



**GeoSmart Asia 2016**  
17 – 19 October 2016  
Berjaya Times Square Convention Centre,  
Manhattan 2 & 3, Malaysia.



**Form 1b :**

**INDEMNITY FORM**

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

Return this form to :  
**INNOGEN SDN BHD**  
Tel: +60 3-8961 1108  
Fax: +60 3-8961 0103  
Email: [info@innogen.com.my](mailto:info@innogen.com.my)

**Deadline: 16 Sept 2016**

**Rules & Regulations to All Non-Official Contractor**

**Show Name : GeoSmart Asia 2016**

**Build-Up : 17<sup>th</sup> & 19<sup>th</sup> October 2016**

**Teardown : 19<sup>th</sup> October 2016 (6.00pm – 10.00pm)**

The Stand Builder is responsible for ensuring that each stand complies with the 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

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.

It is the responsibility of the contractor to ensure all regulations, policies and deadlines outlined in the Manual are observed carefully and performed by the Contractor involved in Exhibition. The following guidelines must be adhered to :-

**Part 1 : General Rules and Regulations**

- 1) All non-official contractors are required to registered with the Official Main Exhibition Contractor.
- 2) No build-up materials be allowed to pile into the aisle/gangways, obstruct fire exit door and fire fighting equipment. Please remember to keep your entire materials inside your stand at all times.
- 3) A covered footwear must be worn at all times whilst working on site. No thongs, sandals or open-toed shoes are allowed.
- 4) No consumption of food items is allowed in the Hall.



**GeoSmart Asia 2016**  
17 – 19 October 2016  
Berjaya Times Square Convention Centre,  
Manhattan 2 & 3, Malaysia.



**Form 1b :**

**INDEMNITY FORM**

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

Return this form to :

**INNOGEN SDN BHD**

Tel: +60 3-8961 1108

Fax: +60 3-8961 0103

Email: [info@innogen.com.my](mailto:info@innogen.com.my)

**Deadline: 16 Sept 2016**

- 5) 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.
- 6) No persons under 18 years old age are permitted to enter or work on the premises.
- 7) Smoking is not allowed at any time in the Halls and associated work areas.
- 8) All contractors must wear a pass supplied by the Event Organiser or the Official Exhibition Contractor all the times when entering the hall.
- 9) All contractors must ensure the removal of all debris, rubbish and packing materials from the premises.
- 10) Activities, which generate dust such as welding, sanding sawing are strictly prohibited. Stand structure shall pre-fabricated off site and no major painting is permitted.
- 11) Proper scaffolding, including ladders and work platforms, must be used for any construction activities above 3m in height within the venue and must comply with the relevant safety and health regulations.
- 12) Unruly or unacceptable behaviour and violent acts are strictly prohibited. People acting without due care for others or not following directions of Security personnel may be evicted from site.
- 13) Any person caught committing unsafe work practises and or non-compliance activities will be prohibited from working in Centre.

**Part 2 : GeoSmart Asia 2016 – Construction Rules and Regulations**

- 1) All partition wall above 2.44m which is facing the neighbor booths or aisle must be nicely clad and painted finish, if any.
- 2) Maximum structure height is 4m except for highlighted area (refer to layout plan) is 3m.
- 3) Flooring - It is compulsory to arrange for PVC sheet and plywood underlay to be laid against hall existing carpet. Kindly provide the PVC sheet larger than booth size to avoid any damage to carpet surrounding your booth area during set up. Strictly no sawing in the hall.
- 4) 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 caused hazard to the visitors.
- 5) 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.

**Form 1b :**

**INDEMNITY FORM**

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

Return this form to :

**INNOGEN SDN BHD**

Tel: +60 3-8961 1108

Fax: +60 3-8961 0103

Email: [info@innogen.com.my](mailto:info@innogen.com.my)

**Deadline: 16 Sept 2016**

- 6) 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.
- 7) 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.
- 8) 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.
- 9) Kindly ensure your booth does not exceed the booth area as it is strictly not allowed.
- 10) All designs with wall / partition above 2.5m height should be built with a clearance of 0.75m distance away from the edge of the booths. Any alteration require on-site for not complying to this rules will be under the cost of the appointed contractor.
- 11) All lighting connection work must be done by the Official 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 accordingly to on-site rate with immediate settlement. Failing to do so, electricity to concerned booth will be terminated without further notice.
- 12) A socket must be used for one exhibit at a time. Multi-point connection is STRICTLY PROHIBITED to prevent the risk of power overload.
- 13) For custom design stands, RM 16.00 per sqm administrative fee shall be made to Innogen Sdn Bhd before the dateline stated in the form. A cheque for RM 3,000.00 / RM 5,000.00 / RM 10,000.00 performance bond must be prepared and provided to Innogen Sdn Bhd before move in.
- 14) 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 authorised to bank in the performance bond and deducted the said amount without prior notice.
- 15) 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.



**GeoSmart Asia 2016**  
 17 – 19 October 2016  
 Berjaya Times Square Convention Centre,  
 Manhattan 2 & 3, Malaysia.



**Form 1b :**

**INDEMNITY FORM**

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

Return this form to :  
**INNOGEN SDN BHD**  
 Tel: +60 3-8961 1108  
 Fax: +60 3-8961 0103  
 Email: info@innogen.com.my

**Deadline: 16 Sept 2016**

**Part 3 : Indemnity**

I hereby confirm that I have read and understood the above and agree to abide by the terms and conditions by duly signing the rules and regulations.

-----

Name :

Designation:

Date:

Company stamp :

- \* Please return the above acknowledged copy via email (scan copy) or fax.
- \* Without signing this form, entrance to the Halls will not be permitted.

We agree that your decision to accept or reject our application as final and conclusive.

Company Name (Exhibitor)	Booth No
Address	
Tel	Person In-charged
Fax	Mobile
Date	Signature & Co. Stamp