



Global Spine Congress
2024

AO
SPINE

Bangkok, Thailand
May 15–18, 2024



www.gsc2024.org • [#GSCBangkok](https://twitter.com/GSCBangkok)

Exhibitor's Technical Manual

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1. KEY DATES – IMPORTANT DEADLINES

1st APRIL 2024

Attached compulsory forms (point 1, 2) must be returned duly filled in and signed by the legal representative of the Exhibiting company as e-mail attachments to the exhibition management (OIC), sponsorGSC2024@oic.it:

1. **FORMS A1 + A2** (compulsory)
2. **STAND PROJECT** (compulsory): Exhibitors with free design fitted stands must submit their stand project to OIC sponsorGSC2024@oic.it

1st APRIL 2024

Please contact KINGSMEN
the official Supplier for STAND BUILDING

14th MAY 2024 – 15th MAY 2024

EXHIBITORS SET UP

14th May 2024 from 10.00 to 18.00
and 15th May 2024 from 8.00 to 18.00

18th MAY 2024

EXHIBITORS DISMANTLING

18th June 2024 from 14.00 to 20.00



2. EXHIBITION MANAGEMENT – MAIN CONTACTS

ORGANISER, EXHIBITION MANAGEMENT, CATERING SERVICES FOR LUNCH SYMPOSIA



OIC srl

Contact person:

Sara Nuti

Tel. +39 055 5035 359 - +39 337 1512904

sponsorgsc2024@oic.it

OFFICIAL STAND BUILDER



KINGSMEN C.M.T.I PLC.

Contact person:

Ms. Putita Themsrithong

Tel. + 66 2052 8008

putita@kingsmen-cmti.com

KINGSMEN is in charge for:

- Stand building activities
- Shell scheme & customized booth
- Furniture rental
- Electricity
- Audiovisual

CONGRESS VENUE



CENTARA GRAND & BANGKOK CONVENTION CENTRE AT CENTRALWORLD

Contact person:

Ms. Manthana Chomsakorn

Tel: +66 (0) 2100 1234 #6968

ManthanaCh@chr.co.th

CENTARA is in charge for:

- Cleaning services at the booth
- Internet service at the booth
- Catering services at the booth



LOGISTIC PARTNER



APT SHOWFREIGHT THAILAND

Contact person:

Hasnai Kongkaew

Tel: (66) 21656158 Ext. 301

Fax: (66) 21656159

HP: (66) 85 155 1989

Email: hasnai@aptshowfreight.com

APT is in charge for:

- Shipping activities (transport to APT warehouse/show site)
- Inbound/outbound customs clearance - it regards materials from countries outside Thailand only
- On-site handling services
- Loading and unloading activity
- Guarded storage of empties, full goods
- Return handling and return transport if the material will not be completely used/given away during the event



3. ACCEPTANCE OF EXHIBITOR TECHNICAL MANUAL AND REGULATIONS

The Technical Manual is a binding official agreement between the exhibitor and the Congress Exhibition Management OIC. Compulsory forms A1 + A2 (Declaration of compliance with the rules and Acceptance of general regulations), duly filled in and signed by a legal representative of the exhibiting company, must be sent to the exhibition management (OIC) **by 1st April 2024 at the latest**. By signing this form the exhibitor accepts to strictly follow the rules and conditions herewith stated and to adhere to the compulsory requirements and related documents-forms, that are a constituent part of the exhibition contract and the present manual, also taking the responsibility to let the own stand builder receive and respect the same documents for the correct construction/set-up/dismantle procedures.

Free design stands fitted out by exhibitors must comply with the exhibition management (OIC) and safety rules covering workplace risk prevention in buildings open to the public according to the specific guidelines and obligatory forms. For further information and OBLIGATORY forms, please contact the Exhibition Management sponsorgsc2024@oic.it

It is responsibility of the exhibitors and/or the appointed stand builders to carefully read the guidelines, return the compulsory forms **(A1 + A2) by 1st April 2024 at the latest** and instruct the contracted workers for the stand set-up activities accordingly. Exhibitors must comply with the workplace risk prevention rules and specifically.

The local authorities may conduct inspections to the stands during or at the end of the set-up to verify the compliance with the safety guidelines, therefore exhibitors have to perform the following steps when assigning the own stand set-up and dismantling works or any other similar activity:

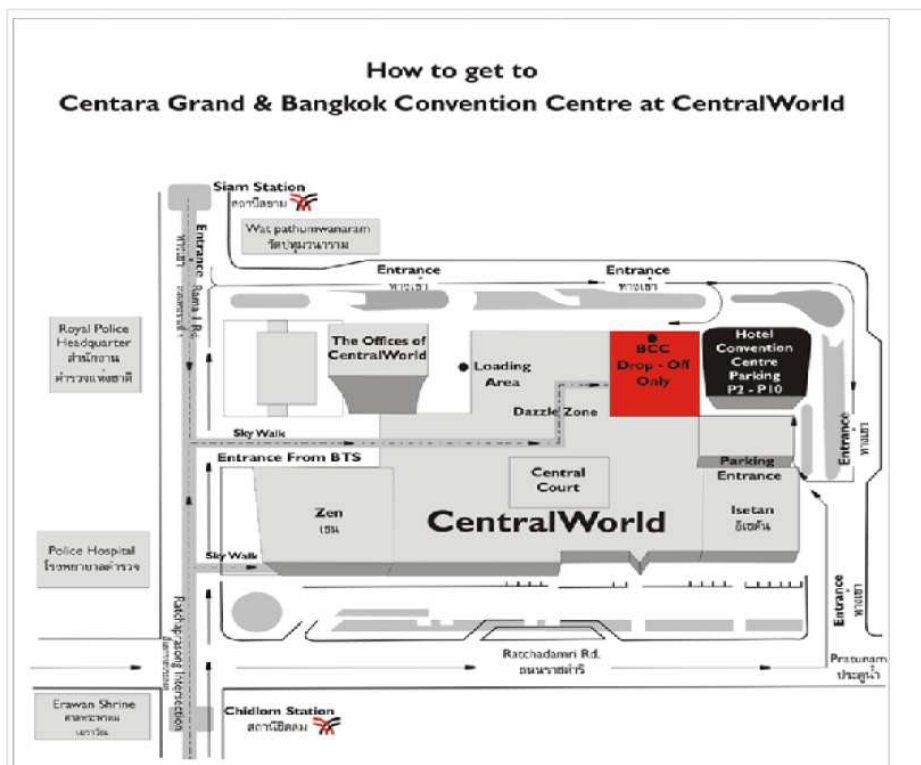
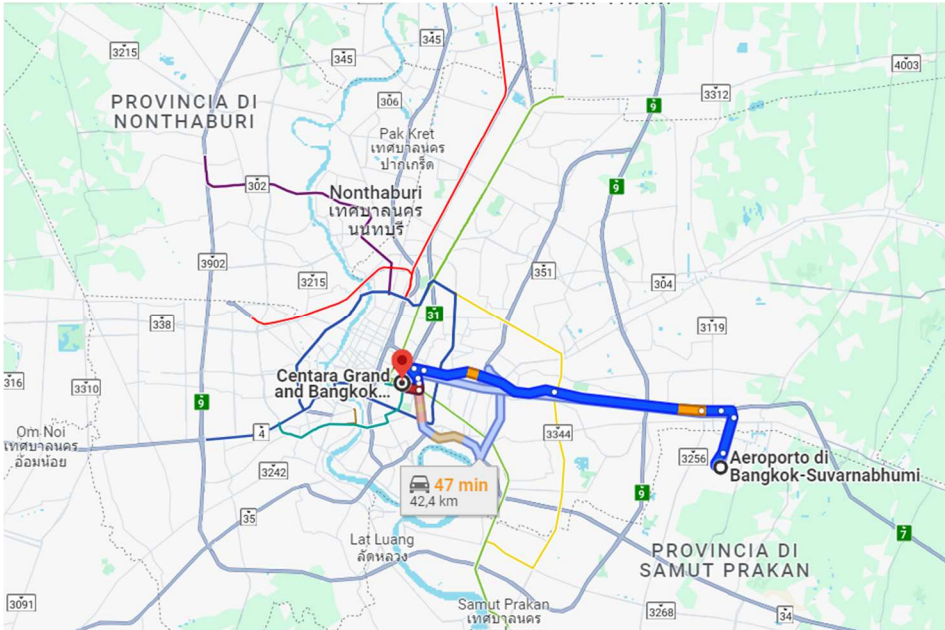
- **to check** the technical-professional conformity of the contractors, subcontractors and any self-employed person by also cross-checking their registration status at the chamber of commerce;
- **to transmit** detailed information on the workplace risks and the available safety and emergency measures to prevent occupational hazards to the same contractors and subcontractors for the specific activities they have to perform within the congress premises;
- **to coordinate** interventions on safety and risk prevention that employees may face by exchanging information to avoid any risk that may occur due to the possible work interferences among different contractors and subcontractors appointed for the same project;
- **to send** the certificates of both the own company and the appointed contractors and/or subcontractors to the exhibition management (OIC) by the set deadline concerning the compliance with all the own national obligations towards employees (for Italian companies DURC). All the involved contractors, subcontractors, self-employed persons, directly or not directly appointed by the exhibitor, work under the exclusive responsibility of the exhibitor during the congress and/or related activities.

4. LOCATION AND OPENING TIME

The exhibition is located at the CENTARA GRAND & BANGKOK CONVENTION CENTRE AT CENTRALWORLD- floorplan Convention, Level 22.

HOW TO GET TO BANGKOK CONVENTION CENTRE AT CENTRALWORLD

Distance from Suvarnabhumi International Airport: 25KM (30 mins by car via expressway)





OPENING TIME

The exhibition is open according to the following preliminary time schedule:

Thursday, 16st May 2024	from 08.00 to 19.30
Friday, 17th May 2024	from 07.00 to 18.00
Saturday, 18th May 2024	from 08.00 to 13.45

The exhibition daily opening time follows the scientific program. The exhibition management (OIC) has the right to modify time and access rules to the exhibition area, before and during the congress if strictly necessary with immediate communication to the exhibitors.



Trucks of 6 wheels and 10 wheels are not allowed to drive in the city:
Mon-Fri: 06.00-9:00 hrs. and 16:00-21:00 hrs.



5. AVAILABILITY AND SET-UP OF EXHIBITING SPACES

- The Exhibitor Area will be available for set-up according to the following preliminary schedule: **14th May 2024 from 10.00 to 18.00 and 15th May 2024 from 08.00 to 18.00**
- Shell schemes created by the official stand builder will be available for exhibiting companies on **15th May, starting from 12.00.**
- For customized stands created by the official stand builder: please agree directly with the stand builder the hand over.

This time schedule must be strictly respected, and all goods used for the stand set-up must be accompanied by the delivery notes and conformity certificates respecting the general rules on safety in public facilities.

STORAGE OF EQUIPMENT AND MATERIALS

Exhibiting companies can take advantage of the following solution to storage their own materials during the GSC congress:

- 1) contacting APT to ask for goods to be stored and guarded. This is an extra service to be requested in advance.



Removal of goods and materials: at the end of the stand set up, the exhibitor assumes the obligation, together with its own contractor, to remove all waste material derived from their own activity, including materials utilized for set-up, decorations, plastics, paint cans, etc. The expenses for removal of any material left are charged to the same exhibitor.

NB: The aisles must be free of any material at the end of the first day of set-up on May 18th.

6. ALLOTMENT OF EXHIBITING SPACES

Each exhibitor, whose application is accepted under the terms and conditions stipulated by contract budget with the exhibition management (OIC) and also specified in the following chapters, gets allotted with a **“stand” consisting in an open floor space with no furnishing or walls** in accordance with the original request, however subject to availability, and receives a detailed floor map, where the assigned space is highlighted as well as the structural columns or other element that may be present in the assigned area. Exhibition spaces are assigned on a *first-come-first-served basis* and no complaints are accepted regarding the space allotments. The exhibition management (OIC) reserves the right to deviate from the space layout as well as the assigned location, should this be strictly necessary with direct information to the involved exhibitor.

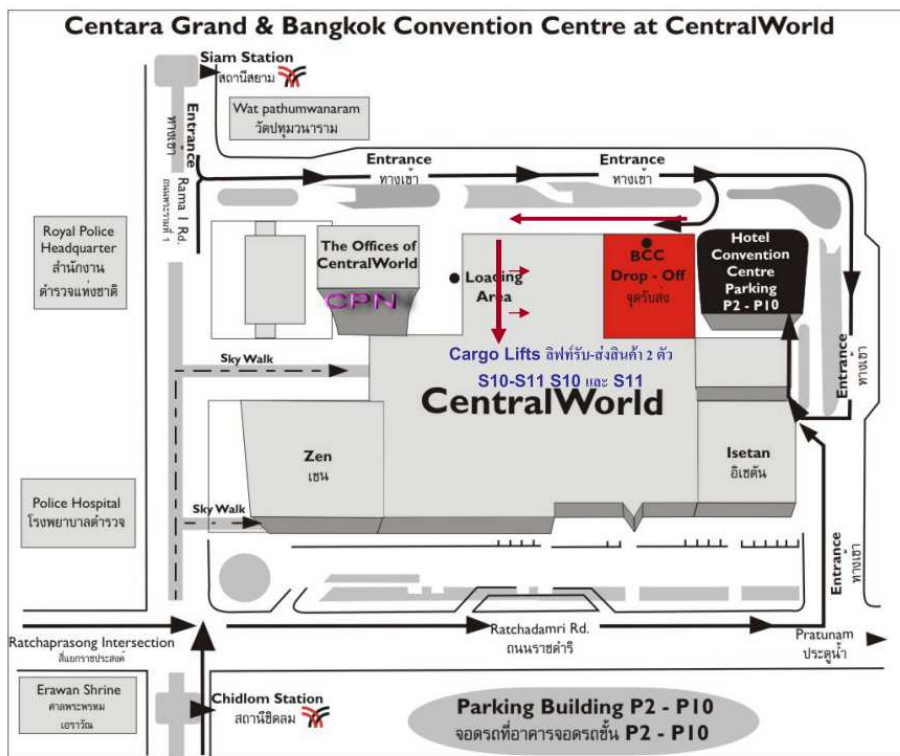
7. LOAD AND UNLOAD OF EXHIBITION MATERIALS

GOODS ENTRANCE FOR TRUCKS

Companies which are bringing their own goods should contact the official freight forwarder (APT) to coordinate their arrival and the use of the loading bay, the service entrance and the lifts. You may choose your own shipper, but kindly note that APT is the exclusive agent for move in and move out.

Please contact **Hasnai Kongkaew** hasnai@aptshowfreight.com to coordinate the arrival of your truck, as unloading space is limited.

LOADING AREA



GOOD ELEVATORS

Centara Grand & Bangkok Convention Centre at CentralWorld provides loading facilities as follows:

- 2 freight elevators, connection Bangkok Convention Centre level and World Ballroom level to loading bay at the ground floor with the following specifications:
 - The capacity of each elevator is 2500 kg.
 - Door size 2.35 x 2.30 m
 - Cap size 2.40 x 6.00 m
 - Cap Height 2.5 m
- 1 car elevator, connecting Bangkok Convention Centre level to loading bay at ground floor with the following specification:
 - Capacity @ 2500 kg
 - Door size 2.35 x 2.10 m
 - Cap Height 2.35



- Cap size 2.40 x 6.00 m



Loading area จุดรับ-ส่งสินค้า
2 cargo lifts S10-S11 ลิฟท์รับ-ส่งสินค้า 2 ตัว S10 และ S11



Door size 2.3 m. x 2.3 m. ขนาดประตู 2.3 เมตร x 2.3 เมตร
Weight 2.5 tons สามารถบรรทุกได้ 2.5 ตัน
Maximum weight per square meter = 500 kas.

PARKING

TRUCKS PARKING IS NOT AVAILABLE.



Loading area จุดรับ-ส่งสินค้า



Parking is not allowed more than 30 minutes at loading area

CARS can park at Centara Convention Centre Parking area. The parking ticket must be brought to the Lobby complimentary for 24hrs.



MAP



8. DELIVERY AND WITHDRAWAL OF MATERIALS SENT BY COURIER

Considering that the congress venue does not accept any shipment directly, we strongly recommend to take good care in organizing the shipment of stand equipment and constructional materials together with the relative good-handling logistics service well before the set-up days. The official shipping & forwarding agent has been appointed by the congress secretariat (OIC) and will be responsible for the material storage and transportation to each assigned exhibition space through a direct management and charge to the exhibitors according to the set tariffs.

APT has been appointed as the official logistics contractor and is the only company providing handling and storage services at the GSC 2024 event. We strongly recommend to get in touch with APT within 1st April.

Exhibitors are required to fulfil custom formalities in respect of equipment and products of foreign origin. The organizer cannot be held responsible for any difficulty that may arise at the time these requirements are carried out and the exhibition management (OIC) undertakes no responsibility for any delay or problem caused by custom formalities.

On **May 18th**, all materials must be withdrawn. Please refer to APT to manage withdrawal activities. In case of material not retrieved, the congress venue will charge a sum of THB 5,000 and additional costs in case pick-up vehicle services are needed.



FOR EXHIBITORS WHO RESERVED THE OPTION OF INSERTING PROMOTIONAL FLYER

APT is also in charge of collecting flyers and promotional material to be inserted in the congress bags or placed on a desk in exhibition.

To ship your material please contact APT no later than 15th April. We would like to inform you that 1,200 congress bags will be prepared



9. POWER SUPPLY



IMPORTANT: Electricity is NOT included in the exhibition rental cost
Please refer to **KINGSMEN**

KINGSMEN is in charge any power supply request for your booth.

10. SURVEILLANCE

The Congress Venue management shall do everything in its power to prevent fires and accidents. However, the congress venue and the secretariat are not responsible for any theft, damage or loss to the goods belonging to Exhibitors, their employees, agents and guests. The exhibition management declines all responsibility for theft, loss or damage that might happen.

Exhibitors are recommended:

- not to leave their stand unattended during opening time;
- to cover with a cloth or to lock up the exhibited products or equipment each day before closing time.

11.INSURANCE

For the purpose of the Event, the Exhibitor shall at its own cost and expense maintain and/or cause to be maintained insurance policy (ies) with an insurance company duly licensed in Paris or an international insurance company acceptable to the Licensor and the policy (ies) must provide for:

- a. damage to or loss of property;
- b. comprehensive general public liability in the sum of not less than \$ 1,000,000.00 for each and every claim, providing coverage against claims for bodily injury, death, property damage or loss occurring in or upon or resulting from the organization or holding of the Event, or arising out of the provision of any service by the Licensor and such other insurances that the Licensor may in its sole and absolute discretion require; and
- c. nominate the Licensor as an insured.



The policy (ies) must include:

- a. a provision for waiver of subrogation against the Licensor;
- b. a provision that the liability of the insurer to pay under such policy must not be affected by the act, default, omission or negligence of any party to such policy;
- c. the legal liability of the Exhibitor for loss or damage to the Exhibition Area (including all fixtures and fittings in it), by the deletion from the policy of the relevant exclusion relating to the property in the care, custody or control of the Exhibitor or any employee of the Exhibitor; and
- d. a cross liability provision so that each of the Licensor and the Exhibitor shall be considered a separate and distinct person and all references to “insured persons” (or such similar term) under the policy shall be considered as applying to each of the Licensor and the Exhibitor in the same manner as if a separate policy had been issued to each of them.

12. EXHIBITOR BADGES

Exhibiting companies receive one congress bag per booth and **3 complimentary FULL passes per mt 3x3 booth**.

All company representatives must wear these company badges differing from those of participants. These free exhibitors badges must be collected at the exhibitor desk located at the main entrance of the exhibition hall.

Any additional exhibitor representative will have to be registered as Industry participant, as follows

Badge (with full access): 975\$ (standard rate within May, 14th 2024), 1.000\$ (late and on site rate).

13. EXHIBITOR EXTRA SERVICES

CENTARA is in charge for the following Exhibitor Services:

- **Booth Cleaning**
- **Internet cabled connection**
- **Catering services at the booth**



Please refer to Centara, Ms. Manthana Chomsakorn
ManthanaCh@chr.co.th



14. DISMANTLING OF EXHIBITING SPACES

The spaces must be set free of any stand constructional item and/or waste material and returned to the congress venue as found upon arrival the first day of set-up according to the following preliminary dismantling schedule:

18th May 2024 from 14.00 to 20.00

NO EARLY DESMANTLING WILL BE PERMITTED (BEFORE THE TIME AND DATE INDICATED)



Removal of goods and materials: at the end of the congress, the exhibitor assumes the obligation, together with its own contractor, to remove all waste material derived from their own activity, including materials utilized for set-up, decorations, plastics, paint cans, etc. Consequently, all exhibitors and companies contracted and/or subcontracted to carry out the stand assembly and/or disassembly are required to assemble, disassemble and withdraw the waste materials within the set dismantling time.

At the end of the break-down period any material left in the premises is withdrawn by the congress venue in accordance with the exhibition management (OIC) and the involved exhibitor loses any right to claim for losses or damages. In addition, the expenses involved in this extra removal are obligatorily charged to the same exhibitor.



15. STAND PROJECT, COMPULSORY FORMS & CERTIFICATES

Attached compulsory forms (point 1, 2) must be returned duly filled in and signed by the legal representative of the Exhibiting company as e-mail attachments to the exhibition management (OIC), sponsorGSC202a@oic.it within 1st April 2024:

1) **FORMS A1 + A2** (compulsory)

2) **STAND PROJECT** (compulsory): Exhibitors with free design fitted stands must submit their stand project to the Exhibition Management - OIC sponsorgsc2024@oic.it

Stand drawings can be deemed approved for construction only once written approval has been secured from the Exhibition Management OIC srl. No approval means no permission to construct the stand – resulting costs are entirely at the exhibitor's expense.

Any set-up or installation, which does not comply with the standard specifications or with the designs approved by the Congress Venue, must be corrected by the exhibitor before the opening of the exhibition. Failure to do so will result in the correction made by the Congress Venue or removal of the stand. All expenses for these corrections/removal will be payable by the exhibitor. OIC accepts no responsibility for damage caused by these changes.

The Stand Project guidelines:

The drawings must clearly indicate, in English, the planned layout, the maximum walls height, equipment and furnishing of the stand, including the signage and visuals. The location of power outlets, electricity cables, moving parts, details of raised floors. Please supply:

- **top view drawing with stand dimensions**
- **side view drawing with elevations**
- **if possible three-dimensional drawing (rendering or photograph)**
- **floor plans, elevations and sections listed, preferably on computer- readable form or via e-mail in .pdf or .dwg format;**
- **layout and construction drawings (scale 1:100);**
- **quoted layout, with positioning of the equipment, machinery and/or installations in exposition;**
- **diagram of the plants (electric, water, etc.);**
- **specifications for special machinery and/or equipment (furnaces, boilers, etc.);**

Each technical plan and its related reports must carry the name of the participating Company and indicate the Congress, Event or the Exhibition with reference of the area of expertise.

The Exhibitor shall also provide the name of its own stand fitter.

The Exhibitor is required to verify directly on the spot, before the start of the work of set-up, the exact location of the technical services and the size of the assigned space. In case of discrepancy, he or she should contact the Organizer.

The Exhibition Management (OIC) has the right to remove any dangerous equipment or installation that does not comply with the congress safety rules.

For any further information, please contact the Exhibition Management (OIC).

16. EXHIBITION RULES



Maximum height: 2.5 m
Maximum height includes: flooring,
panels and signage!

Listed below are the rules and prohibitions to observe and to make others under its charge observe:

1. The maximum booth height allowed is **2.50 meters** (in TOTAL including eventual flooring, platform, panels and signage)
2. Roofs and rigging points must be authorized by OIC
3. The floor is covered with carpet .
**** Note: If the products that are displayed weighing more than 5 kgs, it is necessary to have a Platform of at least 19 mm. covered with Needle Punch Carpet. Otherwise, there will be a fine if the venue carpet is damaged.
If you wish you can also order the platform through KINGSMEN (item F1 of KINGSMEN Furniture Catalogue).**
4. All Exhibitors' construction, installation and dismantling works must observe and comply strictly with the Congress Venue Technical Floor Plans & Specifications.
5. All construction, installation and dismantling works shall be carried out at the expense of the Exhibitor and shall be carried out in such a manner as not to cause unnecessary disturbance or disruption to the activities of other guests at the Congress Venue.
6. The Exhibitor will not cause or permit any damage to be caused to the Exhibition Area or alter or interfere with the building structure, equipment, and installations. The repair of such damages will be evaluated by the Congress Venue and all charges for such repair shall be fully borne by the Exhibitor.
7. The Venue shall be entitled to remove at the Exhibitor's cost, any form of construction or structure, which is not approved, or which infringes on the mentioned guidelines.
8. The Exhibitor must: (a) keep the Exhibition Area clean and tidy; (b) keep the Exhibition Area, including all fixtures and fittings in it and the cables, wires and mains ("Conducting Media") in and serving the Exhibition Area, in good and tenable repair and condition (except for fair wear and tear); and (c) immediately make good any damage caused to the Exhibition Area (including the fixtures and fittings in it) or any other part of the Congress Venue by the Exhibitor, its employees, agents, independent contractors or any person on the Exhibition Area for any period expressly or by implication with the Exhibitor's authority ("Permitted Occupier").
9. All materials used in the construction and installation of exhibition booths and any other structures must entirely consist of fire-retardant materials as required by prevailing fire safety regulations. Materials used for the construction of the exhibition booths should be non-combustible and shall have a minimum flame spread rating of Class 2.
10. The Exhibition Management or the Congress venue has the right to remove any dangerous equipment or installation that does not comply with the congress safety rules.
11. WASTE/PACKAGING DISPOSAL DURING THE SET-UP AND BREAKDOWN: The Exhibitor shall be solely responsible and liable for the removal of garbage and waste materials from the Exhibition and Service Area inclusive of Loading Bays and Access Ramps.
12. The Exhibitor shall remove all exhibits, stand fittings and other materials brought into the Congress Venue for exhibition, including materials scrapped and debris left behind at the end of the exhibition or event, from the Congress Venue. In the event that the Exhibitor fails to keep the Exhibition Area clean, the Congress Venue will engage the services of a Cleaning and Waste Disposal Contractor and the charges incurred will be billed to the Exhibitor.
13. Alterations to any part of the structure of the venue, or to items of furniture or equipment forming part of it, may not be made without prior written authorization from the Director of Event Coordination in each individual case. These prohibitions include the drilling of holes,



- mechanical fastening (nails, staples, push pins etc), or adhesive fastening (tape, glue, sticky Velcro etc.), and the attaching in any manner of decals, promotional literature or items. Failure to comply will result in a €50.00 minimum penalty per occurrence to the client. Labor / Repair charges will apply to remove prohibited tapes / decals from Congress Venue property.
14. All Exhibitors must comply with and ensure that all their agents, servants, employees, contractors and exhibitors etc. comply with the prevailing fire safety regulations and building codes of the Congress Venue.
 15. Smoking is NOT PERMITTED anywhere inside the Congress Venue, including e-cigarette and vaporizing.
 16. Helium balloons, animals, birds or pets of any description require written authorization.
 17. Distribution of Promotional Materials (a) the distribution of promotional materials such as brochures, catalogues, leaflets, pamphlets etc. is restricted within the Exhibition Area only.
 18. If there are any furnishing or wall elements made of glass or mirrors that are full height, they have to be marked properly and protected against impact. The glass walls used must comply, for characteristics and installation system, to the norms in force.
 19. The panels that border with another stand and the ceilings that can be observed from the top must be finished according to best practices, with electrical cables and the like embedded in specific canals.
 20. The ceilings, walls, columns and technical installations of the building in general must not be subject to loads from the decoration or objects exhibited, or to affix stand parts, posters or other promotional material to columns, walls, girders, etc. of the building within or outside the stand space assigned.
 21. No adhesives are to be used on permanent carpeted floors, stone floors and walls, metal, and painted surfaces and inside elevator area.
 22. It is forbidden to make holes, insert screws or nails in the walls, ceilings, floors or columns of the building or to use tape on walls.
 23. It is prohibited to retain, within the exhibition spaces, empty packaging, printed and promotional material to an extent exceeding the normal daily needs.
 24. Passenger elevators and escalators ARE NOT TO BE USED for transporting freight or equipment from level to level. This includes hand dollies/handcarts and hand carrying boxes, easels, chairs, tables, etc.
 25. During move-in / out, exhibit halls, loading dock areas and back of the house service areas are considered hazardous work areas. As such, there shall be absolutely no drinking of alcoholic beverages, no horseplay and in general, all unsafe conditions or activities are to be corrected promptly.
 26. Exhibitors are required to report immediately any unsafe condition or accident of which you have knowledge to a security guard or event management employee.

RAW SPACE “SPECIAL DESIGN” BOOTH FITTING REGULATIONS (by KINGSMEND OFFICIAL STAND BUILDER AT GSC2024)

Exhibitors may use either the Official Booth Contractor or appoint another contractor of their choice but subject to the approval of the Organizer. All special designs must obtain the Organizer’s approval before construction and the Organizer reserves the right to reject any contractor and design that they deemed inappropriate. The appointed contractors must comply with the following rules and regulations.

Exhibitors are required to submit the Contact Details (i.e. name/address/telephone number) of their appointed contractors, as well as the Booth Design and Layout Plan to the Official Contractor/ Organizer for approval **no later than 29 March 2024** (PLEASE CHECK KINGSMEN CATALOGUE AND ORDER FORMS).

Exhibitors and/or their appointed contractors will be notified by email of the approved special design and the failure to obtain a written approval on the design before construction can result in costly alteration on site.

1. Structures must not exceed the maximum allowable height of 2.5 meters.
2. Back wall must be provided if there is adjoining booth except in the case of an island booth



and must not exceed a height of 2.5m unless permission is granted by the Organizer.

3. All (side) walls should not cover more than 60% in each length unless constructed against the actual walls of the Hall. The Organizer reserves the rights to request Exhibitors to modify or lower such walls so that products on display in the adjacent booths will not be unduly blocked and also to ensure reasonable exposure for neighboring booths.

4. When the adjacent is a shell scheme booth, the raw space booth is not allowed to utilize wall of their 'neighbor'.

5. Floor covering such as carpet must be provided for all booths to protect the floor finished of the venue. **If the products that are displayed weighing more than 5 kgs, it is necessary to have a Platform of at least 19 mm**

6. All exposed rear surfaces of the booth or structures must be covered or decorated unless it is against the actual walls of the Hall. No part of any structures may extend beyond the boundaries of one's contracted booth space.

7. The Name and Booth Number of the raw space booth must be prominently displayed. If not, the Organizer reserves the right to affix the booth number as they deem fit and charge the cost incurred to the Exhibitor.

8. Materials for construction or decoration of the booths shall have a minimum flame spread rating of Class 2. Evidence and proof may be required for onsite inspection by the Fire Safety Bureau. All precautions must be taken by the contractors or the Exhibitors against fire and to protect the public.

9. Neon or flashing lights/signs will not be permitted unless it forms an integral part of an Exhibitor's product. Sequence-lit displays may be used, and the rate of light change is subject to the Organizer's approval.

10. False ceiling will not be allowed unless the material used allows water to flow freely (eg. egg crate or mesh netting). Approval from the Organizer and the Fire Safety Bureau must be obtained in writing if a portion of a booth is to be covered for a video presentation.

Contractors appointed by the Exhibitors:

- Are only allowed to enter and work in the Hall during build up or tear down periods with Temporary Contractor Badges issued by the Official Contractor upon request (via Form 2).
- Are reminded it is their responsibility to clean and vacuum the completed booths before handing over to the Exhibitors.
- Are expected to keep the washroom clean and dry, and cleaning of paint containers or any other dirty items in the washroom is strictly prohibited.
- Are required to provide adequate protection to the existing hall carpet to prevent damages. In the event of a dispute, the Organizer decision will be final.



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