

A Presentation for :

EFE 2020

Exhibitors' Briefing

AGENDA

- ☐ Schedule
- ☐ VHA Instructions
- ☐ Vehicle Height Regulations
- ☐ Shell Scheme Stand Regulations
- ☐ Service Order Form
- ☐ Bare Space / Special Design
- ☐ Emergency Response Team Chart
- ☐ Q & A

Schedule

In Hall Operation Schedule Hall 6 - 8

Build Up / Move In

Official Contractor	7 th – 8 th March 2020	07:00am – 11:00pm
Non-Official Contractor	7 th March 2020	09:00am – 10:00pm
	8 th March 2020	09:00am – 10:00pm
Exhibitor Move-In	8 th March 2020	12:00pm – 9:00pm
Final Work by Official Contractor & Organizer	8 th March 2020	9:00pm – 12:00am

Actual Exhibition Days

Exhibitors Daily Move-In	9 th – 12 th March 2020	08:30am – 09:30am
Exhibition Hours	9 th – 12 th March 2020	09:30am – 6:00pm
Move-Out – Removal of Exhibits	12 th March 2020	6:00pm – 11:00pm

Removal of stand structure is **NOT allowed*

Tear Down / Move-Out

Move-Out Product ONLY	12 th March 2020	6:00pm – 11:00pm
Move-Out & Full Dismantle	13 th March 2020	9:00am – 3:00pm
Termination of Booth Electricity	12 th March 2020	9:00pm

BUILD-UP :

- Exhibitors/their appointed contractors are responsible to remove all construction debris from site before/by 9.00pm on 8th March 2020.
- The hall will be closed at 9.00pm on 8th March 2020, only organizer and official contractor are allowed in the hall for final checking.

TEARDOWN :

- All booths must be dismantled and cleared out from the halls by 3.00pm on 13th March 2020. All exhibits, booth materials and other type of garbage (packaging carton etc.) shall be removed and cleared from exhibition halls by respective exhibitors/their appointed contractors. Failing which, the Performance Bond will be forfeited.

VHA Instruction

Vehicle Holding Area (VHA) Move-in & Move Out Instruction



- To ensure a smooth move-in & move-out, a detailed schedule confirming the **time for each contractor (Time Slot)** will be granted access to the loading dock will be issued by PICO once the booth design is approved by the Center & PICO.
- All contractors must follow the schedule to ensure the optimal and efficient flow of the loading/unloading process.
- All vehicles are required to report at Vehicle Holding Area before proceeding to Check-point during Move-in / out days.
- Parking at the Loading** areas are **strictly not allowed** during the entire duration of build-up and tear-down. Any vehicles parked for more than **30 minutes** will be **clamped and fined** accordingly by venue provider.

IMPORTANT

One Entry Permit



One Lorry

		VEHICLE ENTRY PERMIT		 KUALA LUMPUR CONVENTION CENTRE		NO :00001	
Nama Acara / Event Name							
Tarikh Masuk / Move-In Date		Tempoh Masa / Time Slot		Kumpulan / Group			
Tarikh Keluar / Move-Out Date		Tempoh Masa / Time Slot		Kumpulan / Group			
Nombor Booth / Booth Number		Nama Booth / Booth Name		Tempat / Venue			
No Plat Kenderaan / Vehicle Number Plate		Orang yang bertanggungjawab / Person In Charge		Nombor Telefon / Mobile Number			
RUANG MENUNGGU KENDERAAN / VEHICLE HOLDING AREA				POS PEMERIKSAAN / CHECKPOINT			
Untuk Kegunaan Sekuriti / Security Usage (Cap / Stamp)				MASA MASUK / ENTRY TIME			
Nota / Note <ul style="list-style-type: none">• Kenderaan persendirian dilarang masuk ke kawasan menunggu.• Private vehicles are not permitted to enter the holding area.• Kenderaan tanpa muatan tidak dibenarkan berada di kawasan menunggu semasa 'build-up'.• Vehicles without cargo/loads are not permitted in the holding area during 'build-up'.• Permit hendaklah diserahkan kepada pihak Sekuriti di checkpoint.• Permit must be submitted to security at checkpoint.• Had bagi kenderaan yang masuk ke kawasan menunggu adalah tidak melebihi 20 kaki (6.1meter) panjang dan 12.5 kaki (3.8meter) tinggi.• Vehicles entering the holding area must not exceed 20 feet (6.1 metres) in length and 12.5 feet (3.8 metres) in height.				(To be completed by security at entry checkpoint)			
				MASA KELUAR / EXIT TIME			
				(To be completed by security at exit checkpoint) Please return this pass to security at exit checkpoint.			

Vehicle Height Regulations

Barriers at Loading Dock

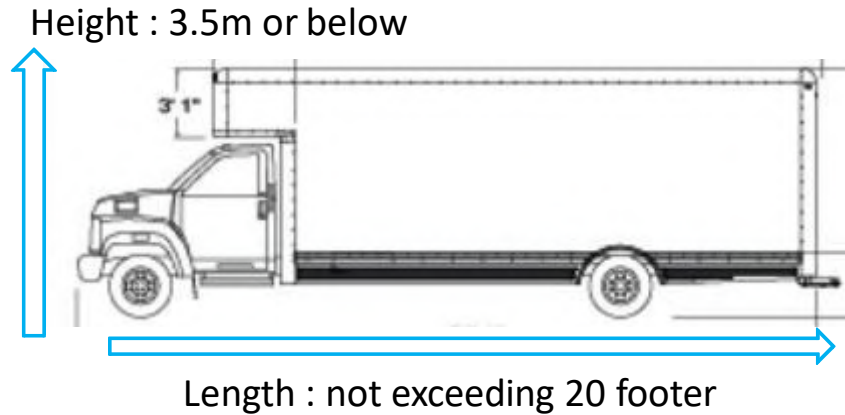
Safety goal poles are installed at **Narrow & Low Ceiling Section** of service road (at link hall 3)



Barriers at Loading Dock



Vehicle Access to Loading Dock Regulations



Floor Loading : 10.0KN/m² (1,000 Kg/m²)

Floor Material : Concrete
Lighting : 750 lux

Loading Door Size: 4.0m (W) x 7.5 - 8.0m (H)

Cargo Lift Size 3.0m (W) x 3.0m (H) x 5.74m (L) 10 tons

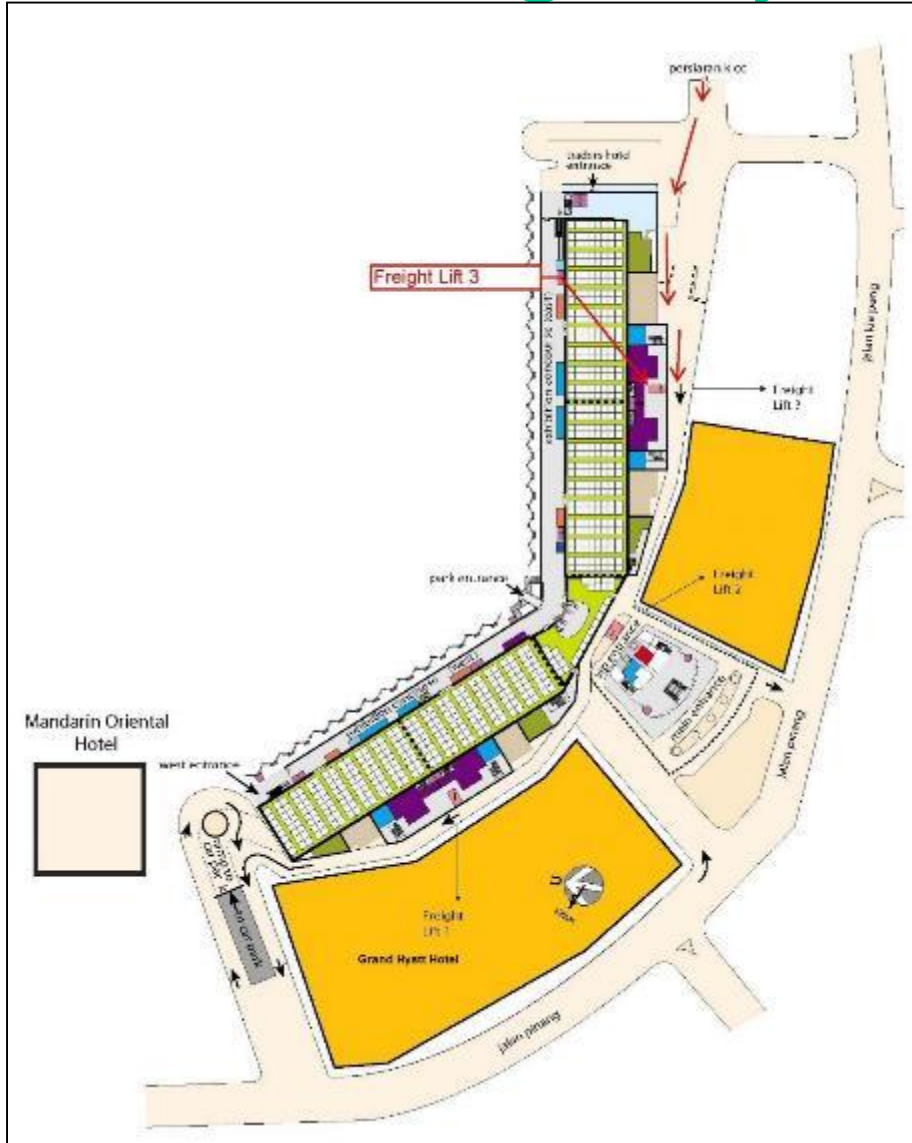


Loading Dock – Regulations

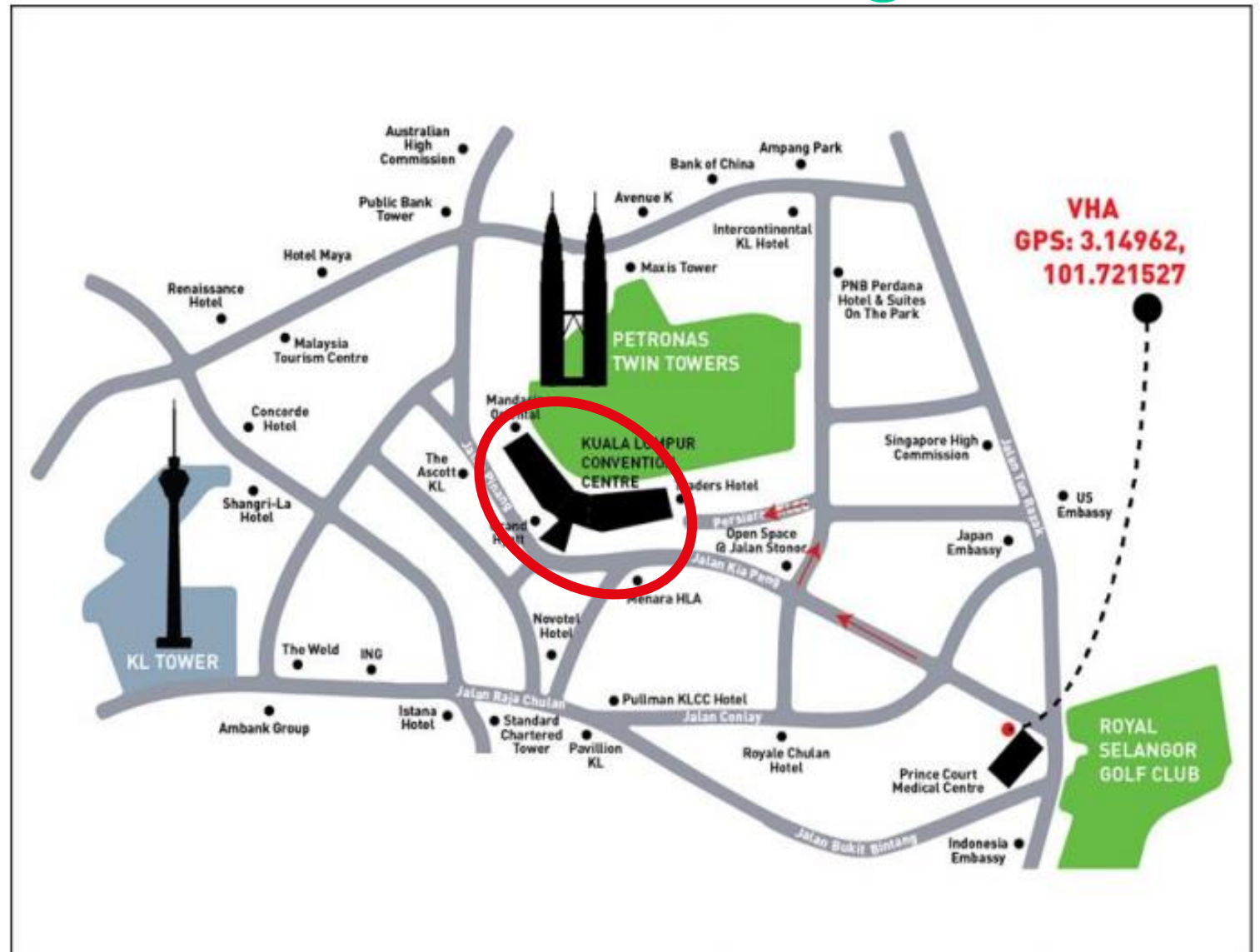
- The **speed limit** in the loading Docks should **NOT exceed 20 KM** per hour.
- **Height** limit at Link Hall 3 is **3.5m and below**.



Loading Bay



Vehicle Holding Area



Shell Scheme Stand Regulations

Shell Scheme Stand Regulation

1. The standard height of Shell Scheme booth is 2.44m (8ft). Structure exceeding this height limit must get prior approval and the exhibitor/his appointed contractor is responsible to cover the exceeding area at the rear side.
2. The walls are painted black finish. No nailing, drilling or painting to these walls is allowed. Screwing, drilling or nailing on any of the panels of the Shell Scheme booth is not allowed, in default hereof the Exhibitor or Contractor shall be liable for the total loss resulting therefore.



3. No part of any structure of exhibits may extend beyond the boundaries of the site allocated. Aisle ways indicated on the floor plan must be kept clear of all exhibition goods or decoration material in order to facilitate traffic.

Standard Shell Scheme Booth



- 3mHt overhead fascia panel with cut out sticker of company name and stand number;
- 2.44mHt wooden structure back-wall partition (wherever applicable)

Booth Size (sqm)	Furniture			Electrical	
	Reception Desk	Folding Chair	Waste Paper Basket	Power Point (13Amp)	Spotlight
< 36	1	2	1	1	4
36 – 72	1	2	1	1	8
73 – 108	2	4	2	2	12
109 – 144	2	4	2	2	16
≥ 145	2	4	2	2	20

Service Order Forms

Service Order Forms

- Deadline for orders : 17th January 2020.

*All orders for additional furniture or electrical service must accompany with **full payment**.*

Form 25 – Bare Space Stand / Non-Official Contractor Form 26 – Shell Scheme Stand / Fascia Name Form 27 – Furniture On Hire Form 28 – Electrical & Lightings	17 th Jan 2020	- PICO International (M) Sdn Bhd (Hall 6 – Hall 8)
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Bare Space / Special Design Stand Regulation

Bare Space/Special Design Stand Regulation

1. The maximum booth height for all the **booths** is **4mHt**.
2. Exhibitors with the **Bare Space/Special Design booths** must submit booth drawings to the Official Contractor for approval.
3. For Exhibitor who appoint their own contractor, agents or designer. Exhibitors have to submit name, address and contact details of their appointed Contractor, and approved by KLCC.
4. The contractor shall submit to us below drawings:
 - a. Plan View
 - b. Perspective view
 - c. Elevation View with clear dimension of all angle
 - d. Stand Orientation Plan

**** BEFORE the deadline. More detail drawing is appreciated to ease of review and assessment.*

Section A	General information
Event Name	
Event Date	
Contractor Company	
Contractor Name	
Handphone	
Email	
Booth Name/ Number	Axiata / P03
Booth Size	6m x 6m
Halls Name	Hall 5
Overall Booth Height	Below 4.3m
Note	Due to some variance in the heights in some areas within the different halls , all exhibitors/ stand builders must refer to the technical floor plans provided by show organiser.

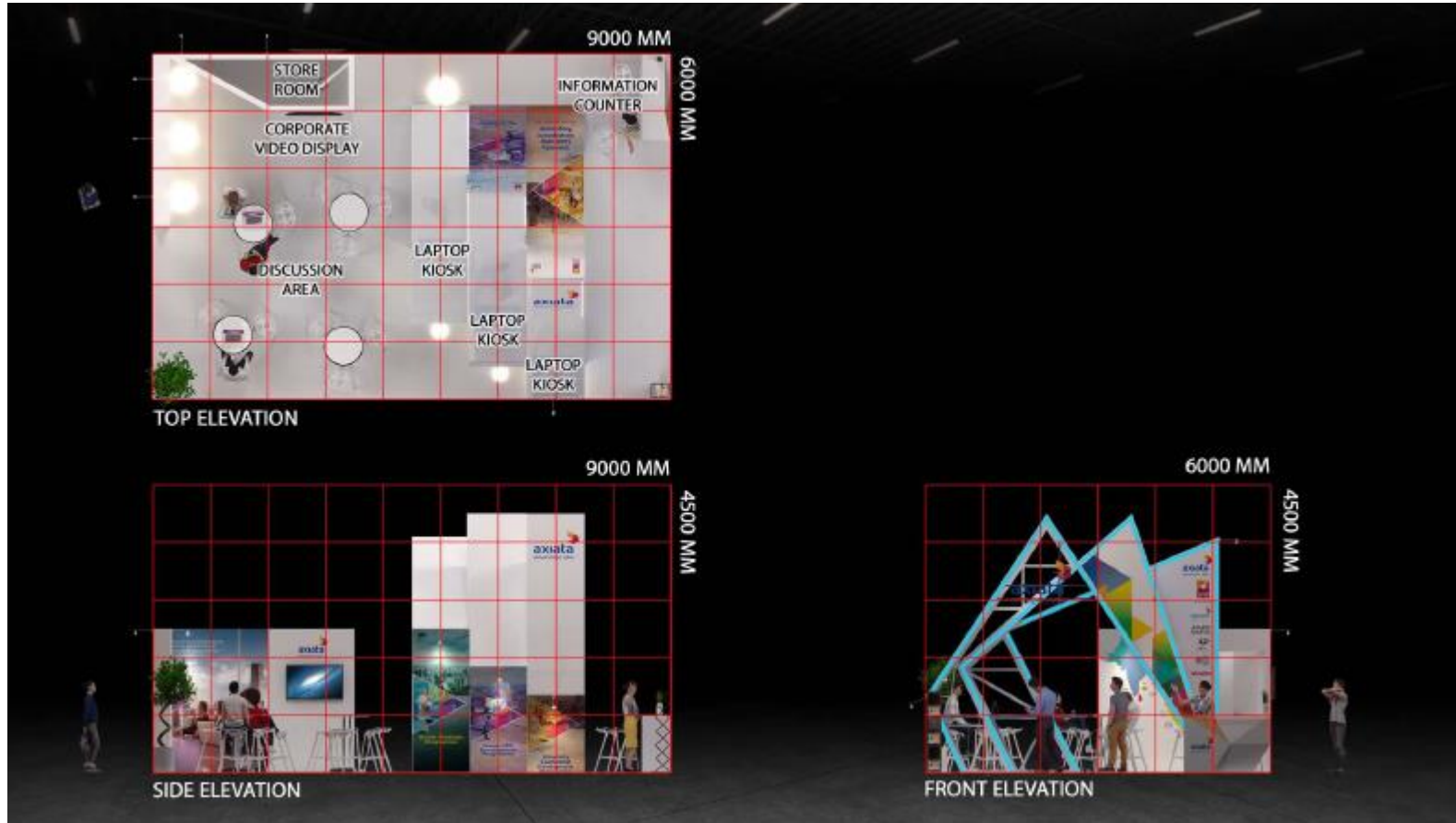
Section B

Attach the technical floor plan showing the exact location of the stand location plan.



Section C

- 1 Only 3D stand design plans or photos are accepted
- 2 The structural details of the stand should include 3D specifications indicating views from all angles of the model.



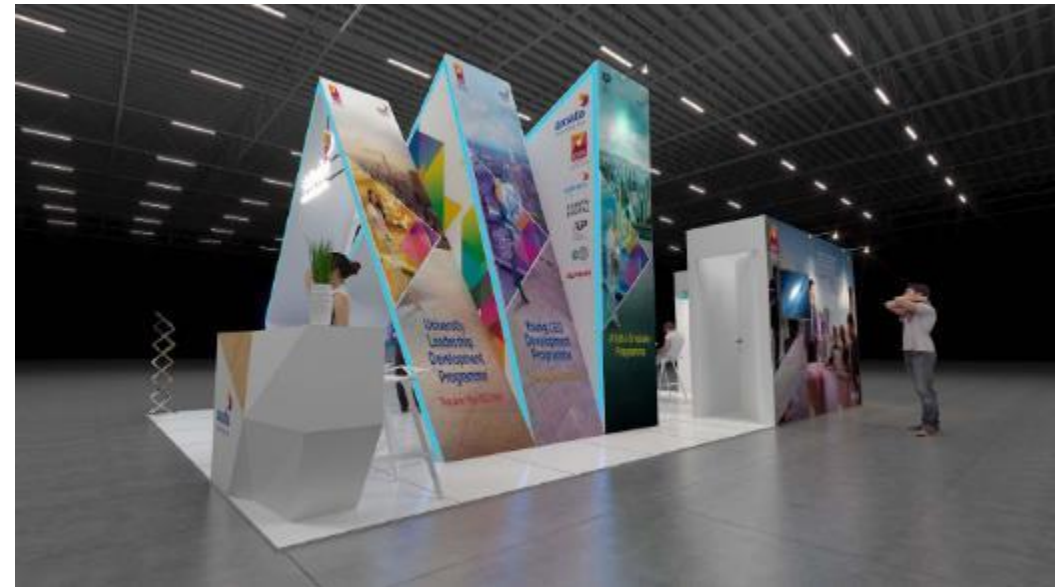
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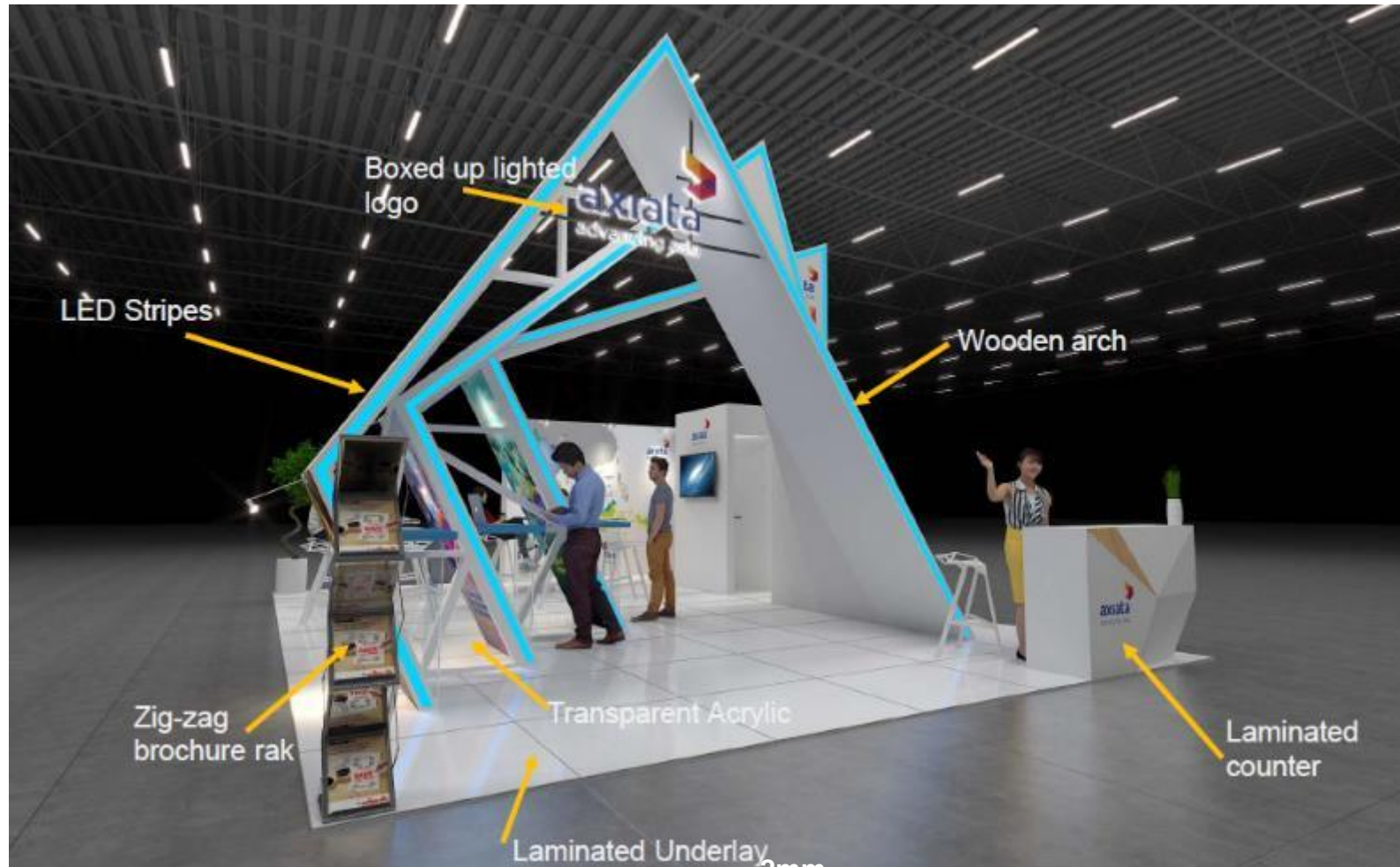
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Section C

- | | |
|---|--|
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Section C

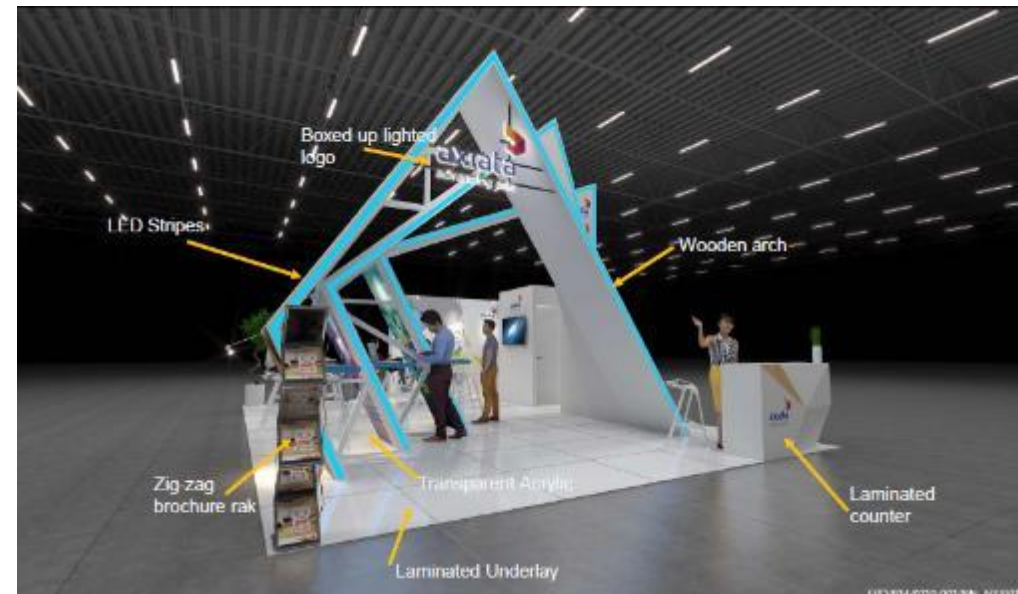
- 3 The construction and structural details of the stand should include the respective building methodology, materials used and other relevant details inclusive of specific suspension requirements if required.

Method to construct the 3 sets of triangle shape wooden arch:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Method to support to Box up Asiata logo

- 1.
- 2.
- 3.



Section C

- 4 A copy of the Structural Engineering Certification for Double deck and “complex” stand. (use additional or separate document where necessary)

SECTION D	
Prepared by	
Date	
Name of the stand builder	

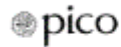
SECTION E	
Accepted by	
Date	
Name of organiser or the appointed stand plan competent contractor	

Bare Space/Special Design Stand Regulation

5. **No major carpentry works** like : cutting, sawing, sanding, gluing and painting is permitted anywhere in the Centre.
6. The Exhibitors shall not erect any sign, device, furnishing or ornament outside the stand.
7. Raised flooring must have **rounded edge** or protective covering to the sharp edge.
8. Stand structure shall be pre-fabricated off site and no major construction and painting is permitted.
9. Contractor is **not allow to locate any structure or paint** on the existing venue carpet without a proper protection.
10. Proper operation attire is required and strictly **no slipper and short are allowed** inside the Hall. Contractor Pass must be worn to access the Hall at all times.

Indemnity Letter

Sample :



RULES & REGULATIONS TO ALL NON-OFFICIAL CONTRACTORS

SHOW NAME : IFSEC 2015
VENUE: KLCC CONVENTION CENTER, HALL 3-5
BUILD – UP : 31st AUG 2015 - 1st SEPT 2015
TEAR DOWN : 4th SEPT 2015

It is the responsibility of the contractor to ensure all regulations, policies and deadlines outlined in the Contractor's Regulations during IFSEC 2015 are observed carefully and performed by the Contractor involved in Exhibition. The following guidelines must be adhered to:

Part 1: Kuala Lumpur Convention Centre Hall Management Rules and Regulations

1. All non-official contractors are required to register with the Official Main Exhibition Contractor.
2. No build-up materials are allowed to pile into the aisle/gangways, loading bay obstruct fire exit door and fire fighting equipment. Please remember to keep your entire materials inside your stand at all times.
3. Covered footwear must be worn at all times whilst working on site. No thongs, sandals or open-toed shoes are allowed.
4. No consumption of food items is allowed either at the back-of-house, loading docks, along Persiaran KLCC or in the public areas.
5. Material used for lining, drapes or overhead structure or as part of the theme or display to the public must be certified non-flammable as per KOMBA requirement. The use of flammable materials is strictly prohibited unless treated with fire retardant.
6. No persons under age 18 years old are permitted to enter or work on the premises.
7. Smoking is not allowed at any time in the Halls and associated work areas.
8. All non-official contractors and their employees are strictly prohibited from using the guest's toilet facilities or loitering at the lobby and guests area.
9. All non-official contractors must wear a pass supplied by the Event Organizer or the Official Exhibition Contractor all the times when entering the Centre.
10. All non-official contractors must ensure the removal of all debris, rubbish and packing materials e.g. timbers, sand, metal frame and paint crush cans from the premises.
11. All non-official contractors are required to clean the paint brushes in the appropriate location and paint waste is removed off-site.
12. All non-official contractors are required to organise carpet to be cleaned after carpet lay has been completed.



Part 2: IFSEC 2015 Rules and Regulations

1. The appointed stand contractor must ensure all the waste construction materials are cleared from the loading bay and exhibition during installation and dismantle. The appointed contractor will be charged a penalty and disposal fee from the performance bond if any materials found left at the loading bay or exhibition hall.
2. The use of multiple socket outlets is strictly prohibited to avoid any overloading as this may lead to a trip in the incoming power supply which will cause a re-energizing fee of RM 500.00
3. Deadline for submission of special design drawings : 20th JULY 2015
4. Deadline for submission of furniture and electrical orders: 15th AUGUST 2015
5. No Exhibitor may place any display material and exhibit or allow dividing wall or any part of their stand design and fittings beyond their contracted boundary. Stands will not be permitted to exceed 2.44m (8 ft) in height.
6. Any design for a structure exceeding 2.44m (8 ft) in height must be submitted for approval 6 weeks in advance to organizer and will be considered on an individual basis.
7. All stand design layout plans must be computer generated in 3D with elevated & perspective view to be submitted to the official contractor before stipulated deadline for approval to ensure a smooth build-up. All stand measurements must be in metric format.
8. In any event, 4m (13.12 ft) will be the absolute maximum height allowed and approved (All exhibitors must seek approval from the Organizer for any booth exceeding 2.44m (8 ft) in height)
9. Restricted to an area of 3m (3.28ft) away from the back and side walls (Please note that the maximum height for all perimeter stands is every hall is 2.44m (8 ft))
10. Exhibitors are not allowed to build the back and side wall for island and corner stand. (Open frontages: All stands, irrespective of height must have at least two-third of any frontage facing and side open or fixed with transparent material to be underside of the fascia.)
13. The maximum height for all in hall hanging structure is 4m (13.12 ft) from the ground. (Applicable in KLCC exhibition hall only).
12. No Hanging Banner will be permitted.
13. It is compulsory for exhibitor to provide full floor and wall finishing for their stands, regardless of the height of the stand.



14. All contractors must follow the repair/move out schedule provided by organizer to ensure the loading/unloading run smoothly.

15. All contractors are required to present the vehicle permit at the vehicle holding area before proceed to the designated KLCC loading bay. Failing to present the vehicle permit at the vehicle holding area, your vehicle will not be allowed to enter the KLCC loading bay.

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.

Signature:

Name:

Designation:

Contact no:

Date:

Company stamp:

PERKASA SDN BHD
MLO, Jalan 10/2
Taman Perindustrian KEM
62500 Rawang
Kuala Lumpur, Malaysia
Tel: +603-8722-8888
Fax: +603-8722-2072

Without signing this form is not allowed to enter the hall for build up.

Please return this form via email to:
PICO INTERNATIONAL (M) SDN BHD
Attn: Ms. Lynette Lim Email: lynette.lim@pico.com.my
Tel: +603-6275 6300, Fax: +603-6275 6306

Bare Space/Special Design Stand Regulation

12. A copy of the drawing will be returned, authorizing the commencement of construction if the design is approved. Failure to obtain written approval can result in costly alteration on-site, if the design/installations contravene fire and safety, booth height and boundary or any space contract rules and regulations. KLCC and the Official Contractor reserved the right to stop any Exhibitor and/or their contractor from working within the exhibition hall before their stand design/drawing is approved.
13. The **use of materials for the construction** of exhibition booth/stand must conform to the regulations stipulated by the Fire Safety requirements. Before permission is granted for a Contractor to work in the Exhibition Hall, the Contractor is required to place a refundable Performance Bond.
14. The contractor 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.
15. Provided the booth is completed on time, and no damages are caused, **the Bond will be returned to the contractor** in full after the exhibition. If a contractor does not complete their booth in the given time frame, hourly charges will be deducted from the Performance Bond.
16. The **company name and stand number** of the Exhibitor must be prominently displayed. If the requirement is not observed, the Organizer reserves the right to affix stand numbers as they deem fit and will charge all costs incurred to Exhibitor.

Bare Space/Special Design Stand Regulation

17. Proper scaffolding must be used during the construction of any building within the exhibition halls. All safety features of the scaffolding must be adhered to as per applicable regulations and any tower scaffold in use must be properly stabilized and propped.
18. All electrical work shall only be carried out by official contractor. Power socket can only be used for electrical appliances only but NOT LIGHTING. **No multi purpose plug and/or extension are allowed** at all time.
19. All orders for additional furniture or electrical service must accompany with **full payment**. Late order received after deadline (17th January 2020) will be imposed 30% surcharge. Order without payment will not valid, payment received after deadline will be deemed as late order and surcharge imposed.
20. Order received on-site subjected to stock availability, and 50% surcharge applied. Please allowed time for official contractor to deliver on-site order as it involved extra manpower and transportation arrangement.
21. Order Forms **25, 26, 27 and 28** shall be submitted to PICO International (M) Sdn Bhd by or before **17th January 2020** to validate the order.

Emergency Response Team Chart

EMERGENCY RESPONSE TEAM CHART

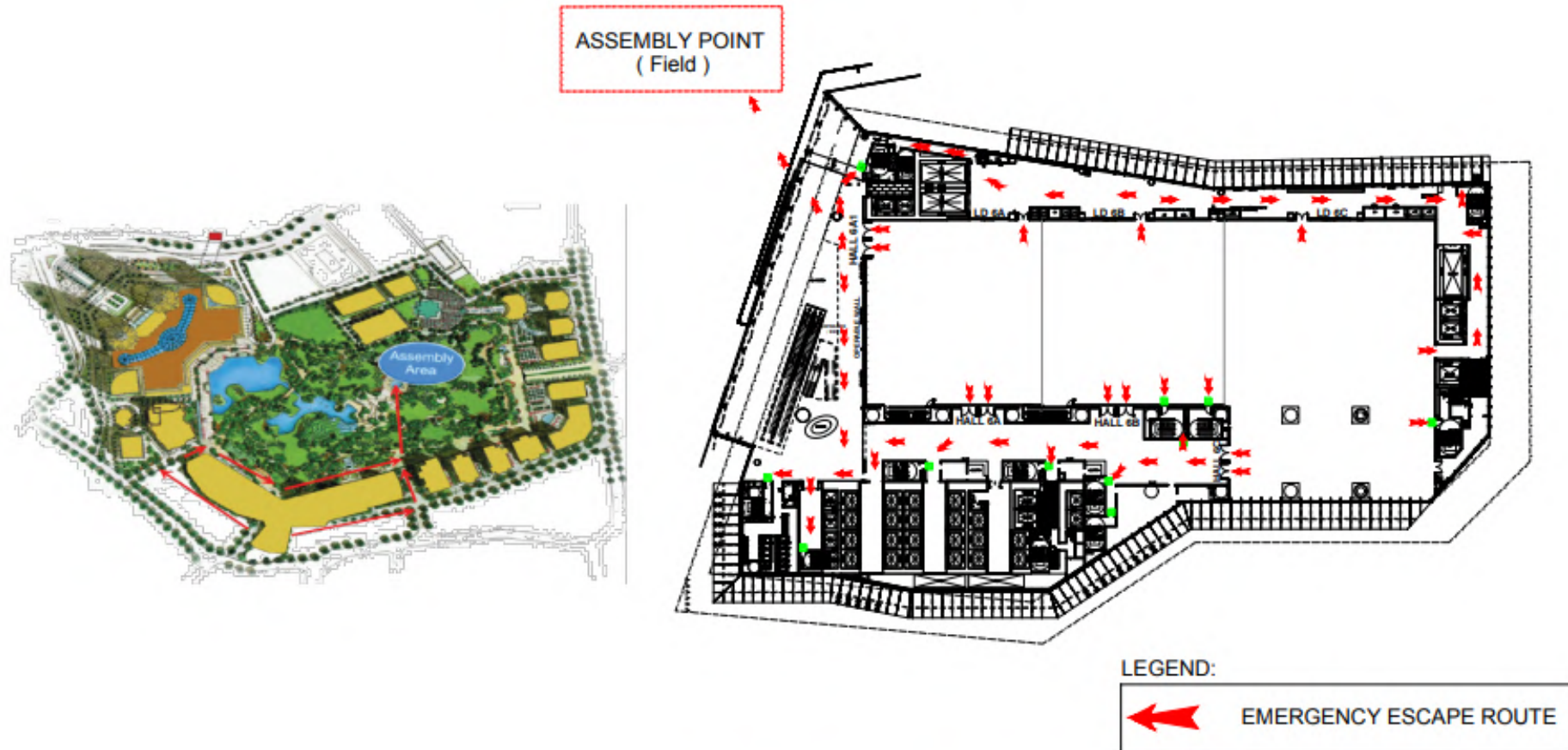


EMERGENCY ESCAPE PLAN

EFE 2020

9-12 MARCH 2020

KUALA LUMPUR CONVENTION CENTRE
EXHIBITION HALL 6, 7 & 8



*SUBJECT TO CHANGES AS THE BUILDING IS DUE FOR INSPECTION BY BUILDING AUTHORITY AND BOMBA UPON COMPLETION.

PICO On-Site Contacts

Pico On-Site Contacts

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nicole.tai@pico.com.my

Thank You

Q & A Session