EXHIBITOR GUIDE

2016 International Conference on Family Planning (ICFP)
Bali Nusa Dua Convention Center
Nusa Dua, Indonesia
January 25-28, 2016
GENERAL INFORMATION

To reserve an exhibit booth at the International Conference on Family Planning, please follow the steps below: 
1. Fill out the exhibit form on the conference website. The form can be found under the Program tab at http://fpconference.org/2015/program/exhibit/exhibit-form/.
2. Within a week you will receive an email confirming your booth and booth placement. Please review the exhibitor guide thoroughly once your booth is confirmed.
3. Complete the booth order form and identify additional items you would like to purchase for the exhibit space. Submit the order form and payment to Dimas by email to dimasaji@royalindo.com or by fax to +6221 3193 4470 or +6221 3150 886.
4. Review the Exhibitor Guide again, especially guidelines on how to ship items and exhibit design rules.

Exhibition Information
Conference Name: International Conference on Family Planning (ICFP)
Exhibition Location:
Pecatu Hall
Bali Nusa Dua Convention Center (BNDCC)
Kawasan Pariwisata Nusa Dua Lot NW/1, Nusa Dua
Bali 80363 - Indonesia

Exhibition Schedule
Exhibition Build

<table>
<thead>
<tr>
<th>Build Schedule – Pecatu Hall</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Saturday, 23 January</td>
<td>10:00 – 22:00</td>
</tr>
<tr>
<td>Sunday, 24 January</td>
<td>10:00 – 22:00</td>
</tr>
<tr>
<td></td>
<td>17:00 – 21:00</td>
</tr>
<tr>
<td>Monday, 25 January</td>
<td>07:00 – 10:00</td>
</tr>
</tbody>
</table>

Exhibition Times

<table>
<thead>
<tr>
<th>Exhibition Access</th>
<th>Visitor Access</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, 25 January</td>
<td>07:00 – 20:00</td>
</tr>
<tr>
<td>Tuesday, 26 January</td>
<td>09:30 – 18:30</td>
</tr>
<tr>
<td>Wednesday, 27 January</td>
<td>09:30 – 18:30</td>
</tr>
<tr>
<td>Thursday, 28 January</td>
<td>09:30 – 16:00</td>
</tr>
</tbody>
</table>

Exhibition Dismantling

<table>
<thead>
<tr>
<th>Dismantling Schedule – Pecatu Hall</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday, 28 January</td>
<td>13:30 – 16:00</td>
</tr>
</tbody>
</table>
Exhibition Organizers
PT. Royalindo Expoduta
C & C Building
Jl. Tanah Abang 1 No. 10-D
Jakarta Pusat 10160, Indonesia
Phone: +6221 3140 982
Fax : +6221 3193 4470 / +6221 3150 886

Dimas, Project Officer
Mobile: +62812 806 34804
Email : dimasaji@royalindo.com

Official Special Design Contractor
PT Eventpro Support Asia
C &C Building, 3rd Floor
Jl. Tanah Abang I No. 10D
Jakarta Pusat, Indonesia
Website: www.eventprosupport.com

Official Standard Shell Scheme Contractor
PT Cityneon Prima Mandiri
Kota Baru Bandar Kemayoran Block C4
Jakarta 14410, Indonesia
Website: www.cityneon.co.id
Mobile: +62811 1718 24

Official Freight Forwarder
PT. Vissasa Parama Nati
Duta Garden Square Blok A. 9
Jl. Husein Sastra Negara
Tangerang 15124
Website: www.vissasa.com

Yuliana Chandra (Anna)
Phone: +6221 310 3636 | Fax : +6221 319 34470
Email : yuliana@eventprosupport.com

Zuhairiah (Ria)
Phone: +62216414630 | Fax : +6221 6414634
Email : ria_1711@yahoo.com
ria@cityneon.co.id

Andi Mulyadi / Markus Julianto
Phone: +6221 54370 666 |+6221 54370 523
Fax : +6221 54370 566
Email : exhibition@vissasa.com
GENERAL INFORMATION FOR SETUP, SHOW DAYS, AND DISMANTLING

General Rules and Regulations during Stand Constructions

• All exhibitors will be allowed to check-in during the setup period provided that they have paid the organizer.
• Any additional on-site expenditures are to be settled by the last day of the exhibition period, Thursday, 28 January 2016.
• All exhibitors shall comply with the event working hours, rules and regulations.
• All exhibitors and their contractors will be required to wear badges issued by the conference when on site.
• Exhibitors are responsible for informing their personnel and third party contractors of the rules and regulations of the conference. Exhibitors shall also provide the organizer with a list of the names of personnel and third party contractors who will work on their stands during the setup and dismantling periods. Names will be collected on the detailed booth order form.
• Exhibitors must be present and supervise the setup and dismantling process of their booth, even if the work will be done by the exhibitor’s contractors.
• The use of forklifts, cranes, or other heavy construction equipment from third parties, without the consent of Organizer, is strictly forbidden.

Customs Clearance
The control of temporary imported goods for exhibitors will be carried out at the port of entry. A declaration must be made to HM Customs and Excise and as long as the goods are re-exported after the show, they will be exempt from duty taxes. The official freight forwarder can assist exhibitors in these matters. Direct clearance with customs can be arranged by contacting PT Vissasa Paramati Nati.

Exhibitor Responsibilities for Damages
All exhibitors will be responsible for any loss and/or damage to their own property, to other exhibitor’s property, to visitor property or to the convention center and equipment, including loss and/or damage caused by employees or agents during show days and/or the setup and dismantling periods.

Security
• All exhibitors must arrange their own insurance to cover their exhibit booth during setup, show days, and dismantling.
• Exhibitors are strongly urged to remove valuable items from the exhibition area as soon as the exhibition area closes and not to leave booths unattended until all valuable items have been removed.
• Exhibitors and their staff will not be allowed in the exhibition hall outside of the hours noted in the exhibit times. Please contact the organizer if your display is valuable, or a target for theft, and you wish to hire security personnel to attend to your booth exclusively during non-show hours. Please note that you may not use any personnel from security agencies other than what is recommended by the organizer.
• The organizer and/or BNDCC will not accept responsibility for theft, loss or damage of exhibits or any other equipment belonging to exhibitors, contractors, or visitors.
STAND CONSTRUCTION

Height and Load Capacity

<table>
<thead>
<tr>
<th>Exhibition Area</th>
<th>Tower Booth Height (Max)</th>
<th>Weight (Max)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pecatu Hall</td>
<td>5 m</td>
<td>300 kg/sqm</td>
</tr>
</tbody>
</table>

Stand Construction Rules and Regulations

Exhibitors must present their stand design to the organizer and obtain consent from the organizer at least 1 month prior to the setup period (by December 23, 2015). If exhibitors plan to alter their booth from the standard setup, the booth design must be noted on the detailed booth order form. Exhibitors are not allowed to build a tower of special design over 5 meters in height and double-decker stand constructions are not allowed to be built in the main entrance of the exhibition area.

In cases where the stand design and construction are not in accordance with the rules set by the organizer, the organizer has the right to destroy, replace, or modify the stand design.

Standard Shell Scheme Booth: $1200

Design Regulation

- Standard shell scheme construction will be built and operated by the event’s official contractor appointed by the organizer.
- No additional stand fittings or displays may be attached to the standard shell scheme structure.
- Wall panels must be returned after the show without any damages. Nailing, drillings, wallpapering, inappropriate cello tape, etc are not permitted.

Included with the Standard Shell Scheme & Specifications:

- Booth structure and construction of booth
- Fascia and company name sticker cut out. The name provided on the sign up form will be used.
- Electric lighting 7.5 m²
- Fluorescent lighting @40 watt (2 units per booth)
- 2 AMP, 1 phase MCB and Socket*
- Furniture included:
  - Reception desk: 1 unit
  - Folding chair: 2 units
  - Waste basket: 1 unit

*No additional stand fittings or displays may be attached to the standard shell scheme structure. Wall panels must be returned after the exhibition without any damages. Nailing, drilling, wallpapering, inappropriate cello tape, etc are not permitted.
Special Design (Space Only): $1200  
*(No booth structure provided, just allocated space)*

The exhibitor may construct a special stand according to the company’s needs either by the Official Contractor or by a stand design and build company.

If you select to have a special design stand, you are opting to only be provided space by the organizer. Your location will be allocated a booth number and the space will be indicated on the floor plan as an empty space with the borders marked. Exhibitors, in this case, have their own stand design and will appoint their own contractors.

Exhibitors and contractors are not allowed to share or divide the stand into parts.

In order to avoid a violation or misinterpretation of the provisions regarding the installation of stands and exhibition facilities, each exhibitor must indicate that they will have a special design on the detailed booth order form and submit two copies of the below items to the organizer by email to `dimasaji@royalindo.com` 1 month prior to the setup period (by December 23, 2015):

- Layout plans for the display of goods and exhibition facilities. Construction of stands will not be permitted without the approval of the organizer.
- Horizontal and vertical pictures of each item (layout, front view, side view and perspective) with accuracy and clarity of perspective of the dimensions of each booth side. Each image should be imprinted with the company name/brand, hall and stand number layout.
- If the exhibitor plans to change the design, the revised design must be provided to the organizer for approval at least 21 days prior to the setup period.
- The exhibitor becomes the responsible party for the set up and dismantling of the special designed booth.

**Stand Design Layout Regulations**

**Stand Partition/Wall**

- The minimum space between the wall of the exhibit hall and the side of a booth must be 0.5 meters.
- Exhibitors with more than two sides facing a walkway must have an open-sided-wall.

**Floorcovering**

- Plywood underlay and carpeting are required for stands that contain heavy objects that may damage the floor.
- Any booth construction for Special Design should not be built directly on the existing carpet or granite, but must be protected by a 9-mm multiplex.

**Hall Structure**

- No part of the structure may extend past the boundaries of the space allocated.
- Nothing can be suspended from the ceiling, fixed floor, wall, or any other part of the building and exhibition hall without approval from the organizer and the official contractor.
- The outer surface of Space Only stand constructions must be covered and decorated if visible from the aisles. No nails, tacks, screws, pins, adhesives or devises of any description likely to deface or damage walls, floors, and furniture are permitted.
Tower and Massive Wall

- A constructed tower is not permitted to be attached to booths. Anything attached to the booth must be at least 0.5 meters from the walkway.
- The limit to which you can extend your booth size is outlined below:

<table>
<thead>
<tr>
<th>Exhibition Area</th>
<th>Maximum Tower Height</th>
<th>Maximum Wall Height</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pecatu Hall</td>
<td>5 meter</td>
<td>3.5 meter</td>
</tr>
</tbody>
</table>

Violations of the maximum height limits or structures not in accordance with the proposed design will be corrected by either the exhibitor or the official contractor appointed by the organizer.

Double Decker Booth

- Exhibitors who construct a multi-level / double decker stand will be charged an addition 50% of the rental fee.
- Double decker booth designs should be reported in advance to the organizer.
- Exhibitors must pay attention to the maximum height for stand construction that has been set by the organizer and should discuss their plans with the organizer. Exhibitors with multi-level stands should pay attention to aspects of safety and strength of the construction.

Enclosed Space/Warehouse

- Enclosed space is allowed only if used as a storage warehouse.
- Enclosed space can only be built to maximum of 30% of the total stand area.
- The organizer reserves the right to move the position of the confined space if it violates the rules of the stand.
- A warehouse must be closed on all sides (including the roof) and must be properly locked.

Heavy Vehicle Inquiry During Build Up and Dismantling Regulations

- In order to avoid traffic at the entrance of the exhibition hall, each exhibitor must park their truck in the area that has been designated by the organizer.

Important Note: *The cost to repair or replace damaged equipment or damage to the venue walls, floors, or ceilings, will be charged to the exhibitor. Any damages caused by the exhibitor, its staff, agent, or representative on granite floors and walls in Pecatu Hall area will be the responsibility of the exhibitor and the exhibitor will be charged for damage.
SITE FACILITIES

Business Center
• A Business Center is located in BNDCC 1 Ground Floor. The well equipped Business Center is open daily during events, and Customer Relation Officers will be on site to offer assistance in completing your needs.

Car Parking
• The BNDCC provides a large and easily accessible parking lot for 600 cars and buses on site.

ATM
• An ATM is located at BNDCC 1 Ground Floor.

Bounded Warehouse
• An on-site bonded warehouse facility is dedicated to fast and safe customs clearance for temporary imported goods and equipment. This service guarantees easy access for importing and re-exporting exhibition and convention goods through the official forwarders.

Exhibition Security
• The organizer has appointed an official security agency to secure the exhibition area. Please note that the official security agency will not be responsible for securing valuable goods inside exhibitors’ booth areas. However, the Official Security will request an inventory check list upon exhibitor’s departure during each show day in order to record the equipment left after the show hours.

Cleaning Service
• It is the exhibitor’s responsibility to maintain their booth and to make sure it is clean at all times. The venue cleaning service will cover the general cleaning of the exhibition grounds, buildings, and internal aisles during the show, however, the cleaning of stands and exhibits is the exhibitor’s responsibility. Should you require a cleaning service for your booth, an additional cleaning cost will be charged by the venue cleaning services.

Additional Required Services

Electricity
• Exhibitors who require additional electricity supply for their stands must complete the electrical section of the detailed booth order form.
• Terms and conditions for electricity installation:
  o Exhibitors are not allowed to use electric generators as a source of electricity.
  o Overall power sources used must be ordered through the organizer.
  o The Official Contractor appointed by the organizer along with booth’s contractor will jointly conduct electrical testing.
  o In cases where more electricity is used than what was purchased and requested on the detailed booth order form, the exhibitor will be charged according to the overage at the current price.
  o MCB should be placed outside the warehouse, or in the booth area where it is easily accessed and monitored.
Furniture Hire
• A range of furniture extras can be rented through the official contractor. The furniture products offered can be ordered by completing the detailed booth order form and must be submitted by October 6, 2015.

Electronic Devices
• Various options for electronic devices to support exhibitor's booths are available to rent. Electronic devices available to rent are included on the detailed booth order form.