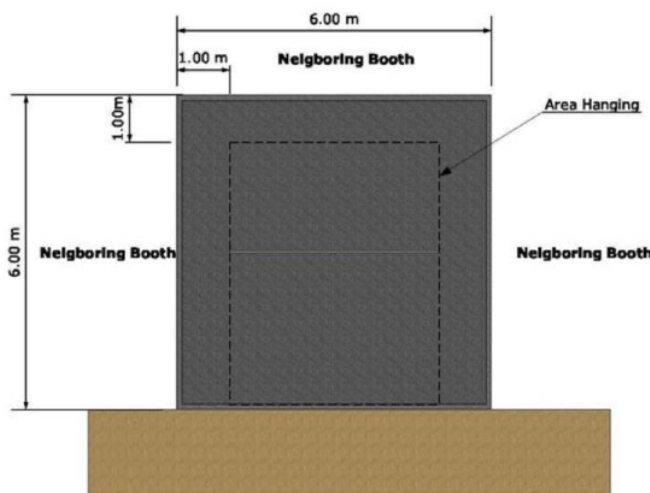
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Hanging of banners

- It is allowed to hang banners above most stands. However, please note that banners hanging is not available for all stands.
- The banners hanging is subject to an **air space/advertising fee of EUR 295 per banner**. This fee does not include the hanging of the banners.
- **The maximum height of each banner is 2 meters**. The full width depends on the size of your stand.
- Any exposure (banners, etc.) hanging from a truss must be hung at least 1.0 m away from the surrounding aisle(s) and within your stand.
- A drawing of your stand indicating the banner's position and design (s) must be submitted to the organiser for approval. Your files will also be sent to IMPACT for final approval.
- The banner **must be hung by one official stand contractor only**.
- The banner must arrive at the official stand contractor no later than September 2, 2022.
- The organiser reserves the right to amend, adjust, or decline any unsuitable or unsafe banners.

Important for both hanging structures & banners: it must be approved by the organizers, rigging points are limited, it is not allowed to hang heavy equipment or any other stand construction items, the organizer reserves the right to disallow, adjust or remove any decoration deemed unsuitable or unsafe and inflatable objects using gas are prohibited



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Rules & Regulations Related to Electrical Services

1. The standard shell scheme includes Electrical equipment as a package and provided by the organiser. Additional requirements have to be ordered through electrical services order form.
2. Locations of lights and socket points in the standard booth are fixed locations and may not be moved.
3. The Electrical Services Order Form is divided into 3 sections:
Section A: For Exhibitors requiring individual fittings.
Section B: For Exhibitors requiring electrical services for their exhibit only (Not for lighting).
Section C: For Exhibitor using their own special light fittings, either to be installed by themselves or by contractor.
4. The organiser has appointed the Official Electrical Contractor to be responsible for:
 - 4.1 Standard supply of electricity
 - 4.1.1 - The standard supply is three phases A.C. 380V/50Hz with $\pm 10\%$ fluctuation. For the safety of your equipment, please use a stabiliser.
- The standard supply is single phase A.C. 220V/50Hz with $\pm 10\%$ fluctuation. For the safety of your equipment, please use a stabiliser.
 - 4.1.2 Other requirements such as single phase 110V/50Hz or three phase 220V/50Hz can be specially arranged for if requested in the electrical order form.
 - 4.1.3 There are two main power supply circuits: "Lighting Power Circuit" and "For Exhibit Power Circuit".
 - 4.2 All electrical motors have independent automatic protection against excessive current surge. The following starter systems should therefore be used:
 - 4.2.1 Direct on line: up to 5 H.P.
 - 4.2.2 Star delta: 5 to 25 H.P.
 - 4.2.3 Auto transformer: above 25 H.P.
 - 4.3 Power supplies to the exhibits will be switched off at source 30 minutes after the exhibition closes every evening and 60 minutes after close on the final day of the exhibition.
 - 4.4 Exhibitors who require 24 hours electricity supply for their specific requirements should indicate accordingly on the electrical order form before the deadline.
 - 4.5 The two units of Spotlights and a 5-Amp fused socket point which are included in the shell scheme package include electricity supply.
 - 4.6 Cost of electricity consumption is inclusive in all items offered in Section A, B and C
 - 4.7 All electrical installations must conform strictly to the required standard safety regulations without exception.

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5. Electrical Installation

- 5.1 General Hall lighting will be provided by organiser. All electrical power supplies in the booths and for demonstrations must be installed by the official electrical contractor . Exhibitors should complete the order form provided by the official Electrical contractor within the stated deadline. For safety sake, exhibitors are not allowed to connect their exhibits or lighting to the building's main distribution. The organiser reserves the right to stop power supply in case of improper connections.
- 5.2 All electrical installation works must be carried out solely by the organiser's official electrical contractor, or authorised electricians.
- 5.3 Exhibitors who will use their own contractors to install lighting in their booth must submit the names of their electricians prior to the set-up days for authorisation.
- 5.4 The contractors appointed by an exhibitor must submit details of electrical installations, layout and specifications to the organiser within the deadline indicated on the order form. The following requirements must be stated, otherwise, the application may not be considered.
 - 5.4.1 Specifications and rating in watts/unit of the light fitting
 - 5.4.2 Total units to be installed
 - 5.4.3 Layout drawings of the electrical Installation
 - 5.4.4 CompalInstallationhe contractor
 - 5.4.5 Names and identity card/passport number of the attending electrical personnel
 - 5.4.6 Electrical order form duly completed.
- 5.5 Approved electricians can collect their personal entry/working passes from the organiser's show management office in the exhibition hall, by providing their own identity card in exchange.
- 5.6 A proper power input terminal must be installed by the contractor for inspection by the official electrical contractor prior to connection to the supply line.
- 5.7 All socket points must be ordered through the electrical order form, otherwise, no other socket point is allowed in the booth.
- 5.8 Priority will be given to those exhibitors who order their electrical items from the organiser's official electrical contractor.
- 5.9 Any illegal connection/adaptation found will be disconnected without prior notice. This will also include multi-outlet adapters and any extension from the socket point.
- 5.10 No flashing lights will be permitted unless they form an integral part.
- 5.11 Exhibitors who apply for "Space Only" or special designed stands must submit their electrical order together with their layout plan before the deadline. An inspection on site will carried out before turning on the power supply.
- 5.12 All additional electrical orders in the electrical order form must show location behind the form. Please read the terms and conditions stipulated on this form.
- 5.13 All electrical orders after the deadline will be subjected to:
 - 5.13.1 Availability of electrical fittings and power suppliers



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- 5.13.2 A surcharge of 10% after deadline and 30% for on-site order
- 5.13.3 No refund for cancellation of the order
- 5.14 Those exhibitors who have been approved to use their own special lighting must order electrical sources from the electrical order form either through Section C
 - (1) based upon total power supply or using Section C
 - (2) based upon the number of units of light fitting at maximum up to 100W or part therefore per unit of lighting fitting.
- 5.15 The organiser reserves the right to disconnect the electrical supply to any installation, which in the opinion of the electrical consultants, is deemed dangerous or likely to cause annoyance to visitors or other exhibitors.
- 5.16 Exhibitors are not permitted to perform any electrical connection, to modify, amend or reinstall any out electrical devices without consulting the official electrical contractor.
- 6. The official electrical contractor reserves the right for Installation of elInstallationply system including all socket points which must be ordered from the official electrical contractor only.
 - 6.1 Socket point : it is strictly prohibited for exhibitors to connect their light fitting to the socket point.
 - 6.2 Exhibitors are not allowed to connect their power exhibit and breaker for lighting to the socket point by themselves.
- 7. As the company is an official contractor for electrical services and power supply, the company reserves the right to stand ready to cut off power in case of overload noise making other people feel uncomfortable, or the company has been notified by the organiser to cut it. The contractors / exhibitors who fail to follow the rules and regulations on the use of the premises will not be entitled to claim damages both directly or indirectly from any and all parties involved.

The violation of these rules may result in the immediate disconnection by authorised agents.

Freight Forwarding/Shipping Information

INTRODUCTION

VNU Exhibitions Asia Pacific Co., Ltd., the event organiser, has appointed **APT Showfreight (Thailand) Limited.** and **Sun Expo Services Co., Ltd.** as official freight forwarders for the Shows.

The organiser have ruled that no other freight forwarder will be allowed to **work on-site or within the exhibition hall** other than the appointed official freight forwarders. **APT Showfreight (Thailand) Limited.** and **Sun Expo Services Co., Ltd.** will provide all lifting and handling equipment (such as pallet trucks, forklifts and cranes) on-site for moving in of exhibits to stand and vice versa. Please inform your requirements to Official freight forwarders prior to the on-site period for their preparation.



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Special Stand Design and Layout for Approval

Stand Approval Rules & Regulations for Raw Space

Exhibitors that have made a “space only” (raw space) reservation need an approval from the organiser for their booth design & construction. You are requested to check the below details carefully and are requested:

- 1) To timely complete & return Form 1 application for approval and to inform the organiser. For deadlines we refer to the exhibitor manual. **(Before August 5, 2022)**
- 2) To submit the stand design in a 3-dimensional sketch, showing the booth from all sides, also showing the equipment inside booth space. **(Before August 5, 2022)**
- 3) To submit a technical drawing, showing length, width and height of the booth construction, the connecting points for technique (power supply, water, compressed air) and the location of large equipment (machines, refrigerator, etc). From safety point of view, the organiser might ask you to provide information on the materials used as well.
- 4) All non-standard booths need a written approval. Please make sure to hand in your drawings timely **(before August 5, 2022)** Without a written approval from the organiser there is no access to the halls.
- 5) It is compulsory to install walls of 2.5m in height adjacent to the neighbouring stand(s), and to cover your full contracted area with carpet.
- 6) All decorations and constructions have to be located and constructed within the limitations of the contracted area.
- 7) All designs or stand construction items exceeding 2.5m in height need a written approval from the organiser. Please note that **the height restrictions of The show in exhibition hall are 5 metres.**
- 8) All side or back walls or other constructions exceeding 2.5m need a written approval from the organiser and have to be at least 1m from the adjacent neighbouring stand.
- 9) It is compulsory to finish the outside of the approved walls (on the neighbouring side) from 2.5m upwards in a professional way. Finishing should be in a neutral colour (for instance white or black).
- 10) No part of any stand or exhibit including fascia's, signs, lighting, corner posts or other fitting shall project into or overhang any gangway or obscure any fires or exit signs, unless a written approval from the organiser has been given for it. In such case the booth side can be closed for 30%Maximum of each surface, also not exceeding a total length of 5m.
- 11) **Non-refundable Administrative Fee 150 THB per sq.m.**
- 12) Inflatable objects are always subject to approval, and in principle not allowed.
- 13) Rigging/using trusses is not allowed unless approved by the organiser, and will only be carried out by the contractor appointed by the organiser. Locations for trussing are limited. It is not allowed to truss heavy equipment or full booth constructions.

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