

# GENERAL INFORMATION



## 1 VENUE AND DATE

**Venue:** Hall 1-3  
Queen Sirikit National Convention Centre - hereafter referred to as “QSNCC”  
60 Ratchadaphisek Rd, Khlong Toei, Bangkok 10110 Thailand

**Dates:** 2 – 4 November 2022 (Wednesday – Friday)  
10.00-17.00 hrs daily



## 2 EXHIBITION OPENING HOURS

During the exhibition period, exhibitors will have access to the hall one hour before the start of the fair and have to leave within one hour after the official closing time. For individual cases, where valid reasons exist for exhibitor to be working on their stands, special written permission must be obtained from the Organiser in advance.

<b>SET-UP (31 October – 1 November 2022)</b>	<b>DATE</b>	<b>TIME</b>
Move-in of <b>Official Service Providers ONLY</b> <ul style="list-style-type: none"> <li>Move-in Heavy, Large Exhibits and/or Machinery*</li> <li>Constructing Shell Scheme Stands</li> </ul>	31 October  31 October – 1 November 2022	08.00-12.00 Hrs.* (for heavy exhibits and machinery)  08.00- 24.00 Hrs.
Move-in of <b>Special Design and Other Contractors</b> <ul style="list-style-type: none"> <li>All Raw Space Contractors</li> </ul>	31 October 2022 1 November 2022	13.00-24.00 Hrs. 08.00-24.00 Hrs.
Exhibitor Move-in for Decorating the Shell Scheme Stands (all stand construction /set up work must be finished by 24.00 hrs on 1 November 2022)	1 November 2022	12.00-24.00 Hrs.
<b>Exhibitor Registration (badge collection)</b>	1 November 2022	<b>08.00-20.00 Hrs.</b>

<b>SHOW DAYS (2-4 November 2022)</b>	<b>DATE</b>	<b>TIME</b>
Exhibitor Access to Exhibition Halls ( <u>only exhibitor with Exhibitor Badge</u> )	2 November 2022 3-4 November 2022	08.00-18.00 Hrs. 09.00-18.00 Hrs.
Visitor Show Hours (Visitor only)	2-4 November 2022	10.00-17.00 Hrs.

<b>DISMANTLING (4-5 November 2022)</b>	<b>DATE</b>	<b>TIME</b>
End of Exhibition	4 November 2022	17.00 Hrs.
Power Supply to be Switched Off, Dismantling of Electrical Installations	4 November 2022	17.30 Hrs.
Move-out Exhibits and Stands, heavy and/or large exhibits and removal of all stand fitting materials	04 November 2022 05 November 2022	17.30 -24.00 Hrs. 08.00-16.00 Hrs.
Halls Closed for Cleaning	05 September 2022	16.00 Hrs

**Note: The moving in/out of any exhibition or decorating items with trolleys is only allowed through the back door (loading door) of the exhibition halls. This applies to set-up, show days and dismantling period.**

### 3 ADMISSIONS FOR TRADE VISITORS

Admission for professional, trade and business visitors by tickets only. Under-aged persons and members of the general public will not be admitted. The Organiser reserves the right to refuse admission or to remove any person without giving a reason. This applies also to the set-up and dismantling periods.

Admission tickets for trade visitors are available with cost via Online Visitor Registration (payment via credit card only). Please note that this is a trade exhibition, those not involved in the **trade or below age of 18 years old are NOT allowed admission** either as a visitor or an exhibitor.

### 4 EXHIBITOR PASSES & ACCESS HOURS

Exhibitor who prior submit the form C1/C2 within the deadline at Order Form Center will receive the e-exhibitor badge by email. Exhibitor **must print out e-badge in advance, pick up lanyard at onsite Exhibitor registration** and proceed to any entrance to enter the exhibition hall. Exhibitor pass can access exhibition halls during set up, show day and dismantle period , no need to use other badges.

**For Security Reasons, exhibitor MUST wear exhibitor badge all the time while inside the exhibition halls.**

One representative of exhibitors is required to check-in at Exhibitor Registration Counter at Main Foyer on 1 November 2022 from 08.00-20.00 hrs to check-in, receive exhibitor welcome kits that contain important schedule, venue rules and regulation and other information together with exhibitor lanyards.

Exhibitors who did not submit the form C1/C2 in Order Form Center or any amendment or did not print out the exhibitor pass, please proceed to the on-site exhibitor check-in counters on the move-in day (November 1, 2022 at 08.00-20.00 hrs) to get exhibitor passes. Exhibitors will need to present their business card /company identity to the check-in staff at registration counter. Kindly noted that only registered Main exhibitor and Co-Exhibitor(s) companies name can be printed on the badges. Organiser reserves the right to amend the company name without priority notice.

Exhibitor passes: Exhibitors are entitled to receive the following passes:

- Up to 20 m<sup>2</sup> of rental space ➔ 4 passes free of charge
- For every additional 10m<sup>2</sup> ➔ 1 pass free of charge
- Each co-exhibitor ➔ 1 pass free of charge

#### NAME ON EXHIBITOR PASS

Please fill in the name of your personnel in the form Individual Free Exhibitor Passes (Form C1) and return before deadline. Only registered exhibiting company will be able to get the exhibitor passes. All exhibitor passes are strictly non-transferable/non-refundable.

### ADDITIONAL EXHIBITOR PASSES

Additional exhibitor passes within deadline will cost USD 50 each (Additional Exhibitor Pass - Form C2). Exhibitors will receive passes for stand set-up and dismantling staff as required.

For security reasons, exhibitors and their personnel are required to wear their passes visibly when on the premises, and to show their passes to security guard upon request. If a number of exhibitors intend to hire a stand jointly, they must name one of them in their application to be authorised to negotiate with the Organiser on their behalf.

The authorised party bears the same liability for any faults or cases of negligence on the part of those whom he is authorised to represent as he does for his own faults and negligence. The participating exhibitors are liable jointly and severally to the organiser.

### **Last Minute Passes - buy on-site at USD 80/pass**

Additional Exhibitor passes are also available at the Exhibitor Registration Counter on 1 November 2022 from 08:00 to 20:00 hrs. at USD 80/pass

## **5 TEMPORARY PASSES (ONLY FOR SET UP AND DISMANTLE)**

For stand personnel please order exhibitor passes which allow to access to fair ground during set up, show day and tear down period >> form C1.

This temporary pass (Form C3) will be valid for Non- stand personnel during construction (31 October - 1 November 2022) and dismantling only (4 November 2022 at 17.30-24.00 hrs and 5 November at 08.00-16.00 hrs). The temporary pass does not entitle the holder to enter the exhibition grounds during the event itself. If you wish to have auxiliary staff employed to work during the event, please order extra Exhibitor passes. The temporary passes will be available together with Exhibitor passes at Exhibitor registration counter on 1 November 2022.

Please note that temporary pass is not valid for stand builder (Contractor). The contractor passes for special design stand contractor passes should be ordered via Technical Service Provider (N.C.C. Management and Development Co., Ltd. ), see more details in technical guideline document.

## **6 EVENT HALL SPECIFICATIONS & REGULATIONS**

Hall	Ceiling Height	Floor Loading	Floor Type
Hall 1-3	13 metres	2,000kgs/sq.m	concrete polishing floor

<b>ELECTRICAL:</b>	Standard electricity supplies are 220v/50Hz for single phase and 380v/50 for three phases with approximately 10% fluctuation.
<b>WALLS:</b>	Any walls especially operable wall systems shall not have anything attached to, leaned against nor hung from.
<b>UTILITY SERVICES:</b>	Utility hatches provide electrical, water & drains, telephone throughout the hall for each booth.

**COMPRESSED AIR:** All Compressed Air Service regardless of type should be ordered through Technical Service Provider only.

**WATER & DRAINS:** A separate quotation will be provided for special drainage for disposal of hazardous materials and polluting product.

**EXHAUST SMOKE & FUMES:** Any machine, equipment and any other items which generates fumes, exhaust or smoke must have an effective exhaust system in order to assure no complication of any nature to people. Please contact Ms. Dussadee Email: Dussadee.bum@nccimage.com N.C.C. Management and Development Co., Ltd. for more information..

## 7 ORGANISER

For all queries regarding ASIA FRUIT LOGISTICA 2022, please contact:

**Operations Dept**

**Email: [operations@gp-events.com](mailto:operations@gp-events.com)**

**Tel: +662 9414600**

**ASIA FRUIT LOGISTICA Organiser**



## 8 TECHNICAL SERVICE PROVIDER

The organiser has appointed an official Technical Service Provider for various technical services so as to ensure a more efficient and regulated build up and dismantling. The Technical Service Provider will be responsible for standard shell scheme booth construction, electrical & lighting order and connections, rental of furniture, freezers/chill display counters, water supply and drainage, audio visual equipment, banner suspension, host/hostesses for the stand, etc. For more information, please contact:

**Contact person: Ms.Dussadee (Pam), Exhibition Contractor Department**

**Email: [dussadee.bum@nccimage.com](mailto:dussadee.bum@nccimage.com)**

Tel: +66 2 203 4143 (expired 20<sup>th</sup> August)

Tel: +66 2 229 3424 (activated 20<sup>th</sup> August)

N.C.C. Management and Development Co., Ltd.

60 Queen Sirikit National Convention Center,

Rachdapisek Road, Klongtoey,

Bangkok,Thailand



**For telecommunication & internet connection, plants and flower decoration, , please contact:**

**Contact person:** Ms. Varissara Ananrattanakul, Event Service Department

**Email: [varissara.ana@qsnc.com](mailto:varissara.ana@qsnc.com)**

Tel: +66 2 229 3244

N.C.C. Management and Development Co., Ltd.

60 Queen Sirikit National Convention Center,

Rachdapisek Road, Klongtoey,

Bangkok,Thailand

*\*The services of the service provider are for the convenience of exhibitors. The Organiser will accept no liability with respect to any contract between exhibitors and service provider for the negligence or fault of any such persons, their servants and agents*

## 9 LOGISTICS SERVICE PROVIDER

The organiser has appointed APT Showfreight (Thailand) Limited. as Official Logistics Service Provider to provide the full scale of freight services at competitive rates for transportation from/to airport & seaport to/from venue, for storage prior to exhibition, for customs documentation and clearance for permanent importation / temporary importation and on-site transportation. For all queries regarding Logistic Service Provider 2022, please contact:

Contact : Mr. Hasnai Kongkaew

Email : [hasnai@aptshowfreight.com](mailto:hasnai@aptshowfreight.com)

HP: +66 (0)85 155 1989

Tel : +66 (0) 2 165 6152 ext 301

Contact : Ms.Pimsuda Disathaporn

Email: [pimsuda@aptshowfreight.com](mailto:pimsuda@aptshowfreight.com)

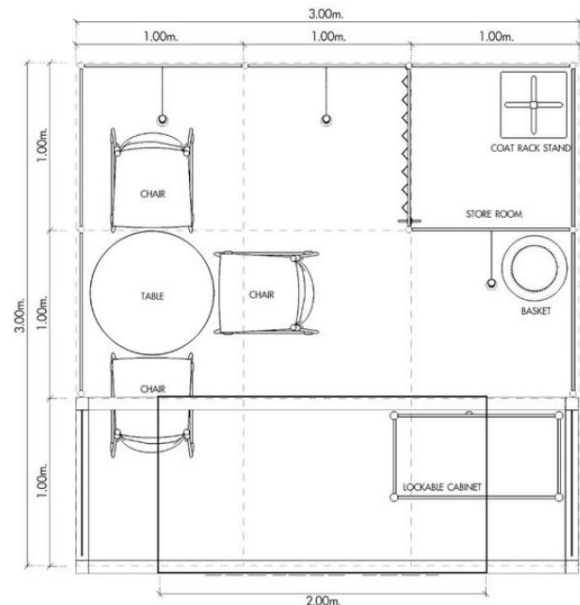
HP: +66 (0)81 440 5115

Tel: +66 (0) 2 165 6152 ext 312



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## 10 BOOTH INFORMATION



### Standard features and Equipment ASIA FRUIT LOGISTICA Complete stand

Standard features and Equipment	9-18m2	19-29m2	30-44m2	45-60m2
System walls/ Octanorm, white, fascia panel 30cmH, carpet grey	1	1	1	1
Display platforms (100 x 50x 100 cm white)	0	1	3	3
Info counter (100 x 50 x 100 cm white) with Lockable	1	1	2	2
5 x shelves, 1000 x 30 (max. weight 10 kg.)	0	1	2	2
Cabin with lock	1x1 m	2x1 m	2x1 m	2x1 m
Coat Hanger (for cabin)	1	1	2	2
Refrigerator, 5.5 cu.ft.=155lt.	0	0	1	1
White Round Table, 75 x 75 x 75 cm	1	2	2	2
Grey Fiber Chair	3	6	8	8
Wastepaper basket	1	2	2	2
9W (Energy saving) Spotlight, Equivalent to 100W Daylight)	3	4	6	12
1000W/220V Single phase socket (not for lighting)	1	1	2	2
Panel lettering - max 35 letters on each open side, same text on each side	1	1	1	1
Single comprehensive cleaning	yes	yes	yes	yes

\*Small variations in shape and dimensions possible

- REMARKS:**
- 1 There may be small variations in shape and dimensions.
  - 2 These items are not interchangeable. You may opt for all or part of the items listed.
  - 3 Additional colour of complete stand is available with cost.
  - 4 Guidelines for exhibitors on the rental of wall panels
    - a) Do not move parts, make any addition or any changes to the Standard shell scheme. Should you wish to do so, please contact the Operations staff of official Technical Service Provider for further action.
    - b) Do not spray, glue or silicone, paint, spray-paint or write on the wall panel.
    - c) Do not drill, nail, perforate, tack down, staple or cause any damage to the panels or any parts of the standard shell scheme. Should you need to affix any exhibit or sign to the wall, please contact Pico's staff.

**Note:** In case of violation of the above rules, the official Technical Service Provider will be obliged to request a payment from exhibitor for any damage caused at the rate of 3000 THB/panel.

## 11 FIRST AID KIT

First Aid Kit contains emergency supplies and medication for unexpected minor illnesses or accidents. A first-aid kit can be found at the organiser office.

## 12 AIR-CONDITIONING

The exhibition hall is fully air-conditioned. Air-conditioning is provided 24 hours/day for the duration of the exhibition from 2-4 November 2022 only, but NOT during build-up or dismantling period.

*Official Logistics Service Provider*



**APT**  
SHOWFREIGHT  
**THAILAND**