

PARTICIPANT GUIDEBOOK

Welcome to **Indonesia Technology & Innovation 2024!**

To help you prepare for this exhibition, we have designed this guidebook to make things easier for you, and we highly recommend studying its contents carefully. Please return the form for the services you require by the due date so we can ensure your needs are met before the exhibition begins.

Orders received after the time or location deadline may incur additional charges. Please do not provide services or services that you do not need.

front **submit all forms** so we can ensure that all your needs are provided.

For exhibitors who register after the deadline, we will contact you directly, in accordance with applicable requirements.

We will try our best to fulfill your request. However, we cannot guarantee that this request can be fulfilled.

PARTICIPANTS MUST NOTE THE FOLLOWING IMPORTANT THINGS:

1. The exhibition hall is open for 2 days for construction and demolition with the following schedule:

Saturday, August 10, 2024 from 09:00 to 21:00

Sunday, August 11, 2024 from 09:00 to 21:00

For Raw Space or Standard Package participants, construction was completed on the day **Sunday, August 11, 2024 from 14:00 to 18:00**

Dismantling and moving starts from the day **Wednesday, August 14, 2024 from 18:00 to 23:59**

Participants and their contractors must set up stands at the exhibition in accordance with the rules and requirements listed in the participant manual. **“Raw Space” and “Upgraded Standard Package Stand” must provide complete design plans and sizes to the event organizing committee by July 29, 2024**

For contractors who exceed the construction period (completion of all stand structures) set above 21.00, they will be subject to a late fine

for the demolition period (final cleaning) that exceeds 21.00, a late fine

2. Participants are advised that electricity supply to the stand is only available from start **Saturday, August 11, 2024 at 19:00** (Depends on the hall electrician). You are reminded to bring your portable generator if you need electricity before this date.
3. Only general cleaning is provided in the Hall or exhibition area. This includes cleaning carpets and taking out rubbish. Please remember that the cleanliness of the exhibition stand area is the responsibility of the participants. Pick-up or disposal of construction debris and waste materials during the exhibition is the responsibility of the exhibitor and contractor.
4. Children under 17 years of age are not permitted on site during construction and demolition. Please pay attention to dress neatly and politely.
5. Exhibition invitations can only be used by exhibition visitors. Please be careful to dress neatly and politely. Children and people not related to the exhibition activities are not allowed to enter the exhibition.
6. Packing and unpacking of portable or personal items and stand dismantling will only begin after the exhibition closes for the day **Wednesday, August 14, 2024 at 16:00**. All exhibition stands must be dismantled on the day **Wednesday, August 14 2024 from 18:00 to 21:00**.

7. We provide information regarding the exhibition operational schedule listed on **“EXHIBITION OPERATIONAL SCHEDULE”** (see page 4) All exhibitors as well as staff, representatives, agents and contractors are obliged to ensure that all activities are planned within that time period. If there is an extension of time, additional fees will apply.
8. Exhibitors must have insurance for personnel, equipment, in addition to registration fees. If something happens during the exhibition, it is not the responsibility of the organizing committee. Participants and their contractors must comply with the rules and regulations contained in the Indonesia Technology & Innovation manual.

If you have any questions, please contact:

CNG TRADE EVENTS

Tanjung Duren Utara IV Street Block I, No. 229A, Petamburan, Grogol, West Jakarta 11470 -

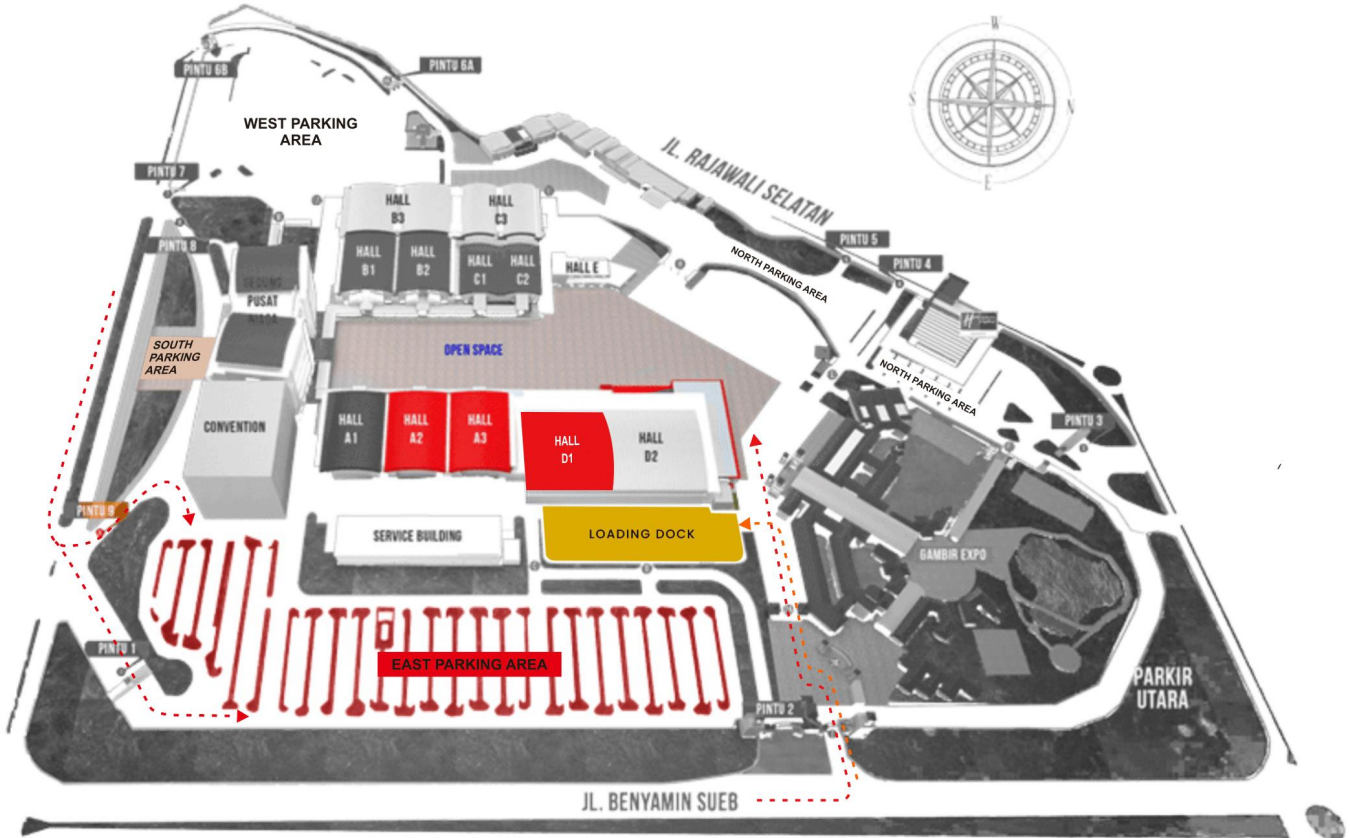
Indonesia Phone : +6221 29335568 / +62 895339220005 (WA)

Attn : Ms. Nida

Email : Nida@cngme.com

All information contained in this manual has been created as best as possible for convenience and to ensure that the needs of exhibitors are met. If there are printing errors or other omissions, we apologize.

Location Map



Loading dock Hall D1, A2-A3 is located at entrance 6A past Gambir Expo, towards the East parking lot towards gate 1

Jakarta International Expo. All copyright, information may change at any time.

Address: Jakarta International EXPO Kemayoran, Benyamin Sueb Street No. 1, East Pademangan, Central Jakarta, Indonesia.

OPERATIONAL EXHIBITION SCHEDULE

EVENT	DAY / DATE / TIME
<u>DEVELOPMENT TIME</u>	
Contractor comes in for registration	Saturday, August 10, 2024, 08.00-12.00
Opening of participant registration counters	Sunday, August 11, 2024, 10.00-14.00
Shell Stand and Standard Package Stand are ready for occupancy	Sunday, August 11 2024, 14.00-17.00
Electrical supply to the stand (testing by electrician)	Sunday, August 11, 2024, 19.00-19.15
Completion of all stand structures	Sunday, August 11 2024, 20.30
<u>EXHIBITION TIME</u>	
Grand Opening	Monday, 12 August 2024 09.00
Exhibitor access	Monday, 12 August 2024 09.00 – 18.00
	Tuesday, 13 August 2024 09.00 – 18.00
	Wednesday, 14 August 2024 09.00 – 16.00
Visitor access	Monday, August 12, 2024 10.00 – 18.00
	Tuesday, 13 August 2024 10.00 – 18.00
	Wednesday, 14 August 2024 10.00 – 16.30
The registration counter will be closed	Wednesday, August 14 2024 14.00
<u>DISASSEMBLY TIME</u>	
Packing and unpacking goods, furniture and rental equipment	Wednesday, August 14 2024, 16.30
Disconnection of all utilities	Wednesday, August 14 2024, 18.00
Pick up of rental items	Wednesday, August 14 2024, 17.00
Stand dismantling	Wednesday, August 14 2024, 18.00
All items/displays must be removed from the hall	Wednesday, August 14 2024, 17.00
All participants must leave the exhibition	Wednesday, August 14 2024, 18.00
All contractors must leave the hall*	Wednesday, August 14 2024, 21.00
Final cleaning and hand over to owner (JIEXPO)	Wednesday, August 14 2024, 21:30

* Non-compliance with the specified time will incur a penalty fee

- The transfer or delivery of exhibits and other equipment is NOT PERMITTED AT ANY TIME EXHIBITION OPENING (EXHIBITION ONGOING).
- Please note that **ALL EXHIBITION MATERIALS MUST BE MOVED BY TIME SPECIFIED ABOVE.**
- Attached this schedule was correct at the time of printing. If there are additions or amendments, an updated copy will be available at the Exhibitor Service Center (ESC) at the exhibition venue.
- During the grand opening on Monday, August 12, 2024, starting at 9:00 AM, all personal belongings are not permitted to enter through the main entrance

1. Hall will be open for installation stand for 2 days from day Saturday, August 10, 2024 from 09.00 – 21.00 to Sunday, August 11, 2024 from 09.00 – 21.00. Meanwhile the demolition period starts from today Wednesday, 12 August 2024 from 17.00 to 21.00.
2. Exhibition display products can be sent to the stand before the specified time if the construction (RAW SPACE) has reached more than 80% of the specified design or construction. Participants are required to contact the official forwarder and be present during the reception of the display product.
3. Demolition of the Raw Space and Standard Package Stand will begin immediately after the exhibition ends. Participants are advised to move display products and furniture that they still want.

1. GENERAL INFORMATION

1.1 **EXHIBITION**

Indonesia Technology and Innovation is the largest B2B event ICT Innovation, Digital Technology, Enterprises, Telecommunication & Information Communication Industry, AI, Cyber Security, Games, Robots, Data Center & Cloud.

1.2 **PLACE**

Indonesia Technology & Innovation (Hall D1, A2-A3)
 Jakarta International Expo - Kemayoran
 Arena Commercial Center Building **Jakarta International EXPO** Kemayoran Floor 1, Benyamin
 Sueb Street No. 1

1.3 **EXHIBITION DATE AND TIME**

Exhibition Area	Date and Time
Hall D1, A2-A3	Monday 12 August 2024, 10.00 – 18.00 WIB Tuesday, August 13 2024, 10.00 – 18.00 WIB Wednesday, 14 August 2024, 10.00 – 16.00 WIB

1.4 **ORGANIZER**

CNG TRADE EVENTS

Tanjung Duren Utara IV Street Block I, No. 229A, Petamburan, Grogol, West Jakarta
 11470Indonesia

The exhibition organizers provide an Exhibitor Service Center which is open from 12-14 August 2024 from 09:00 – 18:00. Complaints and services can be made at the Exhibitor Service Center.

1.5 **MEDIA CENTER**

The Media Center will operate on-site during business hours from Monday, August 12, 2024 to Wednesday, August 14, 2024.

1.6 **RECEPTION**

(a) **Participant**

Companies that already have a contract agreement can apply for exhibitor entry passes (exhibitor badges). Exhibitors have access to the exhibition venue one (1) hour before the exhibition opens and 30 minutes after the exhibition closes.

Children under 17 years of age are not permitted to enter or use entry passes at the Indonesia Technology & Innovation 2024 exhibition. Participants are expected to wear polite and neat clothing.

(b) **Visitors**

Exhibition visitors must complete a registration form before entering the exhibition venue to obtain exhibition entry passes (visitor badges).

Please note that the Exhibition Invitation can only be used by the relevant visitor. People under 17 years of age are not permitted to enter during construction, demolition and exhibition periods. Visitors are expected to wear polite and neat clothing.

(c) **Contractor**

All contractors (stand-fitting, interior decoration, etc.) other than Official Contractors, are

required to complete and sign a letter of agreement guaranteeing their compliance with the regulations set by the Organizing Committee, before permits are issued for special design stands. related to construction and demolition.

If the contractor has a valid reason to be present during the exhibition period (e.g. maintenance or repair purposes), please register at the Exhibitor Service Center (ESC). The organizing committee has the right to prohibit any contractor from using Exhibitor and/or Visitor Badges at the Exhibition if it is discovered that this violation has occurred, then the contractor will be subject to a fine of IDR 600,000 per badge/person.

Regarding the construction time period (completion of all stand structures), contractors who exceed the specified construction time period above 21.00 will be subject to a late fine.

Meanwhile, for the demolition period (final cleaning) that exceeds 21.00, a late fine.

For contractors outside the official contractor, a badge printing fee of IDR will be charged. 50,000, - / badges

Please pay attention to dress neatly and politely. Do not wear flip-flops and shorts during the exhibition.

1.7 **SECURITY**

The organizing committee has provided security services to ensure security during the exhibition. Nevertheless, exhibitors must take care of their respective exhibits and tidy them neatly. After the exhibition closes on the day **Wednesday, August 14, 2024, 16.30**. For security purposes during and at the end of the exhibition, participants are expected to look after their respective exhibits. The organizing committee is not responsible for loss or damage to exhibition items. For display products and other valuable items, please store them in a safe place.

For security reasons, after the end of the exhibition, exhibits, products, small displays, portables and valuable items must be stored in a safe place or taken home for display the next day.

It is highly recommended that there is at least one representative to look after and supervise all matters related to shipping, packing, installation and disassembly when handed over to the indicated contractor.

After the exhibition closes, it is recommended to exhibitors that storage areas, such as drawers, cabinets, etc. are emptied.

1.8 **FOOD AND DRINKS**

During the exhibition, there are various other food and drink outlets around the exhibition area.

Food purchased from outside can only be consumed in the restaurant area

1.9 **PUBLIC ADDRESS (PA) SYSTEM**

The PA system is only for use by the organizing committee and hall owner for official announcements.

2. CONTRACTOR, DELIVERY OF GOODS, SECURITY AND CLEANING OF AUTHORIZED AGENTS

2.1 AUTHORIZED CONTRACTOR

The following companies have been appointed as contractors or official agencies for the exhibition:

PT CITY NEONINDO INDAH MURNI

Prince Tubagus Angke Street Blok VV 21C, Jakarta 11460,
 Indonesia

Jean

No. : +62 815 8688 8366

Email : jean@cityneonindo.com

Alifah

No. : +62 851 5519 9245

Email : alifah.cityneonindo@gmail.com

2.2 Raw Space, Standard Package, Electricity and Furniture Rental

HALL	Program	Stand Construction	PIC
Hall D1, A2-A3	Indonesia Technology & Innovation 2024	CNG TRADE EVENTS	Yanni

CNG TRADE EVENTS

Tanjung Duren Utara IV Street No. 229 A, Grogol
 Petamburan, West Jakarta 11470 – Indonesia
 Tel: +62 21 2933 5569 / +62 8128123290 (WA)
 Contact: Ms. Yanni
 Email: yanni@cngme.com

2.3 Authorized Goods Shipper

PT VISSASA PARAMA NATI

Address: Duta Garden Square Blok A.9
 Husein Sastranegara Street – New Driver Tangerang 15124 –

Phone Number: (62-21) 54370666 – 50112108

Email: exhibition@vissasa.id

Web: www.vissasa.id

Contact Person:

Mr Andi Mulyadi

Phone Number: +62 878 08934057

Email: andi@vissasa.co.id

Mr Markus Julianto

Phone Number: +62 818 08766578

Email: markus@vissasa.id

2.4 Security

Indo Service Security

Ctc : Mr. Alex

Mobile : +62 87782222204

2.5 Cleaning, F&B, Internet, Telecommunications, Floral Services and Hanging Services

JAKARTA INTERNATIONAL EXPO - KEMAYORAN

Commercial Center Building Fl. 1 Jakarta International Expo Kemayoran, Jakarta 10620

Tel : (021) 26645131

Fax : (021) 26645000

Email : marketing@jiexpo.co.id

3. TERMS AND CONDITIONS

The rules and regulations listed below are prepared to provide safety exposure for exhibitors.

Exhibitors, contractors and appointed agents must comply with the rules and regulations stated in the exhibitor handbook.

3.1 **EXHIBITION PRESENTATIONS AND DEMONSTRATIONS**

Participants who intend to show equipment or display items must pay attention to the following:

- a) Prioritize security and safety for everyone.
- b) Pay attention to the safety of all machines (high risk items) to prevent undesirable things from happening, anything that is detrimental to safety and disruption to all parties during the exhibition.
- c) Maintain all moving parts of machines or items to prevent injury/disruption to other people.
- d) Secure and isolate dangerous tools and cables so that they are not injured or touched by unauthorized persons.
- e) Make sure gas cylinders, flames and welding are not used in the exhibition area. Without approval from the Fire Division at the Jakarta International Expo.
- f) Make sure exhibitors maintain and prevent damage to floors, carpets and hall facilities. Any damage caused will be the responsibility of the participant concerned.
- g) Make sure that every product or appearance of the stand or booth, such as the roof, tent, ceiling and lighting (lighting in each stand) is submitted to the organizing committee for approval from the hall owner. Without this approval, exhibitors cannot display what they want.
- h) Make sure only their agent, distributor or dealer products are displayed.

3.2 **USE OF SPREADER PLATES OR FLOOR LOADING**

Spreader plates are required if the static display exceeds the specified floor load above 2000kg/ sqm, for exhibits or product demonstrations that cause vibration, in which case the floor load is then reduced by at least 30% or approximately 1440kg/ sqm. Security officers and hall owners have authority in this matter. These spreader plates must be arranged first with the Official Goods Delivery Agent (Official Forwader).

3.3 **DEMONSTRATIONS THAT USE FIRE**

Use of flammable or toxic gases or properties for the purpose of product demonstration at exhibitions. Must obtain prior approval from the organizing committee and the hall owner's fire division. Any consequences of negligence will be the participant's responsibility and will be processed in accordance with applicable law.

3.4 **FIRE PREVENTION**

In the event of a fire, every participant when they see the slightest flame, must immediately extinguish the fire or prevent it by using an extinguisher and moving all items around it. Exhibitors requiring special types of fire extinguishers must make arrangements, at their own expense, for the provision of such equipment.

3.5 **EXHIBITION PHOTOGRAPHY**

Please note that the Exhibitor reserves the right to ask such persons not to undertake photography without specific permission.

3.6 **SMOKING IS NOT PERMITTED IN THE EXHIBITION CENTER**

Refers to "REGULATION OF THE GOVERNOR OF THE SPECIAL CAPITAL REGION OF JAKARTA No. 75 of 2005 CONCERNING NO-SMOKING AREAS".

Participants, contractors, visitors and all interested persons in the exhibition are prohibited from smoking during the exhibition.

3.7 **STAND CLEANING**

The organizing committee will only provide cleaning outside the stand. This only includes carpet or floor cleaning and rubbish removal before the exhibition opens in the morning and after the exhibition closes in the evening. Exhibitors are responsible for the cleanliness and tidiness of each of their respective stands. If exhibitors wish to receive additional cleaning services, please contact the organizing committee and hall owner, for an additional fee.

3.8 **WASTE CLEANING**

During the construction and demolition of exhibits, the Hall hallways are not allowed to contain trash from packing materials, construction materials, and debris. Contractors building stands and interiors are responsible for clearing their own trash and building debris from their stands. Sawing can only be done in the area outside the Exhibition Hall.

At the end of the exhibition, the contractor is obliged to vacate and remove all goods and stand or booth debris from both sides of their client's carpet based on the respective times stated in the "**EXHIBITION OPERATIONAL SCHEDULE**" (see page 4). If they skip doing this, their enforcement deposit will be used to pay fines to the Official Cleaning Officer.

The organizing committee has the right to charge the participant concerned to dispose of excessive waste (construction waste, crates or pallets, cartons, packaging materials or literature, etc.) at a minimum **IDR 500,000,-** and maximum **IDR 25,000,000,-**

3.9 **STAND OPERATION**

All exhibition stands must be operational during exhibition opening hours. Please pay attention "**EXHIBITION OPERATIONAL SCHEDULE**" (See Page 4). Exhibitors are not permitted to carry out activities that cause disturbance to visitors and other exhibitors.

All exhibitor activities are limited to designated stands. Promotions carried out outside the rented and designated stands are not permitted to distribute leaflets, brochures, journals, etc.

3.10 **DAMAGE**

Exhibitors shall be solely responsible for damage to display items caused by themselves, their agents, contractors, or persons they employ or engage.

Exhibitors who choose the Standard Package are also responsible for damage to the structure of partition walls, carpets, lighting fixtures, chairs, tables and other rental items, whether caused by the exhibitors themselves or by others. Damage and loss costs will be stated by the relevant contractor and charged to the relevant exhibitor.

3.11 **UNEXPECTED EVENT**

The exhibition may be postponed, shortened or extended due to reasons beyond the control of the organizing committee. In this event, the organizing committee is not responsible for losses experienced by participants, directly or indirectly, caused by natural elements, unexpected events or orders and directions imposed by local government authorities, and costs are borne by the exhibitors.

3.12 **LIABILITY AND INSURANCE**

(a) **Obligation**

All participants participating in this exhibition are required to have their own insurance. Exhibitors are advised to pack and move display items during and after the exhibition. All items or displays must not be left unattended. The organizing committee is not responsible for loss and damage of any kind brought to the exhibition area by participants, agents, contractors, visitors or other persons during the exhibition.

In the event of negligence and losses caused by participants, it is the responsibility of the exhibitor themselves and they are required to compensate the injured party for these losses.

Exhibitors are also responsible for loss or damage to items they have rented from authorized contractors. And exhibitors must take care to prevent damage to exhibition equipment, rental items, and displays. Exhibitors are required to provide proof of the above insurance to the organizing committee if requested to do so.

Exhibitors are required to comply with the opening and closing times or hours of the exhibition and must be at the stand during the exhibition. By adhering to these times, stands may not be closed or vacated during the exhibition. For stands that are empty or abandoned without the established operating times, participants will be subject to sanctions or fines.

(b) **Bill**

If a claim is made, the request to be submitted by the exhibitor concerned must be made in writing within 24 hours to allow the party's assessor to verify and record the damage caused. **WITHOUT PROOF, ANY CLAIM CANNOT BE PROCESSED.**

3.13 **PAYMENT FOR SHOWROOM OR PERFORMANCE GUARANTEE**

It is ensured that every exhibitor, agent, vendor and contractor must first pay off the rental of the exhibition land and the implementation guarantee that has been received by the organizing committee.

3.14 **DISPUTE**

If a dispute occurs between exhibition participants, the organizing committee will mediate between the disputing parties to find a solution. In the event that an agreement cannot be reached between the two parties, the organizer can decide unilaterally or even close the participant's stand which is deemed unfit through certain considerations.

4. TRANSPORTATION AND REGISTRATION ACCOMMODATION

4.1 ACCOMMODATION

Indonesia Technology & Innovation 2024 has appointed official hotels for exhibitors, visitors and delegates listed below:

Holiday Inn Express Kemayoran

Ctc : Ms. Febi

Phone : +62 821 1136 7477

Address : Griya Utama B Street No.1, Sunter Agung, Tanjung Priok, North Jakarta, DKI Jakarta 14350

DoubleTree by Hilton Jakarta Kemayoran

Ctc : Mr. Haryo

Telp : +62 821 2328 2183

Alamat : Griya Utama Street No.1 Blok B, Sunter Agung, Tanjung Priok, Jakarta, 14350

OYO Townhouse 2 Hotel Gunung Sahari

Ctc : Mr. Yudi

Telp : +62 812 9218 4743

Alamat : Gunung Sahari Raya Street No.33, North Gunung Sahari, Jakarta, 10720

OYO Townhouse OAK Bi Executive

Ctc : Mr. Yudi

Telp : +62 812 9218 4743

Alamat : R. E. Martadinata Street No.21, RT.1/RW.13, West Pademangan, Kecamatan Pademangan, North Jakarta, DKI Jakarta, 14420

4.2 TRANSPORTATION AND CAR PARKING

(a) Taxi

Taxis and online taxis at several pick-up points in the Jakarta International Expo area, namely at the NIAGA CENTER.

(b) On-Site Car Parking

Parking lots at Jakarta International Expo are located in the north parking lot, east parking lot, west parking lot and on space

(c) Entrance

Door 1: Benjamin Sueb Street

Door 2: East Pademangan, Pademangan North Jakarta

4.3 PARTICIPANT STAND REGISTRATION

Exhibitors are asked to complete and submit an entry pass registration form (Exhibitor Badges) at the exhibition. Please type or print all participant names, so that errors can be minimized. Exhibitor Badges will be ready for pick up, **Sunday August 11, 2024 from 14:00 - 18:00** at the Exhibitor Service Center on site.

5. HALL AND STAND SPECIFICATIONS

5.1 EXHIBITION HALL SPECIFICATIONS

Temp Hall D1, A2-A3

Hall A - D1 has a total exhibition area of 13,046 M². This hall is also supported by accessible facilities including electricity, water, telecommunications, fire protection and data networks and is equipped with two large loading doors which make it easier to load vehicles and park trucks.

- **Hall D1**
 Floor Area: 4,752 sqm
 Dimension: 72 x 66 m
 Height: 12-17,5 m
 Floor Structure: Tiles
 Floor Loading: 3-5 ton/sqm
 Loading Doors: 7 x 4 m
 Electric Power Capacity: 6,000 kva
- **Hall A2-A3**
 Floor Area: 8,295 sqm
 Dimension: 144 x 57,6 m
 Height: 12-15 m
 Floor Structure: Concrete Slab
 Floor Loading: 2-5 ton/sqm
 Loading Doors: 6 x 6 m
 Electric Power Capacity: 2,250 kva

5.2 STANDARD PACKAGE SPECIFICATIONS

The Standard Package will be built from a modular system. The following items will be provided in the package:

No	Items	Picture
1	Standard Booth, Size, 3x3 square meters	
	▪ Fluorescent Tube x 2 unit	
	▪ Electricity 2Amp 220V x 1 unit	
	▪ Reception Desk x 1 unit	
	▪ Folding Chair x 2 unit	
	▪ Wastepaper Basket x 1 unit	

5.3 RAW SPACE SPECIFICATIONS

Raw Space was built with a special design according to the exhibitor. The following items will be provided in the package:



Note: Please contact the CNG Trade Events Operations Team, if you need information regarding stand specifications.

6. STAND-FITTING TERMS AND SPECIFICATIONS

6.1 ELECTRICAL SUPPLY AND INSTALLATION

The standard electrical current supplies available for use on stands at the Exhibition are:

- (a) Single-Phase alternating current at 220W
- (b) Three phase with neutral alternating current at 380W

Due to limited electricity loading in the Hall, Exhibitors who require a 3 phase electricity supply for the exhibition must inform the number of machines, kilowatt load, kilowatt load of each machine.

For security reasons and to protect the electrical installations on the Exhibition premises, all major electrical installations from the source to the exhibition stand must only be carried out by an Authorized Electrical Contractor. And all DB (Decibels) where required or deemed necessary by the Authorized Electrical Contractor shall be hung or installed on the wall or partition structure. Please inform your contractors and technicians about this regulation and make sure they report to the Authorized Electrical Contractor, where the DB (Decibel) can be installed. Immediately contact the official contractor.

Any installation that deviates from these regulations will result in the supply not being activated unless and until the exhibitor certifies in writing the use to the organizing committee or authorized electrical contractor of any consequences or liability. Exhibitors' cooperation and understanding regarding this matter is highly appreciated for the good of all parties concerned.

Electrical connections at the stand can be made by a participating technician, however they must be checked by an Authorized Electrical Contractor before the supply can be switched on.

Each electrical outlet or point provided is intended for direct attachment to a single light fitting, engine, equipment on display. Connections made with multi-point sockets are not permitted as overloading may occur and a short circuit may occur. A short circuit may take hours to repair, causing inconvenience to all exhibitors.

No electrical installations or fittings may be suspended from the ceiling of the Exhibition Hall or installed on any part of the building without prior permission from the organizing committee and where permitted, a fee may be charged.

The Organizing Committee reserves the right to remove the electricity supply to any installation which, in the opinion of the Authorized Electrical Contractor, is dangerous for the safety of visitors or other exhibitors.

Electrical arrangements for exhibitions can be ordered using the electrical services form including:

PART A: Includes the provision, installation of electrical goods and fittings such as lights, sockets and other fittings. Prices include installation, electricity consumption and full maintenance throughout the exhibition period.

PART B: This form is for exhibitors who wish to use their own light fittings. Supplies covering electricity consumption are provided and terminated with power switches or connectors of multiple capacities according to the exhibitor's order. Exhibitors and their contractors must submit appropriate one-line drawings to the authorized contractor for relevant approvals. In this case please be informed that there may be a charge additional inspections are required to carry out inspections of wirings, fittings, and overall electrical preparation for certification by an Authorized Electrical Consultant. Participants are also deemed to know that all forms of maintenance required in front of the switches or integrated connectors provided are the responsibility of their contractor, and who shall arrange to have their electricians ready for that purpose during the Exhibition.

PART C: This is for individual direct supply to high electricity demand machines or equipment. The price includes the cable terminating at the switch or fused insulator, electricity consumption but does not include the connection to the exhibition. Please order according to the current requirements of the machine or equipment start-up. The supplies ordered in this Section are not permitted for hook-up connections or other connections, such as DB (Decibel) or light sockets.

Exhibitors who require 24-hour supply are required to submit in writing their requirements, at least two (2) weeks before the construction date, to the Authorized Electrical Contractor, and additional costs due to installation costs, consumption, inspection costs, levies, etc. Must be borne by the exhibitor concerned.

Requests for any items not listed on the Electrical Service Form can be submitted to an Authorized Electrical Contractor.

Please remember to indicate the location of any additional equipment you need on the Service Location Plan Form. So that staff, electrical and service technicians can prepare your needs before you arrive at the exhibition venue.

6.2 COMPRESSED AIR SUPPLY

Exhibitors requiring compressed air for demonstration purposes must provide full technical details to the authorized venue using the pressurized air supply form.

All compressors and air pressure supplies must be provided by our authorized contractors, except for special reasons where prior written approval must be given by the organizing committee and hall owner. Only electrically activated air compressors are permitted in hallways for safety reasons.

Please note that physical conditions or exhibition conditions, different from the exhibition venue may affect inventory and installation. Thus allowances must be factored into the order.

6.3 WATER SUPPLY AND DRAINAGE

Water and Drainage is not only available at the Exhibition Hall but can be arranged manually (on a case basis) and is provided exclusively by authorized contractors, so orders must be submitted to the contractor by completing the water & drainage form. Special arrangements must be made with the Authorized Contractor in advance, should the exhibitor require this service.

6.4 **STAND FITTING REQUIREMENTS**

These regulations aim to benefit all exhibitors, although larger stands will inevitably have more elaborate designs. All exhibitors and their contractors who construct and decorate stands should view these regulations as guidelines for developing effective presentations as part of the overall Exhibition environment. Other regulations are listed in this Participant Handbook. Therefore, exhibitors are advised to inform the appointed contractors to comply with the regulations below:

- All parts of this section are interrelated and must be complied with collectively, if applicable.
- All dimensions and standing and utility positions are approximate and should be verified and confirmed on the spot. Adjustments to stand construction must be made to accommodate these variations.

Exhibitors and their contractors must pay attention to and comply with the timings for the period construction and demolition listed in **“OPERATIONAL SCHEDULE EXHIBITION”** (see page 4) when preparing and building stands and goods their exhibition displays, such as Extension of this time may not be possible as the Exhibition Hall may already be booked for another event. And even if the extension possible, the costs incurred will be very expensive, and must be borne by the participants or their respective contractors.

(a) **“Raw Space” or Space Only interior decoration**

Exhibitors who have booked “Space Only” may use an Authorized Contractor or designate another contractor

their choice, in accordance with the agreement of the organizing committee and the Hall owner.

Contractors must comply with the following regulations:

- i. All materials used for standing construction or interior decoration work must have a flame rating at least in Class 2 (Surfaces at Low Flame Spread) currently tested in accordance with B.S. 476 section 7: 1921. Evidence may be required for an on-site inspection by the Fire Department.
- ii. All work in the Exhibition Hall was limited to installations and little else change. Fabrication work such as welding, cutting, sawing, laminating, painting, spraying, etc. may not be carried out in the Exhibition Hall. Severe restrictions and penalties will be imposed on contractors who violate these regulations.
- iii. The company name and number of participants must be displayed clearly. If these requirements not noticed, committee The organizer has the right to charge the costs incurred to the relevant exhibitor.
- iv. Where a stand abuts another stand, adjacent walls are not permitted used by exhibitors that is, each participant is responsible for building their own wall to separate their residence. The wall surface of at least 2.5 m must be constructed with white paint.
- v. Depending on the location of the stand, the structure of the stand or the shape of the mounting elements and display can be installed up to height **4 meters only**. Any design or structure higher than 15- meters is subject to approval by the organizing committee and hall owner on a case-by-case basis.

- vi. The side with the perimeter or side walls or partitions facing the aisle must be placed from the lane. This is a precautionary measure and also to ensure that sufficient exposure is given to participants surrounding exhibitions. Any exceptions must be permitted by the organizing committee in writing. The following guidelines must be observed:
 - Installation of partition walls at least half a meter from the edge
 - For every 3 meter high wall, there must be at least a 2 meter gap
 - Not taller than 2.5 meters
- vii. A back wall must be provided. The organizing committee has the right to request participants exhibition to change, modify, lower or shorten any backwall if, in the opinion of the organizing committee, it may obstruct a reasonable view or be considered a nuisance from other participant stands.
- viii. If the standing wall on the same boundary line is higher than the standing wall nearby, surface The visible rear must be finished in plain white only by the exhibitor constructing the higher wall, and the adjacent exhibitor has the right to use that portion if necessary.
- ix. Exhibitors cannot display nameplates or signs on the other side of the board advertising near the exhibition or side walls other than on the side of the stand itself. Every structures to be used for logos and graphics such as towers and signage must be installed at least half a meter from public walls.
- x. No part of the structure or any promotional exhibition or display (other than those permitted by the organizing committee) may exceed the permitted limits. This includes symbols, logos, lighting, floral decorations, furnishings and others.
- xi. Suitable floor coverings, such as carpet or matting should be provided for all stands. In some locations, exhibitors may be asked to build a platform at your own expense.
- xii. No display items may be mounted, nailed, screwed or drilled into the floor. If this instruction is ignored the exhibitor or contractor concerned will responsible for any damage that occurs.
- xiii. There is no suspension to be made of the Exhibition Hall frame and there are also no materials fasteners made on floors, columns, walls or other parts of the Hall without prior permission from the organizing committee and hall owner. If permitted for security reasons, a penalty fee will be charged. In addition to the organizing committee's banners and equipment, all exhibitor banners under the Creative Marketing Opportunities (CMO) Package will be considered on a case-by-case basis.
- xiv. Neon lights or signs are permitted, but continuously flashing ones will not be permitted unless it is a part internal of the exhibitor's products. Displays sequentially can be used in accordance with the agreement of the organizing committee regarding the level of light changes. All neon lights or signs must be equipped with a "safety" switch. No AC units or systems are permitted to enter without written permission from the committee organizer and owner of the Hall. Type, quantity and operation restrictions will be imposed as part of the permit granted.

- xv. Exhibitors and their contractors are required to notify or consult with Authorized Electrical Contractor at all times work is carried out near electrical installations such as DBS, fuse switches, isolators and power points. Authorized Electrical Contractors have the right to turn off electricity for safety reasons and also to prevent damage to participant equipment. It is the responsibility of exhibitors and their contractors to ensure that thorough integrity checks are carried out on all circuits, DBs, switches, outlets and connections before the supply is restarted. If it fails, the organizing committee is not responsible for any damage that occurs.
- xvi. Contractors must bring their own generators, and they must be located outside Exhibition Hall, if they are requires electrical power during build-up or tear-down. No generators or oil drums are placed without a base, this is to prevent oil leaks and spills. Only small electric compressors for carpentry work are permitted in the hallway when an electrical supply is available.
- xvii. Exhibitors are reminded that it is the responsibility of the appointed contractor to clean and empty the stand after completion of construction, before handing it over to exhibitors. After that, an Authorized Cleaning Contractor will clean the carpet.
- xviii. Exhibitors and designated standing contractors must adhere to the specified times listed in “**EXHIBITION OPERATIONAL SCHEDULE**” (see page 4) and be responsible for removing excess materials including waste, paint, debris on a daily basis during the build-up of all materials, including all adhesive tape and padding used in laying floor coverings, at the end of the Exhibition.

(b) Double-Storey Booth (If Available)

Some exhibitors wish to erect two floors for their presentations at this Exhibition, we seek the full understanding and cooperation of these exhibitors and their appointed contractors to ensure that all construction regulations relating to such erection are established and enforced in time for this Exhibition by the Division The Fire Section is strictly adhered to in addition to the in-house regulations set by the organizing team for this Exhibition. Additionally, exhibitors and their contractors must ensure that they work according to the schedule stated in the "**EXHIBITION OPERATIONAL SCHEDULE**" (see page 4) and there is an additional air space charge of 50% of the Raw Space rate which does not exceed 50% of the contracted space (minimum 72m²).

- i. Walls with enclosures must not exceed 225 m² and must be separated from each other by a distance of min 15m.
- ii. The minimum multi-storey stand is only on the 2nd floor and the height does not exceed 5m.
- iii. A minimum of 2 exit points is required for enclosed cubicles that have a floor area of 75m² or more. The maximum escape distance to the nearest exit point must not exceed 15m. Each exit must have a minimum width of 1 m. The exit capacity is based on a maximum width of 60 people per meter from the exit.
- iv. Each multi-storey floor of a multi-storey stand with a floor area of 75m² or more (e.g.capable of accommodating 50 people or more) must be provided with a minimum of 2 stairs.
- v. Stairs for multi-storey stands must have a minimum width of 1.2 m.

Please consult with the CNG Trade Events Operations Team immediately for a feasibility study and further details if you decide to create as mentioned above.

(c) Nomination of Participant Contractor Stands

Exhibitors or designated standing contractors are required to submit approval by making layout plans, heights, duplicates, to the organizing committee office on the day **Thursday, July 25 2024** along with details of the contractor they specified (company name, address and name of person contacted) using the stand contractor nomination form. To prevent changes in costs required on site by the contractor, hall owner and organizing committee. All drawings must have clear dimensions and scale drawings must not be smaller than 1:200. Facsimile copies are acceptable, but original drawings must be submitted for final approval. Late submissions can mean that approval may not be granted in time for construction to begin on site. Even if approval has been given, the organizing committee reserves the

right to request the exhibitor concerned to modify certain parts of their establishment to meet the conditions or circumstances of the Hall.

(d) **Implementation Guarantee**

Before the official contractor and his group of work participants are allowed to start work on the exhibition site or hall. Required to **deposit money directly to Jakarta Internationa Expo Finance office 2nd Floor, Please Bring Event Floorplan and Identity Card** as a guarantee for the organizing committee and sign an agreement to guarantee that there will be no violations, damage, proper work schedule, and compliance with exhibition and hall regulations. If there is no damage or loss caused by the contractor, the funds will be returned a maximum of 7 days after the event ends.

For maximum payment deadline before Build Up is implemented.

The organizing committee has the right to impose sanctions and reprimands on any exhibitor and their contractor who has previously carried out or behaved in a non-compliant manner, without having to give any reason.

Once the performance guarantee is both received and signed, the contractor is allowed to bring the equipment to the Hall and begin work. All money must be in the form of a check or follow the cashier's rules. Please note that bank fees or exchange differences will be deducted according to the performance of the bond money. No banker's guarantee (BG) or any other form than stated is acceptable for this purpose

The contractor must also bear the costs charged by the hall owner for damage caused by their own negligence. Contractors, especially those based overseas who do not use local subcontractors for installation and demolition work must make prior arrangements with an Authorized Cleaning Contractor for daily cleaning and removal of waste materials during the Build-up and Break down period. Standard work areas used and occupied by contractors must be kept tidy at all times.

Six (6) Contractor Badges or Badges will be issued for every 12 square meters of construction, up to a maximum of fifty (50) Badges per contractor. Please note that a full name list, with car, passport and work permit number identification details must be provided.

If the contractor has a valid reason to be present during the exhibition period (e.g. maintenance repair purposes), please register at the Exhibitor Service Center (ESC) on site. The Organizer reserves the right to prohibit any contractor from using exhibitor or visitor badges into the Exhibition.

All foreign employees and staff must have the correct work permits issued by the Department of Manpower and Immigration of the Government of Indonesia.

Relevant authorities may visit during construction or demolition to check work permits. Please note that the issuance of exhibitor and contractor badges by the organizing committee does not imply in any way that permission is granted to a person to work at the premises without the required work permit.

7. CARGO AND SHIPPING INSTRUCTIONS

7.1. LOAD OF EXHIBITIONS OR MATERIALS TILL JAKARTA

To ensure that exhibitor exhibit goods imported into Jakarta are customs cleared and delivered to your location on time. All shipments must be delivered as follows when handled by an Authorized Freight Forwarder. The following must be adhered to:

VISASA PARAMA NATI INSTRUCTIONS

All exhibition items are shipped by **VISASA PARAMA NATI** “prepaid shipping” to:

Recipient:

PT. JAKARTA INTERNATIONAL EXPO

Commercial Center Building Fl. 1, PRJ Arena
Ex Kemayoran Airport Street, Central Jakarta 10650,
IndonesiaID Tax: 02.192.163.0.073.000
For: Indonesia Technology & Innovation 2024
Exhibitor Name:
Stand No:

Contact:

Vissasa Parama Nati

Address: Duta Garden Square Blok A.9
Husein Sastranegara Street – New Driver Tangerang 15124 –
IndonesiaPhone: (62-21) 54370666 – 50112108
Email: exhibition@vissasa.id
Web: www.vissasa.id

Contact Person:

Mr Andi Mulyadi
Phone Number: +62 878 08934057
Email: andi@vissasa.co.id

Mr Markus Julianto
Phone Number: +62 818 08766578
Email: markus@vissasa.id

AIR CARGO INSTRUCTIONS

For air cargo, please arrange to issue MAWB (Master Airway Bill) + HAWB (House Airway Bill) on “paid shipping” as follows:

ON MAWB (MASTER AIRWAY BILL)

Recipient:

PT. JAKARTA INTERNATIONAL EXPO
Commercial Center Building Fl. 1, PRJ Arena
Ex Kemayoran Airport street, Central Jakarta 10650,
IndonesiaID Tax: 02.192.163.0.073.000
For: Indonesia Technology & Innovation 2024
Exhibitor Name:
Stand No:

Contact:

Vissasa Parama Nati

Address: Duta Garden Square Blok A.9
Husein Sastranegara street – New Driver Tangerang 15124 –
IndonesiaPhone: (62-21) 54370666 – 50112108
Email: exhibition@vissasa.id
Web: www.vissasa.id

Contact Person:

Mr Andi Mulyadi

Phone Number: +62 878 08934057

Email: andi@vissasa.co.id

Mr Markus Julianto

Phone Number: +62 818 08766578

Email: markus@vissasa.id

7.2. **EXHIBITION CARGO FROM JAKARTA**

To ensure there are no undue delays or inconvenience to customs upon arrival, it is essential that the above documents are forwarded via e-mail or fax to:

Vissasa Parama Nati

Address: Duta Garden Square Blok A.9

Husein Sastranegara Street – New Driver Tangerang 15124 –

Indonesia Phone: (62-21) 54370666 – 50112108

Email: exhibition@vissasa.id

Web: www.vissasa.id

Contact Person:

Mr Andi Mulyadi

Phone Number: +62 878 08934057

Email: andi@vissasa.co.id

Mr Markus Julianto

Phone Number: +62 818 08766578

Email: markus@vissasa.id

For shipments handled by your own designated forwarder (other than Vissasa Parama Nati), ensure they are delivered to your forwarder.

7.3 **CARGO HANDLING INTRODUCTION AND EXHIBITION MOVING**

Authorized Freight Forwarders will send all exhibitors a copy of their “Shipping Instructions” containing instructions, customs procedures and documentation, shipping rates and deadlines.

Please note that for safety and insurance purposes only the Authorized Cargo Officer acting as the sole on-site handler can provide all lifting and handling equipment in the aisle as well as delivery.

Ensure that all exhibits and displays are adequately insured for all stages of the exhibition, and that all exhibits and displays are properly packaged and lined with dampening material to prevent damage incurred in transit and on arrival to the stand and back.

(a) **Delivery deadline**

The following is the deadline schedule for shipping goods:

- | | |
|---|---------------------|
| ▪ By courier (brochures, catalogues) | : July 2024 |
| ▪ Copy of Bill of Lading and Commercial Invoice | : July 2024 – LCL |
| ▪ Packing List for shipping goods by sea | : August 2024 – FCL |
| ▪ Arrival of exhibitions sent via sea freight | : August 2024 – LCL |
| ▪ Copy of Commercial Invoice and Packing List for Air Cargo Contact | : August 2024 |
| ▪ Arrival of exhibitions sent via air freight | : August 2024 |

(b) **Lifting dan Handling On-site**

Only PT Vissasa Parama Nati is permitted to work in the Exhibition Hall as the sole handler on site to operate all mechanical and lifting equipment. Every contractor or exhibitor can send goods that require the assistance of lifting or mechanical lifting equipment to the goods yard or loading and unloading in the Hall. and then it is up to them to send the evidence to the exhibition area unless the item can be done easily and safely by one (1) person. These regulations will be strictly enforced and are necessary for safety, insurance and coordination reasons.

(c) **Local Delivery and Hand-carry Items**

Exhibition items (displays) cannot be sent to the Exhibition Hall until stand construction is ready or completed (please see Table **EXHIBITION OPERATIONAL SCHEDULE on page 4**).

Exhibitors or their representatives must be present at their own premises to take delivery of the goods. The organizing committee will not accept deliveries on behalf of exhibitors and is not responsible for failure to deliver. The organizing committee is not responsible for the storage of items arriving before the exhibition.

It is recommended that exhibitor representatives who are authorized to make decisions must be present on 11 August 2024. These representatives must also be present early if asked to hand over or receive goods from the Authorized Supervising Officer to avoid loss or damage.

Access to the exhibition site is restricted. Exhibitors must ensure that delivery, loading and unloading of goods is carried out through the points designated by the Authorized Goods Consignor. These loading and unloading vehicles will be under the supervision and direction of the Shipper who will see that the operation is carried out smoothly.

(d) **Exhibition Development (10 - 11 August 2024)**

Exhibition items (displays) that require mechanical handling or lifting equipment must be handed over to the Official Supervisor at the shipping yard (loading and unloading). So exhibitors or forwarders are requested to submit detailed Freight Instruction Forms to the Official Control Department they have executed to facilitate coordination

To avoid congestion in the hall or exhibition area, only small items or items can be taken out without risk of damage to the floor and hall must be unloaded within the exhibition area. For major items, exhibitors must arrange with the Contractor and Authorized Goods Shipper to dismantle the exhibition venue and take away the exhibitor's display items.

(e) **Exhibition Delivery During the Event (10 – 11 August 2024)**

Moving or shipping exhibits and other exhibition equipment **WILL NOT BE PERMITTED DURING THE TIME OF THE EXHIBITION**. Lifting, delivery and addition of stock can only be done before opening time in the morning or after closing time in the evening. On Friday, August 12, 2024 no deliveries will be permitted after 9:00 AM when guests will begin arriving for the Opening Ceremony.

(f) **Exhibition Move (10 – 11 August 2024)**

A “GOODS REMOVAL PASS” must be obtained from the on-site Exhibitor Service Center. This applies to the days of construction, demolition and the exhibition. For removal of VCRs, TVs, projectors, refrigerators, etc., the unit's registration serial number must be provided for the “GOODS REMOVAL PASS” application.

To reduce the possibility of theft, all items, valuables and portables must at no time be left unattended and immediately removed from the Exhibition Hall on the evening of the end of the exhibition. Exhibitors are strongly advised to ensure that at least one member of their staff is on site to supervise and coordinate the repacking and removal of exhibit items (display products). Demolition of the stands will begin in the evening when the exhibition ends. All items must be moved according to the time stated in “**EXHIBITION OPERATIONAL SCHEDULE**” on page 4.

Make sure all exhibition and display items are properly packaged and handed over to your agent or contractor before leaving the exhibition hall or venue.

7.4 **STORAGE OF GOODS**

The organizing committee cannot provide storage facilities in the function room for packing goods, surplus materials or other property of exhibitors. Arrangements to maintain the security of such goods must be made with authorized cargo. Division of Fire regulations prohibit surplus stores from being

located behind perimeter and service access areas, other than equipment required to support the running of the exhibition and provided by the Authorized Contractor.

7.5 **LEASING AND CUSTOMS**

The following information is a summary of the VAT regulations that apply to the import of exhibition goods or materials into Indonesia for Exhibition purposes.

(a) **Value Added Tax (VAT)**

Value Added Tax (VAT) of 11% of the invoice value will be levied on all applicable charges.

(b) **ATA Carnet**

Please do not send using ATA CARNET because this is not an acceptable document in Indonesia.

(c) **Brochures and Prizes**

Conversion of documents for brochures and gifts is subject to a fee (excluding duties or taxes, if applicable). Fee waiver for brochures and provide value below FOB USD 1,000.00.

7.6 **Exhibition Sales**

Goods may be sold during the exhibition but under no circumstances may they be removed from the exhibition area until duties or taxes have been paid and permanent customs import procedures have been completed.

Meanwhile, these items must be moved to the warehouse until the necessary paperwork is completed. The minimum period required to process customs import documents is 3 weeks.

NOTES:

All calculations of duties or taxes will be based on the HS Code listed on the Exhibit Form. The Customs Authority is empowered to amend the HS Code and lift the declared CIF value based on the new value. Indonesian Customs Amendment Rights are valid for ten (10) years from the date of import and exhibitors or buyers are responsible for all misrepresentations. In such cases, severe penalties and sanctions are determined based on applicable law.

7.7 **INSURANCE**

We would like to advise that it is the responsibility of each exhibitor to arrange marine insurance covering transportation to the exhibition venue, during the exhibition, and the return of display items to their place of domicile, including the exhibition period is handled by PT Vissasa Parama Nati, and also ensure that the insurance transportation is arranged in exhibitions sold locally.