



# THE ASIAN BANKER SUMMIT 2012

Asia's Foremost Event on Transformational Issues in the Financial Services Industry

Centara Grand & Bangkok Convention Centre @ CentralWorld  
Bangkok, Thailand, 26-27 April 2012

## RULES & REGULATIONS

The rules and regulations stipulated are for security and safety reasons. Exhibitors and contractors must observe the rules and regulations.

### 1 Liabilities and Insurance

Every reasonable precaution will be taken by the Organiser to ensure the security and safety of the exhibition halls and adjacent area. However, the Organiser does not accept any liability for the loss of or damage to any exhibits or injury to personnel at any time.

Exhibitors are therefore advised to insure their exhibits against theft, loss or damage as well as their staff manning the stands.

### 2 Stand-Building Regulations

The Organiser has appointed **EVENT TROOPERS PTE LTD** as the Official Stand-builder to carry out stand-fittings, stand interiors, plumbing and electrical works. However, exhibitors may appoint any stand-builder of their choice, to construct and install additional standing displays or fitment that they may require (with the exception of electrical installations), subject to the terms laid down by the Organiser.

#### 2.1 Shell Scheme (refer to FORM NO. 3)

- (a) No additional standfitting or display may be attached to the shell stand structure i.e. **no nailing or drilling will be allowed.**
- (b) **No painting on the shell stand panels will be allowed.** Exhibitors who wish to have panels painted must inform the Organiser.
- (c) No free standing fitment may exceed a height of 2.5 metres for indoor sites and/or extend beyond the boundaries of the site allocated.
- (d) Any change to the type or colour of the floor covering provided, must be by prior negotiation with the Official Standbuilder. Any cost incurred will be paid by the exhibitor concerned. No financial credit will be given by the Organiser/Standbuilder for any standard carpet not used.
- (e) An exhibitor occupying a corner booth will have the side panels replaced by fascia board, complete with company's name at no extra cost.
- (f) Company's name for use on the fascia board should be entered in FORM NO. 3

#### 2.2 "Space Only" Scheme (For Specially Designed Stands)

- (a) No structure may exceed the height of 3 metres
- (b) No part of any structure may extend beyond the boundary of site allocated
- (c) No suspension may be made from the ceiling of the exhibition hall nor may any fixing be made to the floor, wall or any other part of the building
- (d) No form or ceiling is allowed to be structured to the stands unless approval has been granted by the Organiser.
- (e) The name and stand number of the exhibitor must be prominently displayed. If this requirement is not observed, the Organiser reserve the right to affix stand numbers as they deem fit and will charge all costs incurred to the exhibitors
- (f) All exhibitors must provide their own wall panels instead of using the back walls of the adjacent exhibitors.



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## 2.3 **Special Design Submission (For "Bare Space Only" Schemes)**

Fully dimensioned drawings in triplicate, showing the proposed design of the stand must be submitted to the Organiser before 02 April 2012 for approval. One copy of the drawings will be returned to the exhibitor authoring construction to proceed if the design is found to be acceptable and conforms to the rules and regulations. Failure to obtain approval can result in costly alteration on site being required by the Organiser/Authorities concerned.

## 2.4 **Contractor Performance Bond**

Before permission is granted by the Organiser for a stand-builder to work at the exhibition, and the necessary entry passes issued, the stand-builder will be required to deposit a performance bond of SGD150.00 per square metre or a maximum of SGD5, 000.00 to **T.A.B. INTERNATIONAL PTE LTD.** (Refer to FORM NO. 2 for further details)

This is to ensure the completion of works, complete removal of any debris and to cover any damages done by the contractor to the exhibition halls and exhibits. When a contractor is required to be present during the exhibition hours (i.e. for maintenance & remedial purposes), standby passes will be issued on valid application to the Organiser.

Passes permitting contractors and their workmen to enter the exhibition halls during the build-up and dismantling periods only, for the purpose of construction and dismantling will be issued only upon direct application to TAB. Contact details of the contractor should be entered in FORM NO. 2.

## 3 **Electrical Supply**

General hall lighting will be provided by the Organiser.

The standard supply of electricity available for use in stands is 220V/50Hz single phase AC and 415V/50Hz three phase AC as per the entitlements listed in your purchased stand package.

Supply to stands will normally be switched off at source 30 minutes after the exhibition closes each evening but 24 hours supply can be provided by arrangement with the Official Stand-builder.

An exhibitor requiring electrical supply at times other than those stated must apply to the Organiser's office on-site 24 hours prior to the closing time of the exhibition. Such supply cannot be arranged at short notice and all costs involved must be paid by exhibitor.

Electrical Order Form is available in this manual - Please refer to FORM NO. 5.

## 4 **Electrical Installation**

For safety reasons, all electrical installation on stands must be carried out by the Official stand-builder,  
**EVENT TROOPERS PTE LTD.**

**NO OTHER STAND-BUILDER IS ALLOWED TO CARRY OUT ANY ELECTRICAL INSTALLATION.**

## 5 **Air Conditioning**

The exhibition area is fully air-conditioned during the exhibition hours.



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## 6 **Manning of Stand**

The stand must be staffed and exhibits displayed throughout the exhibition hours. All activities of the exhibitor and its staff must be conducted within the allocated exhibit space.

However, the exhibitor may not carry out any activity which, in the opinion of the Organisers is likely to cause annoyance to visitors or other exhibitors.

**NO MOVING IN OR REMOVAL OF EXHIBITS FROM THE STAND IS ALLOWED DURING THE EXHIBITION HOURS.**

## 7 **Stand Cleaning**

The Organiser will arrange for the general cleaning of the exhibition premises and stands excluding exhibits prior to the opening of the exhibition and on a daily basis. It is the responsibility of the exhibitors to maintain their stands in a tidy condition at all times.

## 8 **Demonstration and Working Exhibits**

Exhibitors intending to demonstrate equipment at the exhibition are to ensure that such demonstration causes no annoyance to visitors; all precautionary measures have been taken to avoid causing any injury to visitors and other exhibitors and ensure that naked flame is not exposed in the hall.

Where a high level of noise or other objectionable factors are involved, demonstration may only take place at times stipulated by the Organiser, who reserves the right to terminate a demonstration at any time.

Any musical performance, including the use of music recording for demonstration or as background music must not cause annoyance to visitors or other exhibitors through excessive sound or by location. The Organiser reserves the right to acquire any audio-visual presentation which, in their opinion, is detrimental in such a manner that renders it to be discontinued.

## 9 **Collection of Rented Furniture & AV Equipment**

The rental cost in the order forms is for the duration from 26 & 27 April 2012.

Furniture Order Form is available in this manual – Please refer to FORM NO. 4. Please ensure that nothing is left inside drawers and cabinets when the rented furniture is returned to the contractor.

AV Equipment Order Form is available in this manual – Please refer to FORM NO. 6.

## 10 **Fire Precaution**

The Exhibition area is equipped with fire extinguishers.

Exhibitors who require special type of fire extinguishers due to the nature of their exhibits, must make arrangement at their own cost for the provision of such equipment.

Any person, upon seeing an outbreak of fire, however slight, must make immediate use of the **Fire Alarm System** and subsequently, make every endeavour to extinguish the outbreak or to confine it by the use of extinguishers and/or removal of goods in the vicinity.



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## 11 Security

The Organiser will engage a security agency to ensure security and safety of your exhibits in the exhibition hall. Nevertheless, responsibility is expressly denied for any loss or damage which may befall any person or property of the exhibitor from any cause whatsoever.

**YOU MUST ARRANGE FOR YOUR OWN INSURANCE TO COVER ALL STAGES OF THE EVENT FOR YOUR EXHIBITS.**

You will not be allowed to remove any items from the exhibition hall during the exhibition hours. During the dismantling period, you are required to complete a Declaration Form and obtain an approval stamp from the Organiser before you are allowed to take any items out of the exhibition hall.

The form will be given to you upon checking-in at the on-site Exhibitor registration desk.