

Booth Design & Facilities

4.1 Standard Booth

All standard booths shall be designed, erected and decorated by the Organizer. Facilities provided include walls, company fascia, table, chairs, spotlights and carpet. The Organizer reserves the right to make changes on the facilities provided at any time before the commencement of the exhibition.

Exhibitors are normally not allowed to make any alterations to the structure of the booths or remove any integral parts from the booths. Exhibitors requiring special assistance should contact the Organizer **not later than 28th November, 2008.**

Standard booth exhibitors must adhere to the following points:

- a) No additional booth fitting or display may be attached to shell booth structure.
- b) No tapes, nails or fixtures of any kind are allowed to be affixed to the partitions, floor or ceiling. Exhibitors are liable to any damage caused to their booth fixtures and fitting at the exhibition.
- c) No free standing fitment may exceed a height of 2.5 meter or extend beyond the boundaries of the booth allocated. This includes company names, advertising material and logos provided by the Exhibitor.
- d) Installation of electrical equipment, including lighting fixtures, must adhere to local Electricity Ordinance stringently. Exhibitors are advised not to make use of electrical fittings which may contain sub-standard circuits in their booths. Any alteration or usage of electrical fittings are subject to final approval from official contractor appointed by the Organizer. Every socket should be used for one electrical appliance only.
- e) Main switch and distribution board may be required to install within booth area at official contractor's discretion.

*** Remarks:**

The Fire Proof Policy is strictly enforced by the venue management. If you decorate your booth with clothes or cloth-made decorations, please ensure that these materials are inherently non-flammable. Venue officers of the Fire Marshall may request to test whether these materials are fire-proof. If the materials fail in such test, you will be required to remove them from the venue.