



Dear Exhibitor

WELCOME TO BRUNEI DARUSSALAM – 1st Brunei Health Expo (BHE)

Thank you for your participation in the above event. This Exhibitor Manual is to assist your company in preparing for your forthcoming participation in 1st Brunei Health Expo (BHE) more efficiently.

You are advised to **STUDY THIS MANUAL CAREFULLY AND THOROUGHLY** to ensure that all relevant matters are processed smoothly and arranged properly. You should keep a copy of all the forms for your own reference, so that query can be settled immediately should they arise.

Upon completion of the relevant forms, please return, via fax, to the respective companies stipulated on the top right hand corner of the forms. We would be grateful if you could observe closely the deadlines for submission.

We will endeavour to maintain rates and prices quoted for all items contained herein. However, there is a possibility that these may vary depending on the availability of material or labour before the opening of BHE .

If you have any query, please do not hesitate to contact us.

We thank you for your support and co-operation, and we look forward to seeing you at BHE 2007.

THE EVENT MANAGER
Sunlit Advertising Sdn Bhd



SUMMARY

- A Brunei Health Expo (BHE) Information**
- B Participation Guidelines**
- C Hall Specifications / Rules & Regulations**
- D Freight Forwarding Services**
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BRUNEI HEALTH EXPO (BHE) INFORMATION

A

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- A2 On-Site Operations Schedule
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- A5 Security and Insurance
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- A8 Official Contractor's Contact & Bank Details



A1 VENUE & DATE

Venue: **International Convention Centre (ICC)**
Jalan Stadium
Bandar Seri Begawan
Negara Brunei Darussalam
Tel: +673-238 0944 Fax: +673-238 1302

Date : 15-18 November 2007
(Thursday - Sunday)

A2 ON-SITE OPERATIONS SCHEDULE

BUILD-UP PERIOD	DATE	TIME	VENUE
Moving-in of Official Contractor - Floor marking & construction of booths.	11 -14 Nov 2007 (Sun - Wed)	9am - 9pm	- Plenary Hall
Moving-in & Registration of Special Design / Interior Decoration & Other Contractors.	12 -14 Nov 2007 (Mon - Wed)	9am - 9pm	- Plenary Hall
On-site Registration (Exhibitors & Accompanying Persons).	13 -14 Nov 2007 (Tue - Wed)	9am - 5pm	Registration Counter, ICC
Interior Booth Decoration by Exhibitors (Standard Booth Only).	13 -14 Nov 2007 (Tue - Wed)	9am - 9pm	- Plenary Hall
Exhibitors with Special Designed Booths are advised to check with their appointed stand contractors on the date and time that their booth will be ready for moving-in of exhibits and decoration.			

TEAR-DOWN PERIOD	DATE	TIME	VENUE
- Removal of light/ hand-carriable exhibits are personal property.	18 Nov 2007 (Sun)	5.15pm – 9pm	- Plenary Hall
- Dismantling of stand fittings and electrical installations.	18 – 20 Nov 2007 (Sun - Tue)	9am – 9pm	- Plenary Hall
- Halls closed for cleaning.	21 Aug 2007 (Wed)	9am – 5pm	- Plenary Hall



Note:

No late work is permitted. Individual stand fitting contractors must complete their work according to schedule listed above. Overtime work may not be permitted, and if permission is sought from the Event Manager, the contractor has to pay to the hall owner the required **overtime charges**.

A3 ADMISSION

A3.1 All EXHIBITORS, and other BHE badge holders must wear their specially-issued badges at all times to gain access to the exhibition area and to ensure their unrestricted movement within the exhibition area..

A3.2 Lost badges will be replaced after payment of an administrative of B\$30.00.

A4 EXHIBITORS REGISTRATION

Venue : BHE 2007 Registration Counter
International Convention Centre (ICC)

Date & Time : 13-14 November 2007

A5 SECURITY AND INSURANCE

A5.1 General Area security will be provided by the BHE 2007 Event Manager for the exhibition area during BHE business hours to guard all entrances and exits. EXHIBITORS are responsible for the physical security of their respective booth décor and contents during BHE business hours. The BHE 2007 Event Manager will not be responsible for any loss or damage which may befall the person or property of the EXHIBITORS from any clause whatsoever.

A5.2 Security guards will patrol the exhibition area in general, but their duties will not include specific attention to individual booths. EXHIBITORS are reminded to arrange their own insurance to cover all stages of the event.



- A5.3 Special security will be provided within the BHE off-hours. In this regards, the exhibition area will not be opened for any VISITOR/EXHIBITOR who wishes to enter the Hall outside BHE business hours.
- A5.4 If the EXHIBITOR's display is very valuable and sensitive and they wish to hire security personnel to attend to their booth exclusively during off show hours, please co-ordinate with the Event Manager for such requirement.

While the Event Manager is insured for Public Liability, it is the responsibility of the EXHIBITORS to take up insurance cover in respect of:-

- a. Exhibits and contents of booth against loss and damage by theft, fire and any other natural calamities, or any cause whatsoever.
- b. Expenses incurred due to abandonment or postponement of the event.
- c. Bodily injury or illness to their representative or agent, or visitors in their booth area.
- d. Any other liability due to negligence, inadvertence or misbehavior of the EXHIBITOR and/or their workmen, staff, representative or agents.



A7 BHE EVENT MANAGER

SUNLIT ADVERTISING SDN BHD

Lot 71, Beribi Light Industrial Estate, Phase II
Gadong BE1118, Bandar Seri Begawan
Negara Brunei Darussalam

SALES, BUYERS, PR & MARKETING

Contact: Mr Jason Tee Email: sales@sunlitadvertising.com
Project Manager Mobile: +673-872 0253

Mr Sim Chong Siang Email: sales@sunlitadvertising.com
Project Manager Mobile: +673-872 9642

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Project Executive Mobile: +673-885 0717

Mr Stephen Hii Email: sales@sunlitadvertising.com
Project Executive Mobile: +673-877 8999

OPERATIONS (BOOTH & SITE OPERATIONS)

Contact: Mr Ngu Ting Siang(Manager) Mobile: +673-875 4622

Mr Sim Choo Wah(Asst Operations Mgr) Mobile: +673-875 4521

Mr Yapp Teck Chong(Asst Operations Mgr) Mobile: +673-875 4623



BANK DETAILS:-

Account Name: Sunlit Advertising Sdn Bhd

Account Number: 01-001-000768-00

Name & Address of Bank: Standard Chartered Bank
51-55, Jalan Sultan
Bandar Seri Begawan BS8811
Negara Brunei Darussalam

A8 OFFICIAL CONTRACTOR'S CONTACT & BANK DETAILS

SUNLIT ADVERTISING SDN BHD

Lot 71, Beribi Light Industrial Estate, Phase II
Gadong BE1118, Bandar Seri Begawan
Negara Brunei Darussalam

Tel: +673-245 3666 / 245 2576 / 245 2583

Fax: +673-235 3777

Email: sales@sunlitadvertising.com

Contact: Mr Jackson Ting
Managing Director

Mobile: +673-871 2701
Email: sunlit@brunet.bn

Mr Jason Tee
Project Manager

Mobile: +673-872 0253
Email: sales@sunlitadvertising.com

Mr Sim Chong Siang
Project Manager

Mobile: +673-872 9642
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51-55, Jalan Sultan
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PARTICIPATION GUIDELINES

B

- B1 Exhibitors
- B2 Cancellations, Substitutions and Refunds
- B3 Booth Allocation
- B4 Booth Assignment



B1 EXHIBITORS

- B1.1 Participation as an EXHIBITOR in IHPE is open only to suppliers of Health products and services.
- B1.2 A maximum of two (2) delegates are allowed in each 9 sqm booth, with one registered as Full Delegate and the second registered as Co-Delegate.
- B1.3 Confirmation of EXHIBITOR registration is subject to the submission of the following:-
- duly accomplished EXHIBITOR Registration Form, with name of an EXHIBITOR Full Delegate provided.
 - full payment of booth(s), EXHIBITOR Full Delegate and all other fees, are required.
- B1.4 Booth sharing between two (2) or more different business organizations is not allowed.
- B1.5 On-site payment for Co-Delegates and accompanying persons shall only be made in cash or international credit card. Payment by cheque will not be acceptable for on-site payment.



B2 BREACH OF CONTRACT AND WITHDRAWAL BY EXHIBITOR

B2.1 Without prejudice to the rights and remedies of the Event Manager in respect of any breach of the contract on the part of the Exhibitor, the Event Manager may at their discretion allow the Exhibitor to withdraw from the Exhibitions subject to the following conditions:-

- (a) The Exhibitor must give written notice to the Event Manager that he desires to withdraw and if the Organizer allows such withdrawal, they will notify the Exhibitor of their decision in writing.
- (b) Any such notification by the Manager to the Exhibitor will constitute a cancellation of the Contract subject to the payment by the Exhibitor to the Manager of a consideration for release from the Contract.
- (c) The amount of such payment will be specified in the Manager's notification to the Exhibitor and will be that proportion of the booth rental payable under the Contract specified in the second column below which appears beside the time in the first column below upon which the Manager receive the notification from the Exhibitor.

Time of receipt by Manager of notice of withdrawal	Proportion of Value of contract payment
Within 30-days of signing contract	30%
Within 60-days of signing contract	50%
Within 90-days of signing contract	80%
After 90-days of signing contract	100%
Notwithstanding the above contract signed within 60-days prior to the exhibition	100%

B2.2 Lost badges will be replaced after payment of an administrative fee of B\$30.00.



B3 BOOTH ALLOCATION

- B3.1 BHE Exhibitors will be assigned booths based on country groupings. 10% of total number of booths will be allocated to chain organizations for the purpose of corporate image projection.
- B3.2 Booth allocations per country will be fairly spread out, as far as possible, for better distribution of a representation among sectoral groups. Booth assignment will be confirmed on a first-come-first-served basis, subject to payment of required fees.
- B3.3 Booth assignment remains prerogative of the Event Manager.
- B3.4 There will be a minimum of 150 booths for booking.

B4 BOOTH ASSIGNMENT

- B4.1 While the BHE 2007 Event Manager endeavors to accommodate the booth preference of registered EXHIBITORS, booth assignment remains the prerogative of the BHE 2007 Event Manager.



HALL SPECIFICATIONS / RULES & REGULATIONS

C

- C1 BHE Hall Technical Specifications
- C2 Standard Booth Features
- C3 Standard Shell Scheme Booth Fitting Regulations
- C4 “Special Designed” Booth Fitting Regulations (Raw Space)
- C5 Operation of Booth
- C6 Electrical Contractor and Installations
- C7 Contractor Badge
- C8 Alcohol
- C9 Delivery of Exhibits
- C10 Removal of Exhibits
- C11 Film/Audio Visual Demonstration
- C12 Furniture & Other Rentals
- C13 General Cleaning
- C14 On-site Freight Handling
- C15 Fire Precaution
- C16 Storage & Waste Materials
- C17 Damages
- C18 Force Majeure



C1 IHPE HALL TECHNICAL SPECIFICATIONS

	Plenary Hall
Floor Area	3258.5 sqm
Ceiling Height	6m and 2.8m
Permitted Booth Height	4m and 2.5m

C2 STANDARD BOOTH FEATURES

Standard shell scheme booth will be built with a size of 3.0m (W) by 3.0m (D) by 2.44m (H), including the following:-

- a. Floor covering – needle punch carpet over standard booth area.
- b. Partition – rear and/or dividing walls of 2440mm high with 1000mm wide by 3mm thick laminated board set in aluminium frames.
- c. Fascia – 3mm thick, 2930mm long and 210mm high on each open frontage comprising aluminium frame with infill panels. Fascia will carry EXHIBITOR's organization name and booth number.
- d. Electrical - 2 nos of 40 watts fluorescent light
- 2 nos of 13 amp power socket outlet
- e. Furniture - 1 information counter
- 1 waste basket
- 3 cushion chair

C3 STANDARD SHELL SCHEME BOOTH FITTING REGULATIONS

Sunlit Advertising Sdn Bhd is the Official Stand Contractor for this event. The EXHIBITOR may employ a contractor of his choice to construct and install any additional booth display or fittings that he may require. The name of the contractor must be given to the Event Manager by completing **FORM 2** and that contractor must abide by the following regulations:-



C3.1 The permitted booth height is 2.44m (8ft). Any design for a structure exceeding 2.44m in height is subject to approval by the Secretariat. Please refer to C4.

C3.2 The walls have white laminate finish. Hence, **nailing, drilling or painting to these walls is not allowed**. Panels can be affixed to these walls with the use of double-adhesive tapes or with brackets rented from the Official Contractor.

C3.3 The following charges will be imposed on:-

- Usage of airspace for hanging of **banner** from the ceiling (includes labor cost) B\$100 per sqm (min 10 sqm) (based on surface area)
- Usage of airspace for hanging of **framework** from the ceiling (includes labor cost) B\$150 per sqm (min 12 sqm) (based on surface area)
- Usage of airspace for flying of **helium balloon** B\$500 per balloon

Design and size of banner/framework/balloon needs to be submitted to the Secretariat written approval.

For structure suspending from the ceiling, labor charge of B\$300 will be imposed if size falls below 10sqm for banner and 12sqm for framework. Hanging of banner or framework must be done by the Official Stand Contractor.

C3.4 Exhibitors who engaged their own contractor for interior decoration of their booth must ensure that the decoration fittings are self-supporting and not attached to the standard booth panels which belong to the Official Contractor's property. Should damages be found on the existing panels, cost of making good will be borne by the respective EXHIBITOR or their appointed contractor.

C3.5 Contractors, other than the official appointed contractors, carrying out Shell Scheme Booth interior decoration must deposit a **refundable Performance Bond at B\$100 per sqm** with the Event Manager before commencing work.



- C3.6 All stand contractors are required to pay a **non-refundable administrative fee of B\$20 per sqm** to the Event Manager prior to move-in, in addition to the Refundable Performance Bond.
- C3.7 No part of any structure or exhibit may extend beyond the boundaries of the assigned booth area.
- C3.8 No false ceiling will be approved, unless, the material used will allow water to flow freely (eg. egg box or mesh netting). Approval of the Secretariat and the Fire Safety Bureau must be obtained in writing.
- C3.9 Neon or flashing light/signs will not be permitted, unless it forms an integral part of an EXHIBITOR's product. Sequence-lit displays may be used subject to Secretariat's approval and the rate of light change.
- C3.10 Aisle ways indicated on the floor plan must be kept clear of all exhibition goods or decoration materials in order to facilitate traffic.
- C3.11 Exhibitors occupying corner booths have the choice of a wall or an open side on the aisle. The wall must not obstruct the booths around them.
- C3.12 Materials for construction or decoration of the booths shall have a minimum flame spread rating of Class 2. Evidence and proof may be required for on-site inspection by the Fire Safety Bureau. All precautions must be taken by the Contractor or the EXHIBITOR against fire and to protect the public.
- C3.13 Exhibitors and/or Contractors must clear out items not for display purposes (eg. containers, packing items) the day before BHE opens and remove all exhibits and decoration materials immediately after BHE period according to the schedule listed under A1. The Exhibitors will have to pay the Event Manager for the cost of removing such articles from their booths if they fail to do so.
- C3.14 Keep the washroom clean and dry. Cleaning of paint containers or any other dirty items in the washroom is prohibited.
- C3.15 No financial credit will be given by the Event Manager for package items not utilized.
- C3.16 **No painting or sawing may be done to the exhibition centre fittings.** The EXHIBITOR will be held responsible for any damage caused to the exhibition centre fittings by their staff or contractor.



C4 “SPECIAL DESIGNED” BOOTH FITTING REGULATIONS

Exhibitors having “Special Designed” booths are advised to use the services of the Official Contractor to undertake the job as this will facilitate convenient installation. Otherwise, Exhibitors are required to obtain consent from the Event Manager before any of their own contractors are commissioned to work onsite and are subject to the following rules and regulations. The Event Manager reserves the right to reject any contractor and design they deem inappropriate.

- C4.1 Exhibitors are to submit name, address and contact details of the appointed contractor, as well as booth layout plan and design (plan & perspective view) in duplicate, to Event Manager no later than **1st November 2007** for approval. (Please refer to **FORM 2**). A copy of the drawings will be returned, authorizing the commencement of construction if the design is approved.

Failure to obtain written approval can result in costly alteration onsite such as when designs or installations contravene fire and safety, booth height and boundary or any space contract rules and regulations.

- C4.2 Before permission is granted for a contractor to work at IHPE and the necessary passes issued, the contractor is required to place a **refundable Performance Bond of B\$100 per sqm** (minimum of B\$500 and a maximum of B\$5,000) with **Sunlit Advertising Sdn Bhd** and sign a written Undertaking to guarantee conduct, proper schedule of production and observance of BHE and Hall Regulations.

Only when this Performance Bond is received and the Undertaking signed, will the contractor be allowed to bring their materials into the site or commence work.

The contractor will also have to bear any charges levied by the venue owner for damages caused to their property, flooring or for debris not cleared away.



- C4.9 All exposed rear surfaces of designs and structures must be decorated unless it is against the actual walls of BHE Halls.
- C4.10 No part of any structure may extend beyond the boundaries of the site allocated.
- C4.11 Contractors MUST bring their own generators, which must be placed outside BHE Halls if they need electrical power during the build-up or breakdown of BHE. No generator and/or oil drum are to be placed on any surface without a metal drip tray with raised lip to prevent oil leaks or spillage.
- C4.12 Exhibitors are reminded that it is the responsibility of their appointed standfitting contractor to clean and vacuum the booth upon completion of construction, before handing over to the Exhibitor.
- C4.13 Keep the washroom clean and dry. Cleaning of paint containers or any other dirty items in the washroom is prohibited.
- C4.14 Contractors admission: Passes enabling temporary contractors to enter IHPE Halls during the build-up and tear-down periods for construction and dismantling purposes will be issued only upon application to the Event Manager's Office (Please refer to **FORM 1**).
- C4.15 In the event of a dispute, the Event Manager's decision will be final.



C5 OPERATION OF BOOTH

- C5.1 No business activity shall be conducted by the Exhibitors and/or his staff outside their booth boundaries such as the distribution of promotional material outside their booths.
- C5.2 Activities which will inconvenience or disturb the conduct of the business session will not be allowed, ie promotional gimmicks, raffles, picture-taking, musical entertainment, use of animation and sound equipment.
- C5.3 All precautions must be taken by the Exhibitor against fire and to protect the public. Exhibitors who, because of the nature of their exhibits, require specific fire protection, must take arrangements, at their own cost, for the provision of such equipment.
- C5.4 Without the special permission of the Secretariat, exhibits cannot be taken into the booth once IHPE has officially opened, nor removed from the booth before the close of the event.
- C5.5 Stage shows will not be permitted.
- C5.6 Unauthorized photo/video shooting in the BHE area is not allowed EXCEPT registered Exhibitors/Buyers.
- C5.7 Fire & Safety regulations require that neither goods nor packing materials may be stored in access areas behind or between booths. Exhibitors should design proper storage areas with adequate access within their own booth or approach the Official Freight Forwarder for storage.
- C5.8 The Exhibitor and/or his Co-Delegate shall be responsible for any damages to the structure, floor, walls, pillars and any part of BHE Halls, the Property of Secretariat, and any other Exhibitors in transportation, removal of exhibits, refuse and/or decoration works.



C6 ELECTRICAL CONTRACTOR AND INSTALLATIONS

The Official Contractor, **Sunlit Advertising Sdn Bhd** has been appointed to carry out all electrical work (wiring and connections, lighting, etc) on all booths (Shell Scheme/Package and Special Designed) at BHE and all charges thereof shall be paid by the Exhibitor.

For safety reasons, no other electrical contractor will be permitted to carry out electrical work onsite.

- C6.1 The number and type of additional electrical fittings and installations required must be indicated by the Exhibitor on Electrical Supplies **FORM 5**. A quotation will be submitted on receipt of this form for unscheduled fittings or installations.
- C6.2 No electrical installation may be suspended from the roof of Exhibition Halls or affixed to any part of the building structure. No fitting may project beyond the boundaries of the installations and must be adequately protected against excess current.
- C6.3 Any design or plan of electrical installation must be submitted to the official appointed contractor before the deadlines indicated. No installation work shall be carried out without the written permission of the Event Manager. The Event Manager reserves the right to disconnect electricity supply to any Exhibitor whose installations either violate the Secretariat's regulations or is deemed dangerous or is likely to cause annoyance to visitors or other Exhibitors.
- C6.4 **NO MULTI-PLUGS ARE ALLOWED.** All sockets are for machine operation only and not for lighting. For safety reasons, please use one socket for one machine only.
- C6.5 Power supply to booths will normally be switched off immediately after the Exhibition area is closed each evening. Exhibitors requiring to work late must inform Event Manager and any costs involved must be borne by the Exhibitor.



C7 CONTRACTOR BADGE

Temporary access badges will be issued by the Event Manager permitting those approved contractors and their workmen to enter Exhibition Halls during ingress and egress periods only. Please complete and submit **FORM 1** before the stipulated deadline.

A limited number of standby badges will be issued for maintenance or remedial purposes at the Secretariat's discretion.

C8 ALCOHOL

As Brunei is a Muslim nation, visitors are reminded that alcohol and alcoholic drinks are not available for sale in the country. However, a non-Muslim aged above 17 years may bring in, for personal consumption, two bottles of liquor (wines and spirits) of about 2 quarts (2 litres) and 12 cans of beer. These must be declared to Customs on arrival and the purchase receipt retained. Failure to declare possession of alcohol on entry to the country is a punishable offence. But it is permissible to consume alcoholic beverages at private functions.

C9 DELIVERY OF EXHIBITS

a) Before BHE Commences

Please refer to the Time-Table for Site Operations (Item A2).

b) During BHE Days

Delivery of exhibits and other exhibition stocks will not be permitted during BHE sessions. Delivery of stock replenishment may only be carried out one hour before the start or immediately after the business sessions.

C10 REMOVAL OF EXHIBITS

a) During BHE Days

If Exhibitors wish to remove any display item from the Hall, a "Clearance Form" which can be obtained from the Secretariat's Office must be completed and submitted to the security personnel on duty. This shall apply at all times.



b) **On BHE Closure**

Exhibitors are strongly urged to remove valuable and portable exhibits from Exhibition Halls as soon as possible after 5.15pm on the final day of BHE.

In order to reduce the possibility of theft, it is strongly recommended that at least one person remain in the booth to oversee the process of moving-out of your exhibits.

While the Event Manager will maintain security surveillance at all times,

Exhibitors are reminded that goods will be most at risk at this time and that booths should not be left unattended until all portable items have been removed and hired items and/or equipment collected by the appropriate suppliers.

No work will be permitted after 9.00pm on the last day of the BHE.

The removal of exhibits requiring mechanical assistance as well as the dismantling of the standfittings and electrical installations will commence after 5.15pm on 18 November 2007.

Note:

Electricity supply to booths will be terminated one hour after the business sessions end on the final of BHE. Exhibitors who need electricity to turn off or lock their machines must arrange it within this period otherwise they will have to pay re-connection charges for electrical supply.

C11. FILM/AUDIO VISUAL DEMONSTRATION

Audio-visual equipment may be provided by the Exhibitor or hired from the Official Stand Contractor using FORM 6. Exhibitors wanting their tapes cleared by Customs should contact the Official Freight Forwarder by Air-Cat Forwarding. When in operation, audio-visual equipment must not disturb visitors or other Exhibitors through excessive sound or by location. The Event Manager reserves the right to discontinue any audio-visual presentation which, in their opinion, is detrimental.



C12. FURNITURE AND OTHER RENTALS

Additional furnitures (FORM 4), electrical fittings (FORM 5), audio-visual equipment (FORM 6), telephone & internet line (FORM 7) and computer (FORM 8) can be hired from the Official Contractors or the venue owner. Please place your order by completing the respective forms and returning it by the stipulated deadline.

C13. GENERAL CLEANING

General cleaning of the BHE area will be provided by the Event Manager who will also arrange for all booths to be cleaned PRIOR TO THE OPENING OF BHE and daily thereafter, but it is the responsibility of the Exhibitor to maintain his booth clean at all times

C14. ONSITE FREIGHT HANDLING

Air-Cat Forwarding has been appointed the Official Freight Forwarder for this event and are responsible for the movement of all exhibits in the halls. No other freight forwarders will be allowed to work onsite.

Please refer to **Appendix D** for shipping tariff. You may wish to contact the Official Freight Forwarder directly should you require a set of the shipping manual or complete and return **FORM 7** before the stipulated deadline.

IMPORTANT:

NO MOVING-IN OR REMOVAL OF EXHIBITS TO AND FROM THE BOOTH IS ALLOWED DURING THE OPERATION HOURS OF BHE.

C15 FIRE PRECAUTION

Exhibitors who, because of the nature of their exhibits require specific fire protection, must make arrangements at their own cost for the provision of such equipment.

Any person, on seeing an outbreak of fire, however, slight, must make immediate use of the fire alarm system, and subsequently make every endeavor to extinguish the outbreak or to confine it by the use of extinguishers and/or removal of goods in the vicinity.



C16 STORAGE & WASTE MATERIALS

Arrangements for the safe-keeping of storage facilities in the halls for packing cases, surplus, materials or other properties of the Exhibitors must be made with the Official Freight Forwarder. **For fire & safety regulations, Exhibitors are not permitted to store their empty cartons or packing materials behind or between booths.**

During the ingress and egress periods, passageways in the BHE Halls shall not be obstructed with packing materials, construction materials or debris. Contractors are responsible for removing their own debris.

Exhibitors are requested to place their debris in the aisle, from where it will be removed by the cleaners at the end of each show day. The Event Manager reserves the right to charge Exhibitors for the cost of removal of excessive packing materials and discarded crates or cartons.

C17 DAMAGES

Exhibitors are responsible for the cost of making good or replacing any damages or dilapidations to the BHE premises, whether caused by themselves, their agents, contractors or by any person or persons employed or engaged on their behalf by such agents or contractors.

Exhibitors occupying Shell Scheme booths are also responsible for the cost of making good, restoring or renewing any damages or dilapidation to their Shell Scheme booth structures, floor covering, light fittings, and/or any part thereof, whether caused by themselves or their agent, contractors or by any person employed or engaged on their behalf by such agents or contractors.

The cost of making good any damages will be assessed by the Official Contractor and charged to the Exhibitor. The Event Manager, together with the hall owners, will inspect the halls before and after BHE.



C18 FORCE MAJEURE

In the event, BHE is postponed, shortened or extended due to any cause whatsoever outside/beyond the control of the Event Manager, the Event Manager shall not be held responsible for any losses incurred by the Exhibitors, directly or indirectly, attributable to the elements of nature, force majeure or orders and directives imposed by any government authority. Under such circumstances, the money paid by the Exhibitors, or any part thereof, is refundable at the sole discretion of the Event Manager.

The Event Manager shall be responsible for and be entitled to act as the owners of the premises throughout the tenancy period. The decision of the Event Manager in any problem or dispute will be final.



D1 OFFICIAL FREIGHT FORWARDER'S CONTACT & BANK DETAILS

AIR-CAT FORWARDING

Unit A1 & A2, 1st Floor, Block A
Shakirin Complex
Kg Kiulap BE1518
Negara Brunei Darussalam
Tel: +673-223 1871/2/3
Fax: +673-223 1870
Email: thomas@aircat.com.bn

Ctc: Mr Thomas Koh
Mobile: +673-871 7557

D2 CONSIGNING INSTRUCTION

All exhibits forwarded by **SEA** or **AIR** should arrive Brunei Darussalam by the following date:-

AIRFREIGHT: *1 week before the Expo start*

SEAFREIGHT: *1 week before the Expo start*

Any exhibits which arrived after such date which resulted in URGENT processing and clearance will incur an additional charge which will be imposed accordingly.

D3 CONSIGNING INFORMATION

All exhibits forwarded by **AIR** or **SEA** freight should be consigned to:-

EXHIBITOR NAME:

c/o AIR-CAT FORWARDING
Unit A1 & A2, 1st Floor, Block A
Shakirin Complex
Kg Kiulap BE1518
Negara Brunei Darussalam
Tel: +673-223 1871/2/3
Fax: +673-223 1870
Email: thomas@aircat.com.bn

Ctc: Mr Thomas Koh
Mobile: +673-871 7557



All consignment must be on **FREIGHT PREPAID** basis.

All consignment, which arrived at BRUNEI with a FREIGHT COLLECT, **will be NOT ACCEPTED.**

PRE-NOTIFICATION of consignment at details should be fax to us prior to shipment.

D4 DOCUMENTATION

Documentation Requirement:-

ORIGINAL COPY

Sea-freight Shipment:	Ocean Bill of Landing	one (1)	two (2)
	Commercial Invoices	one (1)	five (5)
	Packing List	one (1)	one (1)
	Insurance Policy	one (1)	-

The above documents should be COURIER to us at least one (1) week before arrival of the vessel at MUARA PORT.

Airfreight Shipment:	Commercial Invoices	one (1)	five (5)
	Packing List	one (1)	one (1)
	Insurance Polity	one (1)	-

The above documents should be attached to the MASTER AIRWAYBILL upon arrival.

D5 INVOICE INSTRUCTION

INVOICES should be consigned to the **EXHIBITOR'S NAME CARE OF OUR COMPANY NAME.**

Full details such as description of goods, quantity, unit and value in the currency of from where the goods were exported to Brunei. Example if goods were exported from Singapore, the currency should be in B\$.

Invoices must be in the **ENGLISH LANGUAGE.**



The value shown is C.I.F terms and the following clauses should be indicated:-

“THE GOODS ARE TEMPORARY IMPORTED TO BRUNEI”

CUSTOM BOND equivalent to one half times (1.5) the amount of duty on items that may be classified as dutiable items in this country is required to be deposited with custom. The bond can be accepted in the form of CASH or LOCAL GUARANTEE CHEQUE.
LETTER OF BANKER’S GUARANTEE is not accepted.

D6 MARKING

The following marking must be clearly marked on all packages:-

EXHIBITOR’S NAME:

c/o AIR-CAT FORWARDNG
Unit A1 & A2, 1st Floor, Block A
Shakirin Complex, Kg Kiulap BE1518
Negara Brunei Darussalam

CASE NO.:

BOOTH NO......

D7 IMPORTANT NOTE

FILMS / VIDEO / LASER DISC

All Films / Video / Laser Disc are required to be censored at censor board during custom clearance at the Airport or Muara Port.

It takes about 2-3 weeks subject to the Government Approval prior to public viewing.

The Films / Video / Laser Disc have to be in BRUNEI together with the arrival of consignment with the invoices attached.

DUTIABLE GOODS

All duties must be paid for items that will be consumed at the exhibition. The dutiable items list is as per attached.

Sample items can ship in during importation, but duties have to be paid based on custom assessment on higher rate of duty. No refund will be entertained on duly paid at this high level.



All alcohol and liquor are PROHIBITED and should not be consumed in the public of NEGARA BRUNEI DARUSSALAM.

MEAT PRODUCTS/DRIED FOOD

All meat products – Fresh, Frozen, Canned and Dried foods, must be accompanied by a HEALTH CERTIFICATE (In English or Malay) from the GOVERNMENT VETERINARY DEPARTMENT of the exporting and importing country. Upon arrival the endorsement of the approval from health food safety take about 5-days with the sample attached.

RESTRICTED ITEMS

Certain items such as **ARMS, EXPLOSIVE, MILITARY EQUIPMENT, TELECOMMUNICATION EQUIPMENT AND TOY GUN/ARMS** are subjected to Government approval. Therefore, please check with us before shipping.

INSURANCE

All exhibitors are advised to ensure that all goods are insured at all time, including third party risk, as the Organizer/Forwarding/Site Handling agent cannot be held responsible for the damages, loss, total or partial of goods whilst in their care unless it is insured through the Official Forwarder.

PAYMENT TERMS

PAYABLE TO: AIR-CAT FORWARDING

BANK DETAILS: HONGKONG & SHANGHAI BANK

BRANCH: BANDAR BRANCH

ACCOUNT NO.: 001-088806-001

OR

2nd Option:-

Settlement can be arranged in partial payment during Exhibition but before the last day of the fair.

TERMS & CONDITIONS FOR THE PAYMENT:-

If Exhibitor fails to settle for the full payment, Air-Cat Forwarding as the Official Freight Forwarder have the right to hold any of the shipments until the full payment is received.



D8 SERVICE PROVIDED
INWARD MOVEMENT FOR AIRFREIGHT
(FOR INDIVIDUAL PIECES NOT EXCEEDING 3000KGS)

1. Receiving and Processing of Temporary Documentation.
2. Arrangement of Custom Bond.
3. Providing of Transportation from Airport to Exhibition site via our warehouse within 48-hours free storage.
4. Custom Examination.
5. Storage Charges will not include due to Late Arrival of Documentation.
6. Delivery from site to Exhibition Hall/stand.
7. Provision for Labor and standard equipment for unpacking and positioning of Exhibits but excluding assembly work or stand dressing.
8. Removal and storage of the Empty Cases.
9. On site supervision by our international experiences staff.

OUR PRICE FOR THE ABOVE SERVICES BASE ON A SLIDING SCALE AS FOLLOWS:-

101	-	250kgs	B\$2.00	per kilo
251	-	500 kgs	B\$1.80	per kilo
501	kilos above per kilo		B\$1.50	per kilo

MINIMUM CHARGES	B\$250.00 per shipment
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The above charges will be base on the Gross Weight or Volumetric weight whichever yields the greater as indicated in the AIRWAYBILL.

INWARD MOVEMENT FOR SEAFREIGHT
(FOR INDIVIDUAL PIECES NOT EXCEEDING 3000KGS)

1. Receiving and processing of Temporary Import Documentation.
2. Arrangement of Custom Bond.
3. Provision of transportation from Port to Exhibition site via our warehouse within 48-hours free storage.
4. Custom Examination.
5. Payment of Port charges but excluding AGENCY FEE, LCL, FCL, THL charges and Port storage due to late arrival of Documentation.
6. Delivery from site to stand.
7. Provision of Labor and standard equipment for unpacking and positioning of Exhibits but excluding assembly work or stand dressing.
8. Removal and storage of empty cases.
9. Onsite supervision by our staff.



OUR PRICE FOR THE ABOVE SERVICES BASE ON A SLIDING SCALE WILL BE AS BELOWS:-

01	-	08 cubic metres	B\$ 145.00 per cubic metre
08	-	15 cubic metres	B\$ 120.00 per cubic metre
16		cu.metre above	B\$ 110.00 per cubic metre

Price above base on one (1) cubic metre or 1000kgs whichever yields the greater with MINIMUM charges as follows:-

LCL	SHIPMENTS		2 Cubic Metre
FCL	SHIPMENTS	20 ft	25 Cubic Metre
FCL	SHIPMENTS	40 ft	48 Cubic Metre

OUTWARD MOVEMENT FOR AIRFREIGHT

(FOR INDIVIDUAL PIECES NOT EXCEEDING 3000KGS)

1. Obtaining your Disposal instruction for the return Exhibits.
2. Return of Empty cases from storage.
3. Provision of Labor and standard equipment to repack your Exhibits and properly marked as per disposal.
4. Custom Examination.
5. Standby at the end of show (**MID-NIGHT**) for collection the Exhibition goods from stand to load onto transport. **Charges will be B\$200.00 for this Overtime (Minimum 3-hours only).**
6. Provision of transportation from Exhibition site to airport.
7. Payment of airport charges excluding AIRWAYBILL fee and AIRFREIGHT.
8. Processing of export custom documentation.
9. Preparation of AIRWAYBILL.

OUR PRICE FOR THE ABOVE SERVICES BASE ON A SLIDING SCALE WILL BE AS FOLLOWS:-

101	-	250kgs	B\$2.50	per kilo
251	-	500 kgs	B\$2.30	per kilo
501		kilos above per kilo	B\$2.00	per kilo

MINIMUM CHARGES

B\$350.00 per shipment

The above charges will be based on the gross weight or Volumetric Weight whichever yields the greater as indicated in the AIRWAYBILL.

“AIRFREIGHT RATE QUOTED BASE ON IATA RATE UPON REQUESTED”.



OUTWARD MOVEMENT FOR SEAFREIGHT

(FOR INDIVIDUAL PIECES NOT EXCEEDING 3000KGS)

1. Obtaining your disposal instruction for return Exhibits.
2. Provision of Labor and standard equipment to repack your Exhibits and properly marked as per disposal.
3. Custom Examination.
4. Standby at the end of show (**MID-NIGHT**) for collection the Exhibition goods from stand to load onto transport. **Charges will be B\$200.00 for this Overtime (Minimum 3-hours only).**
5. Provision of transportation from Exhibition site to port via our Warehouse within 48-hour free storage.
6. Payment of Port charges but excluding LCL, FCL, B/L FEE, THC Charges and Ocean Freight.
7. Processing of BILL OF LANDING.

OUR PRICE FOR THE ABOVE SERVICES BASE ON A SLIDING SCALE WILL BE AS FOLLOWS:-

01	-	08 cu.metres	B\$ 180.00 per cu.metre
08	-	15 cu.metres	B\$ 160.00 per cu.metre
16		cu.metre above	B\$ 120.00 per cu.metre

PRICE ABOVE BASE ON ONE (1) cu.metre or 1000 kilos whichever yields the greater with 1 MINIMUM charge as below:-

LCL SHIPMENTS		2 Cubic Metre
FCL SHIPMENTS	20 ft	25 Cubic Metre
FCL SHIPMENTS	40 ft	48 Cubic Metre

**** OCEANFREIGHT quoted upon request.**

OUTWARD MOVEMENT FOR SEAFREIGHT **VIDEO / FILMS / LASER DISC CENSORSHIP**

Receiving from Courier Service, submission to Government Censorship Board and Ministry of Culture for APPROVAL.

Per Cassette or reel or piece	B\$50.00
MINIMUM charges	B\$80.00

The above rate does not include Censorship fee and public entertainment license fee, which will be substantial with receipt.



HEAVYLIFT SURCHARGE

Each individual piece exceeding 9000 kilos, please submit full specification of Exhibits for a special Quotation.

These Charges will apply for each movement.

LABOUR & EQUIPMENT HIRE

We are able to supply the above for your installation or assembly work at the Exhibition site besides the normal handling.

MOBILE HYDRAULIC CRANE

5	Tons Capacity	B\$ 55.00 per hour
10	Tons Capacity	B\$ 75.00 per hour
15	Tons Capacity	B\$ 85.00 per hour
20	Tons Capacity	B\$100.00 per hour
Above 20	Tons Capacity	Rate Of Application

FORKLIFT

2.5 Tons Capacity B\$ 50.00 per half hour or **part thereof**

TRANSPORTATION

Additional Transportation supply (upon request) within Bandar Seri Begawan area.

B\$60.00 per trip for Delivery (3 ton Light Truck)

B\$90.00 per trip for Delivery (6 ton hiab crane lorry)

B\$50.00 per trip for Delivery (Cargo Van)

B\$40.00 per trip for Wagon (Van)

Minimum 2-hours, Additional Charges B\$35.00 per hour

LABOUR

Unskilled labor charges for individual assistance, during working hours.

B\$30.00 per man per half day

B\$45.00 per man per day



INSURANCE

Insurance coverage is available at attractive rates if required.

NOTE

All Labor and equipment rates quoted above are base on normal Working hours.

STORAGE

Storage for store at the warehouse after the exhibitions per week B\$3.50 per m3 per consignee.

Minimum B\$200.00.



ORDER FORMS

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CHECKLIST

	Subject	Pg No.	√	Deadline	Return to
1	Temporary Contractor Badge	I	√	1 Nov 2007	Sunlit Advertising
2	“Special Designed” of Bare Space and Upgrading of Shell Scheme Stand	II	√	1 Nov 2007	Sunlit Advertising
3	Shell Scheme Stand Fascia Board Inscription	III	√	1 Nov 2007	Sunlit Advertising
4	Furniture Rental	IV	√	1 Nov 2007	Sunlit Advertising
5	Electrical Supplies & Fittings Rental	V	√	1 Nov 2007	Sunlit Advertising
6	Audio Visual Equipment Rental	VI	√	1 Nov 2007	Sunlit Advertising
7	Freight Forwarding Services	VII	√	1 Nov 2007	Sunlit Advertising