

5. Electrical Installation

- The electrical installation work within the stand must be carried out only by the Official Electrical Contractor. Exhibitors who require 24 hours electrical consumption or special electrical equipment should order services with **Form No.3**
- The standard supplies of the electrical current are single phase 400 Amp/3 phase. The electrical current will be supplied to each booth 30 minutes before the opening hours.

6. Equipment and Fittings

- Exhibitors who require Furniture Rental and A/V Equipment Services should order services using **Forms 4 & 5**

7. Booth Cleaning Services

- Booth cleaning included in the exhibition booth rental is limited to vacuuming of the carpet and emptying of the waste paper basket.

8. Security Guard Services

- General Security Guard for general building and access control will be arranged by the Organiser in the exhibition hall. During the closing hours, the Organiser will not allow anybody to be in the exhibition hall.

Notes : During the set-up, breakdown and opening periods, Exhibitors shall take full responsibility of their exhibition goods.

9. Telephone

- Public telephones and credit card phones are located Level 22 & 23. International calls on personal account can also be made at the Business Centre. Temporary telephones lines (IDD or Local) and WiFi Internet access are available for rent. Please place your order with **Form 6**. The required location of the telephone ordered must be clearly indicated in the layout provided.

10. Air Conditioning

- The venue owner shall turn off the air conditioning during the set-up period and turn on the air conditioning during the exhibition opening hours only.

11. General Rules & Regulations

• Venue

The Organiser retains the right to change the venue without prior notification if they deem it to be in the interests of the event or for reasons beyond their control. The Organiser reserves the right to change the location of stands at any stage in the best interest of the exhibition or for reasons outside their control.

• Duration

The time and duration of the exhibition shall be at the discretion of the Organiser. In any event the organiser shall notify the Exhibitor of the opening and closing times no later than 14 days prior to the date of the exhibition.

• Admission

Admission to the exhibition is complimentary by registration with visitor's name, address, email and contact number in the group. The Organiser may amend and shall have sole control over admission policies at all times.

- Exhibitors must not canvas or distribute advertising or promotional matter in any part of the venue, except in the immediate vicinity of their own booth and display. Furthermore, an exhibitor must under take to withdraw any advertising matter at the exhibition to which the Organiser may reasonably object on the grounds of legality, decency or honesty.

- In the event of justifiable complaints from other Exhibitors or attendees, the Organiser reserves the right to determine the acceptable sound level and extent of demonstrations. Nor may any audio-visual system be used that would in the opinion of the Organiser cause annoyance or disturbance to others.

- Exhibitor acknowledges that any live or recorded performances of music by or on behalf of Exhibitor must be licensed from the appropriate copyright owner or its agent. The Exhibitor shall take full responsibility for obtaining any necessary licenses and agrees to defend, indemnify and hold harmless the organiser from any damages or expenses due to the use of such music.

- No booth shall be left unattended at any time during the opening hours of the fair.
- No exhibits are allowed to be moved-in and moved-out during the show time, except with the special permission of the organiser.
- Exhibitors must not transfer, dispose of, part with or otherwise sublet the whole or any parts of their space.
- All exhibitors are responsible for the good conduct and courtesy of their staff or agents.

Cancellation Policy

In the event of cancellation, withdrawal or downsizing of an exhibition booth, a written notice of cancellation is required. Please send original cancellation notice by registered mail to: Ms Georgina Wong, Asia Pacific Golf Development Conferences Pte Ltd, Suite 05–06 Hong Aik Building, 22 Kallang Avenue, Singapore 339413.

If the notice is received on or **before 18 February 2011 (Singapore time)** the organiser will retain or collect 50 percent of the total booth cost.

If the notice is received **after 18 February 2011 (Singapore time)** the organiser will retain or collect 100 percent of the total booth cost.

Indemnification

The exhibitor assumes the entire responsibility and liability for losses, damages and claims arising out of injury or damage to persons and/or displays, equipment and other property brought by it upon the premises used for the exhibition. The exhibitor shall indemnify and hold harmless Asia Pacific Golf Development Conferences Pte Ltd and Bangkok Convention Centre at Centara Grand CentralWorld their owners, members, affiliated agents, servants, employees and assigns from any and all loss, damage, claims, actions and suits whatsoever, together with all costs, expenses and legal fees in connection therewith, which shall grow out of any injury or death or persons or damage to or destruction of property (tangible or otherwise), caused by, resulting from or otherwise connected with activities of the exhibitor at the exhibition. Nothing contained herein shall restrict any rights enjoyed by the exhibitor under law.

Liability and Insurance

The exhibitor assumes responsibility for, and hereby releases Asia Pacific Golf Development Conferences Pte Ltd, Bangkok Convention Centre at Centara Grand CentralWorld and their owners, members, affiliated agents, servants, employees and assigns from any and all liability resulting from, arising out of, or in any way connected with exhibitor's exhibit or exhibitor's negligence or intentional acts or omissions at the exhibition (including, but not limited to, installation, operation, use, visitation and removal of the exhibit or use of the exhibit hall).

Exhibitor shall obtain insurance sufficient to cover liability for personal injury and for damage to third-party property resulting from its participating at the exhibition. It shall be the exhibitor's responsibility to obtain adequate additional insurance for exhibitor's participation in this event, including but not limited to insurance covering event cancellation and event interruption. Exhibitors assume full responsibility for any damage their exhibitors may cause to the Bangkok Convention Centre at Centara Grand CentralWorld. The obligations set forth in this Section shall survive termination, performance and expiration of the exhibitor's contract.

Amendment to Rules

Any and all matters or questions not specifically covered by the General rules & regulations shall be subject solely to the discretion of the organiser. These General rules & regulations may be amended at anytime by the organiser with sufficient notice to exhibitor, and all amendments shall be binding on Exhibitors equally with the foregoing General rules & regulations. All contracts shall be governed by the laws of the Singapore.

Services and Facilities

1. Conference Secretariat

- The Conference Secretariat Office will be in Room 1, Level 22 of the Centara Grand Hotel. Service hours are:
 - Thursday 17 March, 08.00 – 21.00 hrs
 - Friday 18 March, 08.30 – 21.00 hrs
 - Saturday 19 March, 09.00 – 22.00 hrs
 - Sunday 20 March, 09.00 – 22.00 hrs
 - Pick up Exhibitors and Contractors badges
 - Contact Official Contractor and hire additional furniture/AV equipment
 - Centre of the cooperation during the exhibition period

2. First Aid

- Emergency First Aid service is provided by Centara Grand Hotel at the Convention Centre Clinic, located at level 22. Licensed nurse will be available during 08.00 – 18.00 hrs. Doctor will be on stand-by on Mondays to Saturdays during 16.00 – 17.00 hrs.

3. Communication Facilities

- Public local telephones are located on Level 22 & Level 23
- Postage, courier, Printing and photocopy machine, telephones and facsimile services are available at the Business Centre on Level 23. Payment is by cash only in THB, open on Monday – Friday from 07.00 – 21.00 hrs.

4. Food & Beverage

- Delegates Café is located outside of Hall B, Level 22, open from 11.00 – 23.00 hrs.

Note : Outside food or drinks not provided by the Official caterer will not allowed into the exhibition venue.

5. Car Parking

Ample parking space is available free of charge to the exhibitors and visitors at the car parking of the CentralWorld Shopping Centre.

6. Transportation Services

- Exit at the Chit Lom Station on the BTS Skytrain and enter the CentralWorld Shopping Centre via a 5 minute walk under covered walkway
- Metered taxi services are available at Ground Floor, Centara Grand hotel

S.E. ASIA/INDIA GOLF MERCHANDISE EXPO 2011 ORDER FORMS

Form	Fax	Deadline
– Advertisement in official expo brochure	+65 6323 2838	18 February 2011
1. Exhibitor admission passes	+65 6323 2838	25 February 2011
2. Exhibition booth name	+662 7210 473	25 February 2011
7. Fast Track Immigration Clearance	+65 6323 2838	25 February 2011
4. Furniture and accessories	+662 7210 473	4 March 2011
3. Electrical service	+662 7210 473	7 March 2011
5. Audio/Visual equipment rental	+662 7210 473	7 March 2011
6. Telephone/Facsimile/Internet Service	+65 6323 2838	7 March 2011