

INDEMNITY FORM

(Compulsory to Bare Space Stand/ Upgraded Shell Scheme Exhibitor/ Appointed Contractor)

Rules & Regulations to Non-Official Contractor

Show Name: 6th Asia-Pacific Glaucoma Congress (APGC 2022)

Build-Up: 5th August 2022
(Based on pre-assigned schedule which will be advised closer to the build-up date)

Teardown: 7th August 2022 (Immediately after the exhibition ends)

The Stand Builder is responsible for ensuring that each stand complies with the Show, Venue's and/or authorities' guideline/requirement. The Organiser, Venue and Innogen shall not be responsible for any rectification work required to correct the deviations to the stand design plan from the exhibition floor plan. Therefore, the stand structure / integrity will be the responsibility of the Stand Builder and subject to on-site supervision if necessary.

It is the responsibility of the Stand Builder to ensure the followings:

- 1) Each stand does not exceed the designated zone built height restriction
- 2) The approved stand size fits into the stand's footprint
- 3) To cross-check the stand design plan against the exhibition floor plan

Please refer to the term "designated zone" which are potentially low ceiling areas within the Centre's premises. Hence the need to comply with the "designated zone" build height restriction.

All temporary structure build for exhibitions or events must possess adequate strength and stability and functioning during construction and throughout the duration of the event. The designs of a temporary structure are to be constructed in a manner that poses no danger to public, employee or contractor safety at any time. In short, they are not a potential hazard to anyone in the vicinity.

All custom-built design plans must be viewed by Organiser, Official Stand Contractor and the Centre's Safety, Health & Environment (SHE) Department to ascertain if the stand or booth complies with the show construction rules and the Venue's safety standards. This appraisal process does not include structural design, rigidity or integrity of the stand or booth. Submission documentation should explain the stand or booth building method.

This document will not be processed unless all the information is completed and the Organiser and Official Stand Contractor will not be liable for any delays due to late submission.

Acceptance of stand or booth designs will be notified through electronic mail.

It is the responsibility of the contractor to ensure all regulations, policies and deadlines outlined in the show's Manual are read, observed carefully and performed by the Contractor involved in Exhibition before submitting any stand design for approval.

ISO 9001 : 2015



ISO 45001 : 2018



AWARDS



MEMBERSHIP



The following guidelines must be adhered to:-

Part 1: Kuala Lumpur Convention Centre Hall Management Rules and Regulations

(Kindly refers to the http://www.klccconventioncentre.com/Event_Guidelines-@-Overview.aspx for complete copy)

- 1) All non-official contractors are required to register with the Official Main Exhibition Contractor.
- 2) All non-official contractors must possess valid business registration license, workmen compensation insurance and public liability and or third-party liability insurance.
- 3) All contractors must wear a pass supplied by the Show Management or the Official Exhibition Main Contractors all the times when entering to the halls.
- 4) All Malaysian workers must possess an Identity Card (IC) and all foreign worker must possess a valid work permit in order to obtain a contractor badge.
- 5) No persons under age 18 years old are permitted to enter or work on the premises.
- 6) No consumption of food items is allowed either at the back-of-house, loading docks, along Persiaran KLCC or in the public areas.
- 7) Alcohol is not permitted in the work areas and no one is allowed to work while under the influence of drugs or alcohol.
- 8) The entire Convention Centre Building including all indoor and outdoor is no-smoking zone. Smoking is not allowed at any time, this applies to use of electronic cigarettes and vaporisers.
- 9) Covered footwear must be worn at all times whilst working on site. No thongs, sandals or open-toed shoes are allowed.

10) **Emergency Aisles**

During move-in the marked '**EMERGENCY AISLES**' must be kept clear of freight, NO construction materials and anything to cause blockage **AT ALL TIMES**.

- 11) Construction materials are not allowed to be piled onto EMERGENCY AISLE, or obstruct fire exit and fire-fighting equipment. All materials must be kept within contracted booth space at all times.
- 12) Material used for lining, drapes or overhead structure or as part of the theme or display to the public must be rendered non-flammable as per BOMBA requirement. The use of flammable materials is strictly prohibited unless treated with fire retardant. A Certificate of Flame Resistance must be submitted at least fourteen (14) days prior to the event hiring.
- 13) All contractors and their employees are strictly prohibited from using the guest's toilet facilities or loitering at the lobby and guest areas.
- 14) Urinating in paint washing room or any unauthorized designation is strictly prohibited.
- 15) Preparation and cleaning of paints must be conducted in wash room located at ground floor; loading dock 2 and loading dock 4.
- 16) Disposal of hazardous wastes and/or its containers (paint, oil, cleaning agents, solvents, etc.) must be done in a safe and environmentally friendly manner. The Centre provides facilities to safely dispose of "water-based paint" at the "Paint Room" located at Loading Dock 2 and Loading Dock 4. Please note that no chemical waste is allowed to be disposed of via the Centre's drainage system, sanitary facilities or floor trenches.
- 17) Contractor caught cleaning and disposing paint, chemical or build-up materials in the toilet bowl and washing basin will be penalized and liable to bear any cost incurred for rectifying the drainage system.
- 18) All contractors and exhibitors must ensure that all chemicals including paint are handled with care to prevent any spillage. Please also ensure the following:
 - a) All chemical containers are securely closed when not in use, especially during loading and unloading.
 - b) All chemical containers must be placed on a containment tray or secondary container.
 - c) All chemicals must be stored in a stable area, especially during build-up and move-in activities.
- 19) All contractors must ensure the removal of all debris, rubbish and packing materials from the premises.
- 20) Activities which generate dust such as welding, sanding sawing are strictly prohibited. Stand structure shall pre-fabricate off site and no major painting is permitted.
- 21) Proper scaffolding, including ladders and work platforms with adequate personal protective equipment (i.e, safety helmet; harness) , must be used for any construction activities above 3m in height within the venue and must comply with the relevant safety and health regulations.
- 22) Any person working on scaffolding of 2 metres and above must be protected with appropriate personal protective equipment such as safety helmet, body harness, covered or safety shoes. Only competent and experienced personnel shall be allowed to erect and dismantle the scaffolding.
- 23) Screwing, drilling, nailing or painting on the floor, walls, pillars or any part of the Exhibition Hall are strictly not allowed.

ISO 9001 : 2015



ISO 45001 : 2018



AWARDS



MEMBERSHIP



- 24) Unruly or unacceptable behavior and violent acts are strictly prohibited. People acting without due care for others or not following directions of Security personnel shall be evicted from site.
- 25) Any person with using abusive language, violent behavior or committing unsafe work practices and or non-compliance activities will be prohibited from working in the Centre immediately.
- 26) The Centre's Security Department deals with all reported incidents. Any incidents occur during the build and tear down activity, the contractors should report to the Centre's Security Services which located at the Concourse Level.
- 27) Safety height clearance at loading dock and Maximum Height limit at the link Hall 3 service road is 4m. Safety goal pole of 4 metres in height are installed at the entrance and exit point of link Hall 3 service road. **Only vehicles below 20 footer and with loading 3.5m and below in height are allowed to enter and/or exit through the safety goal posts to prevent possible damage to the ceiling.** Any incidental damage for non-compliance for this restricted height will be liable for compensation to the Centre for damage.
- 28) In order to facilitate review on the technical and safety aspect of the stand design, the following guideline is required to be followed to the latter.
 - a) Section A: General Information
 - b) Section B: Exact booth location showing in technical floor plan
 - c) Section C: The different view of the 3D diagrams / photo / picture, method statement, technical drawing, and calculation method with diagram include stand height and PE endorsement (if any) shall be presented into one document together with Section A & B. *(please do not attached various attachments to the email)*
 - d) Ground structure and hanging object (if any) submission must be submitted in separate file, include the Hanging Object Request form.
 - e) Contractor must provide a copy of the **Contractor Liability Insurance** to Official Contractor for record
- 29) All contractors MUST adhere to the following for the new normal :-
 - i) Wear face mask at all times
 - ii) Physical distancing (1m) in work place
 - iii) Hygiene practice (follow M.O.H guidelines)
 - iv) Follow the working hours according to the time given
- v) All contractors shall go to the Checkpoint (Loading Dock) to :-
 - i) provide a valid digital certificate of COVID-19 vaccination in MySejahtera mobile app
 - ii) check-in with MySejahtera mobile app at access points to the Centre daily. Individuals' access to the Centre is subject to risk profile and vaccination status as provided by the Malaysian Government regulated Standard Operating Procedures (SOP).

* Refers below sample copy of submission for your action.

Section A	General information
Event Name	OTC Asia 2020
Event Date	24 – 27 March 2020
Contractor Company	<u>Innogen Sdn Bhd</u>
Contractor Name	Brandon Lok
<u>Handphone</u>	012 345 6789
Email	info@innogen.com.my
Exhibiting Company Name	ADA
Booth Number	A103
Booth Size	9m x 3m = 27sqm
Hall Number / Name	Hall 1
Booth Height	4m
Note	Due to some variance in the heights in some areas within the different halls , all exhibitors/stand builders must refer to the technical floor plans provided by OTC Asia.

***Note:**

1. This document will not be processed unless all the information is completed. OTC Asia and Official Stand Contractor will not be liable for any delays due to late submission.
2. Acceptance of stand or booth designs drawings will be notified through electronic mail.

ISO 9001 : 2015



ISO 45001 : 2018



AWARDS

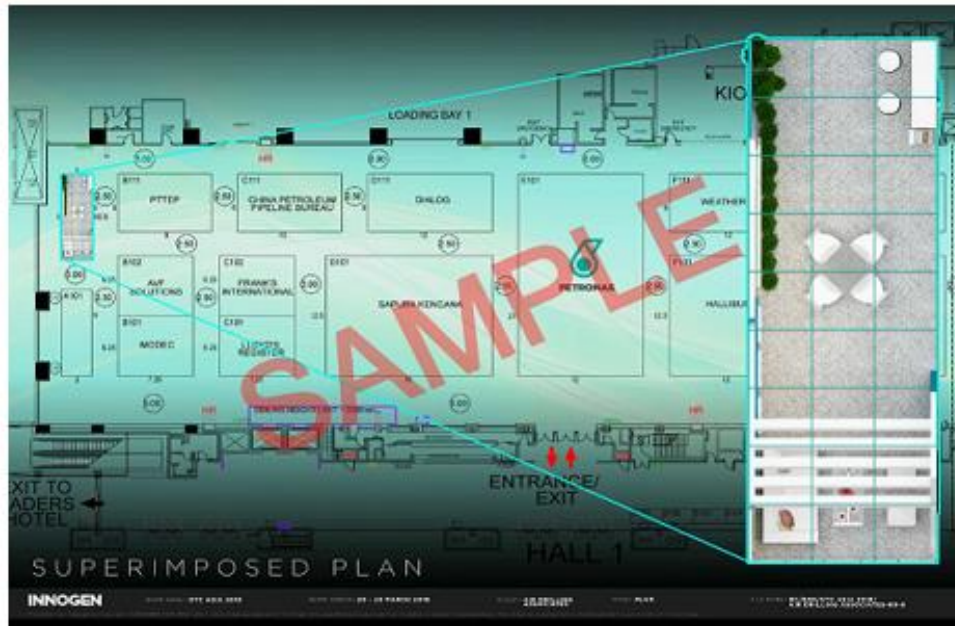


MEMBERSHIP



Section B

Attach the technical floor plan showing the exact location of the booth location plan.



Section C : 3D Booth Design Plans

- 1 Only 3D booth design plans or photos are accepted
 - 2 The structural details of the booth should include 3D specifications indicating views from all angles of the model
 - 3 The construction and structural details of the booth should include the respective building **METHODOLOGY**, materials used and other relevant details inclusive of specific suspension requirements if required.
- **Certificate of Structural Engineer for Double Storey or any complex structure should be included, if any.**
(It may be submitted in separate document)



ISO 9001 : 2015



ISO 45001 : 2018



AWARDS



MEMBERSHIP





Thickness of wooden wall ;
Height of the wall:

This section need to show
by technical drawing or
explain

explain or provide
technical drawing
on the back wall
and the size of the
base

Height of this section
Elaborate the base size and
method to erect this
section



ISO 9001 : 2015



ISO 45001 : 2018



AWARDS



MEMBERSHIP



... making first Impressions count!

SECTION D

Contractor Declaration

I the undersigned agree to proceed and comply with the information provided in this documents.

Date	6/01/20
Contractor Company Name	<u>Innogen Sdn Bhd</u>
Contractor Name	Brandon Lok

SECTION E

Verification the booth's technical aspect by OTC Asia or the appointed competent contractor

Accepted by :

Date

Name

**This acceptance letter is subject to the adherence of Terms and Conditions outlined in OTC Asia 2022's Exhibitor Services Manual (ESM) including the Event Guidelines of the Kuala Lumpur Convention Centre.*

6

Part 2: APGC 2022 – Booth Construction & Exhibits Rules and Regulations

- 1) Maximum structure height is 4m only and no hanging object is allowed.
- 2) The airspace of adjacent booths is not to be used by exhibitors.
- 3) Exhibitors may not lay carpet across adjacent booths.
- 4) **Flooring** - It is compulsory to arrange for plywood underlay or platform with PVC sheet to be laid against the existing flooring before construct any booth structure.
- 5) For any platform proposed in the stand design, round edge is required at the four corners of platform. The "Caution Tape" at your own cost is deem necessary at all edging of platform that may cause hazard to the visitors.
- 6) No solid walls or full partitions are to be built on the perimeter of the raw space especially on Premier Island Booth. All partition walls along the perimeter should not cover more than 30% in length with maximum height of 2.5m, unless the partitions are constructed against the actual walls of the hall, and not obstructing the products on display on the other side of it. All designs with wall / partition above 2.5m height should be built with a clearance of 0.5m distance away from the edge of the booths. Any alteration required on-site for not complying to this rule will be under the cost of the appointed contractor.
- 7) Any door incorporated into the stand and which does not provide an alternative means of egress, must have a "NO ENTRY" sign affixed to it.
- 8) All partition wall above 2.44m which is facing the neighbor booths or aisle must be nicely clad and painted finish, if any.
- 9) Kindly ensure all lighting cable/wire come with earth clamp connector and it must be earthed, especially apply to metal structure design include truss system.
- 10) In the event of using fabric as part of the stand design, kindly provide the certificate of fire retardant as a proof on-site, if any.

ISO 9001 : 2015



ISO 45001 : 2018



AWARDS



MEMBERSHIP



- 11) No blockage to Entrance/Exit Doors/Fire Hose Reel/Fire Extinguisher - No materials/ products are allowed to be put at doorway during set up or tear down as part of clearance for emergency exit route. Your cooperation is greatly appreciated.
- 12) Clearance of construction waste materials and paint - kindly ensure your workers to clear all the waste construction materials / paint from the exhibition hall or loading bay during installation and tear down. It is the responsible of the appointed contractor of the above mentioned requirement. Any materials found not disposed off or disposed in the Venue's dustbin skip will be charged a disposal fee and deducted from the performance bond accordingly.
- 13) Kindly ensure your booth does not exceed the booth area as it is strictly not allowed.
- 14) All lighting connection work must be done by the Official Electrical Contractor. Without any exception, exhibitors including those who provide their own lighting fixtures will be charged the lighting connection fee accordingly and any additional lighting connection found on-site which is not declared or ordered before on-site will be charged according to on-site rate with immediate settlement. Failing to do so, electricity to the concerned booth will be terminated without further notice.
- 15) A socket must be used for one exhibit at a time. Multi-point connection is STRICTLY PROHIBITED to prevent the risk of power overload.
- 16) For custom design stand, RM 25.00 per sqm (minimum levy of RM 250.00) administrative fee shall be made to Innogen Sdn Bhd before the dateline stated in the form. A cheque for RM 3,500.00 / RM 6,000.00 / RM 10,000.00 performance bond must be prepared and provided to Innogen Sdn Bhd before move in.
- 17) Should there be any damages arising directly or indirectly from any infringement or/and outstanding amount owe to the Official Contractor and Organiser, the Official Contractor is authorized to bank in the performance bond and deducted the said amount without prior notice.
- 18) Should there be any non-conformance activities found during the build-up & teardown period, it will be reported to Organiser and Venue for further actions, included monetary penalty (if any).

ISO 9001 : 2015



ISO 45001 : 2018



AWARDS



MEMBERSHIP

