



## **EXHIBITION MANUAL**

***Dear Exhibition Contractor / Stand Builders,***

Welcome to **Bali International Convention Centre!**

This manual is designed for you as a Guideline, to give the general information on all Rules and Regulations, which apply to the Exhibition Area.

Please read this carefully to understand what is prohibited and what is permitted when building, dismantling and during the event.

### **Damage to Venue premises**

The organiser accepts responsibility and agrees to pay for any damage to the Centre premises caused by Exhibitor and Contractors or their Servants and Agents during the time that any portion of the Centre premises are under the Organisers control.

### **Exhibit**

Rental of the exhibit hall includes:

- a) The exhibit space outlined
- b) Existing Centre house lighting

Rental of the exhibit hall does not include:

- a) Drayage and placement of the display equipment
- b) Decoration and related services
- c) Security services
- d) Labour
- e) Storage of any exhibit related materials
- f) Lighting other than what already exist
- g) Electrical power
- h) Cleaning and maintenance of exhibit area

### **Shipping**

All Exhibitors must be informed that any exhibit material or display must be shipped or transported direct through the official appointed freight forwarder. (See info on recommended freight forwarder & bonded warehouse).

### **Movement of exhibits and equipment**



Access to the Bali International Convention Centre (BICC) is via Nusa Dua Area Main Street, close to the main entrance of Nusa Dua Beach Hotel.

Please use the BICC loading dock or door for unloading and loading all exhibition materials and goods

**Please note** that BICC does not provide a Forklift.

A car park for trucks is located in front of the BICC, please park your trucks in this car park.

## **Deliveries**

Special Arrangements must be made for receiving any Equipment's, Goods, Displays or other Materials, which will be sent, delivered, or brought into the Convention Centre. Failure to do this may result in Deliveries being refused or Materials being unavailable when required.

Hotel Receiving Dock is open from 0800 am to 0500 PM, Monday through Friday. Advance Arrangements must be made through the Convention Staff for the Weekend Deliveries. Please refrain from shipping Materials more than 5 (five) days prior to the Event Dates. Any Materials being sent to the Convention Centre must be marked as follows

HOLD FOR ARRIVAL  
COMPLETE RETURN ADDRESS

## **PLEASE ADDRESS PACKAGE AS FOLLOWS**

ATTN: GUEST'S NAME (WHO WILL COLLECT/PICK UP)  
ORGANISATION/EVENT NAME  
C/O BALI INTERNATIONAL CONVENTION CENTER  
P.O. BOX 36  
NUSA DUA, BALI

Handling Charges may apply. The Convention Centre does not accept any Liability for Equipment's, Goods, Displays or other Materials, which arrive or fail to arrive at the Convention Centre and also will not be responsible for any Loss or Damage of the Equipment's, Goods, Displays or other Materials.

## ***Security & Insurance***

- a) BICC will not be responsible for the safety of articles of any kind brought in the Centre premises by Exhibitors, their Servants, Agents or Contractors, members of the public or any person whatsoever. It is the Organisers responsibility to ensure all Exhibitors are fully covered by insurance and take out public liability and comprehensive protections.



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- b) The period of liability of the Organisers shall be deemed to run from the time the Exhibitor or any of his Servant, Agent or Contractors first enters the exhibit hall(s) and to continue until his exhibits and property have been removed.
- c) The organiser assumes the entire responsibility and liability for any losses, damages and claims deriving of injury to Exhibitors, their Servants, Agents or Contractors, members of the public or any person whatsoever or damages to Exhibitors displays, equipment and other property brought upon the Centre premises and shall indemnify and hold harmless the Centre, its Agent, Servants and employees from any and all such claims for losses and damages.

### **Floorload & capacity**

Both the Exhibition Hall and Gallery height is 4 (four) meters. The **floor loading** capacity of the Exhibition Hall is 1,000 Kg/M<sup>2</sup>; Exhibition Gallery is 400 Kg/M<sup>2</sup>. All other function rooms, floor loading capacity is 250 kg/M<sup>2</sup>

The floor capacity of Exhibition Hall and Gallery is 1,350 M<sup>2</sup> each.

Diameter of the Pillar in the Exhibition Hall is 70 Cm

Distance between two pillars is 9 meter

The width of the loading door in the Exhibition Hall is Exhibition is all carpeted wall to wall

### **Power supply**

During the exhibition, house light will be provided free of charge only 0800 hrs to 1800 hrs after 1800 hrs the house light will be dimmed unless prior arrangements have been made between BICC and Organising Committee. An extra charge of additional hours after 1800 hrs will apply, unless prior arrangements have been made between the BICC and Organising Committee. Please contact Convention Services for further information and assistance.

Additional electricity / power supply requirements for each booth / stand will be charged separately depending on the requirements of each booth / stand.

Therefore a list of electricity / power supply requirements should be submitted to BICC minimum of 2 (two) week prior the event.

### **Set-up & Installation**

- a) Drawings of layout plans and schematic wire diagrams must be submitted to the BICC for approval at least thirty (30) days, prior to the installation date.
- b) The exhibition preparation should be concluded 24 (twenty-four) hours prior to the opening of the exhibition. The exhibition area should be evacuated 6 (six) hours prior and will then be closed for general cleaning.
- c) All gangways leading to Emergency Exit and exit doors must remain unobstructed at all times.



- d) All fire hydrant & fire extinguisher must remain unobstructed at all times.
- e) Potted Plants and Floral Decoration are to be rented or purchased from BICC and the actual requirements to be submitted 14 days prior to event and last minute request will be subject to availability.
- f) Chairs and table if required will be charged. Please contact Convention Services for further information on furniture rental, any other information and assistance.
- g) The exhibition and contractor / stand builders will be charged for all repair costs and cleaning resulting from setting and dismantling or during the event itself.
- h) All construction and installation is to be carried out thereunder shall be at the expense and responsibility of the Exhibition Contractor / Stand Builder in such manner as to cause unnecessary disturbance or disruption to activities of other users of the complex.

### **Telephone**

Telephone can be provided with an additional charge. All calls made during the Event will be charged separately on consumption basis at the end of the event. Please contact the BICC administration office. An advance notice of 14 days is required.

### **Food & Beverage**

All Food and Beverage will be supplied by the BICC. Meals or drinks from outside not permitted to be brought into the premises.

### **Cleaning**

BICC will provide daily cleaning for all general public areas (morning and evening). All other cleaning requirements (i.e.: within the booth) will be charged separately.

### **Standard requirements for general contractors**

- a) Provide full particulars of the official Contractors name, contact name, type of licence, office address, telephone of office and residence, pager and or handphone no(s).
- b) Provide full particulars of on-site Supervisor. He must have the capability to make a decision on instruction(s) from the Centre authorised personnel
- c) All workers (exhibition contractors) must wear a uniform (properly attired complete with identification of their company) and acquire the BICC security pass and the display the pass in a prominent position while working in the BICC. Passes are available in the Security Office.
- d) Only designated service entrances and elevators are to be used for transportation of workers and materials.
- e) All workers must bring their own tools. The Centre's equipment shall not be used unless prior approval has been obtained.
- f) Food and drinks are not allowed in public areas or carpeted areas.
- g) Use of guest's facilities is strictly prohibited and workers are not allowed to loiter in guest's areas.



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- h) Smoking inside the exhibitions are during the contraction works is highly prohibited
- i) All materials used, method of installation and structural fitness must comply with all local safety codes; any temporary structure should not be installed in such a way that hinder or obstruct the operation of the Centre's fire and safety routes and equipment.
- j) Contractor(s) will not allow or permit any damage to the Centre's building or any part thereof or any fixtures, nor shall any alterations to the structure be allowed. Hacking, drilling, screws/ pins, nailing, adhesive or devises of any description likely to deface or damage walls, floor, furniture and furnishing are not allowed on Centre's finishes.
- k) Contractor / Stand Builder shall protect, defend, pay on behalf of, save and hold harmless BICC, affiliated companies and BICC and Sheraton Bali Resorts and their employees against and from all claims, damages, losses and expenses. However, the same may be caused by reason of any suite, claims, judgement or cause of action initiated by any person arising or alleged to have risen directly or indirectly out of the performance of the work by the Contractor(s).
- l) All construction debris or garbage generated in Exhibition areas should be collected and disposed of by the Exhibition Contractor or Stand Builder on a daily basis and please do not use the BICC refuse compartments.
- i) Naked flames and any other temporary electrical fitting are strictly prohibited.
- j) The exhibition and contractor / stand builders will be charged for all repair costs and cleaning resulting from setting and dismantling or during the event itself.
- k) Painting or sawing must be done outside the exhibition area.

***Dangerous Materials***

Explosive, petrol, dangerous gasses or inflammable substances are not permitted inside the building. The rules, regulations, Facilities and rates quoted are subject to change with prior notice.

Should you require further assistance and information, please contact:

**Convention Services**  
**Extension: 6230, 6231, 6232, 6233, and 6234**

Thanking you in advance for your kind co-operation

Accepted by:

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Signature & Company name (stamp)

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Name & Title

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Date