



The 39<sup>th</sup> Asia-Pacific Academy of Ophthalmology Congress  
BALI INDONESIA

In Conjunction with  
The 49<sup>th</sup> Indonesian  
Ophthalmologists Association  
Annual Meeting

"BEYOND ALL LIMITS"

FEBRUARY 22-25, 2024

*"See You in Bali"*

# EXHIBITOR MANUAL

Version 2.0 September 9, 2023



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*Information contained in this manual is correct at the time of printing. The organizing committee reserves the right to make changes as required.*



## A. Congress General Information

### a. Congress Venue

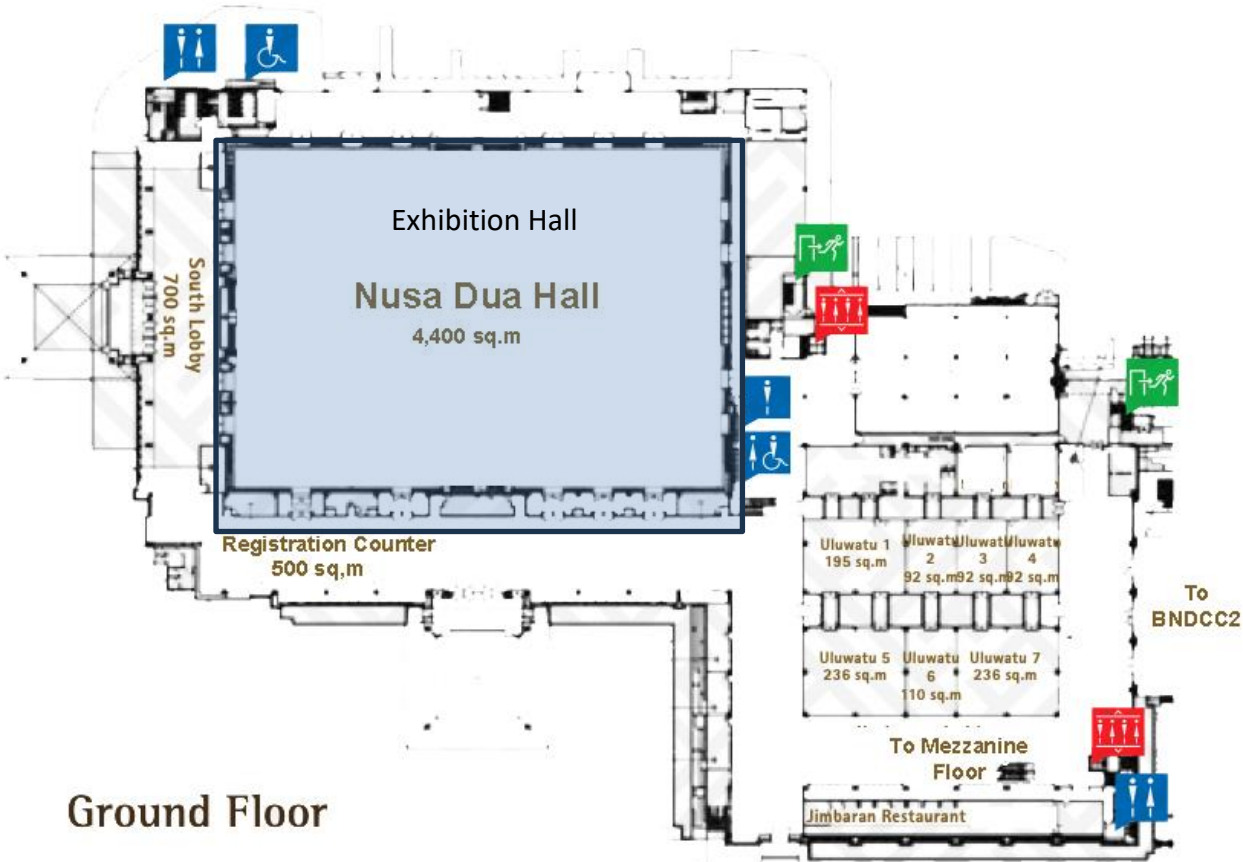
#### Bali Nusa Dua Convention Center (BNDCC)



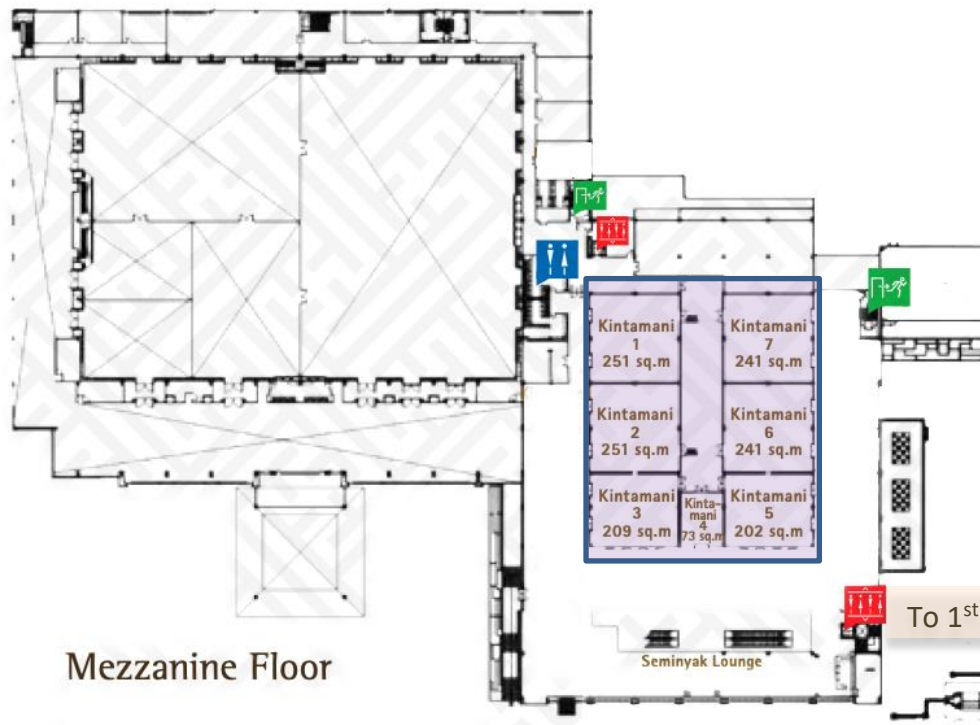
Located within the Nusa Dua ITDC complex, the Bali Nusa Dua Convention Center (BNDCC) offers over 4,000 rooms in 4 and 5-star international chain hotels. With fully equipped meeting rooms and offices, BNDCC ensures seamless hosting of world-class events, including break-out sessions, luncheons, dinners, workshops, and press conferences.



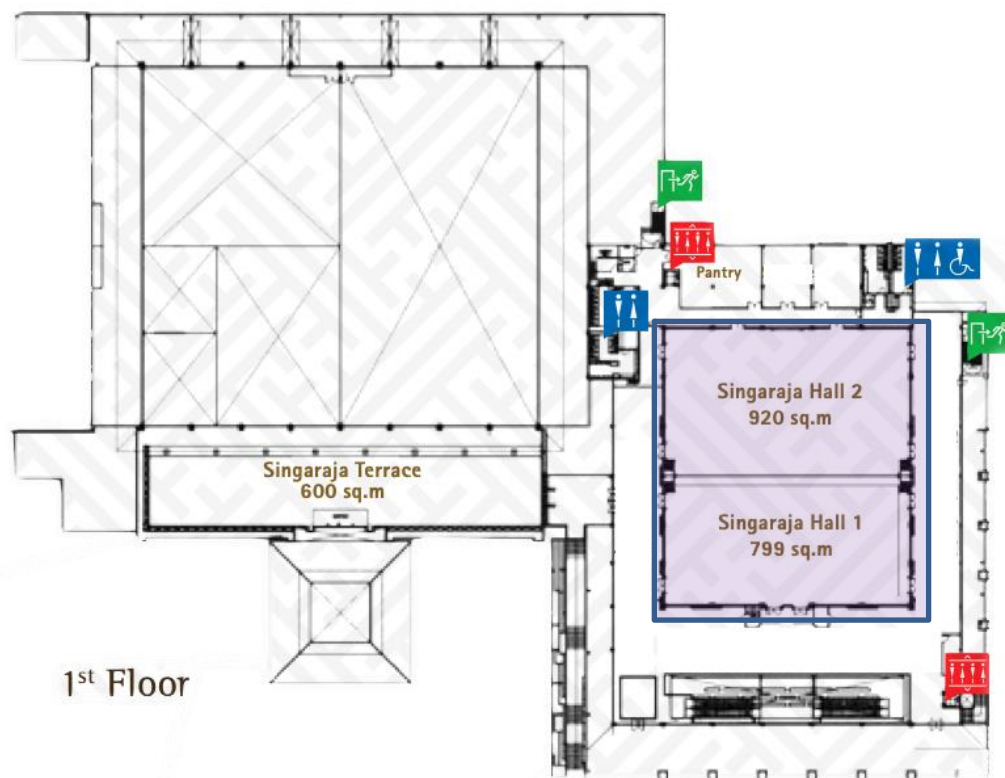
# FLOOR PLANS - BNDCC 1



# FLOOR PLANS - BNDCC 1

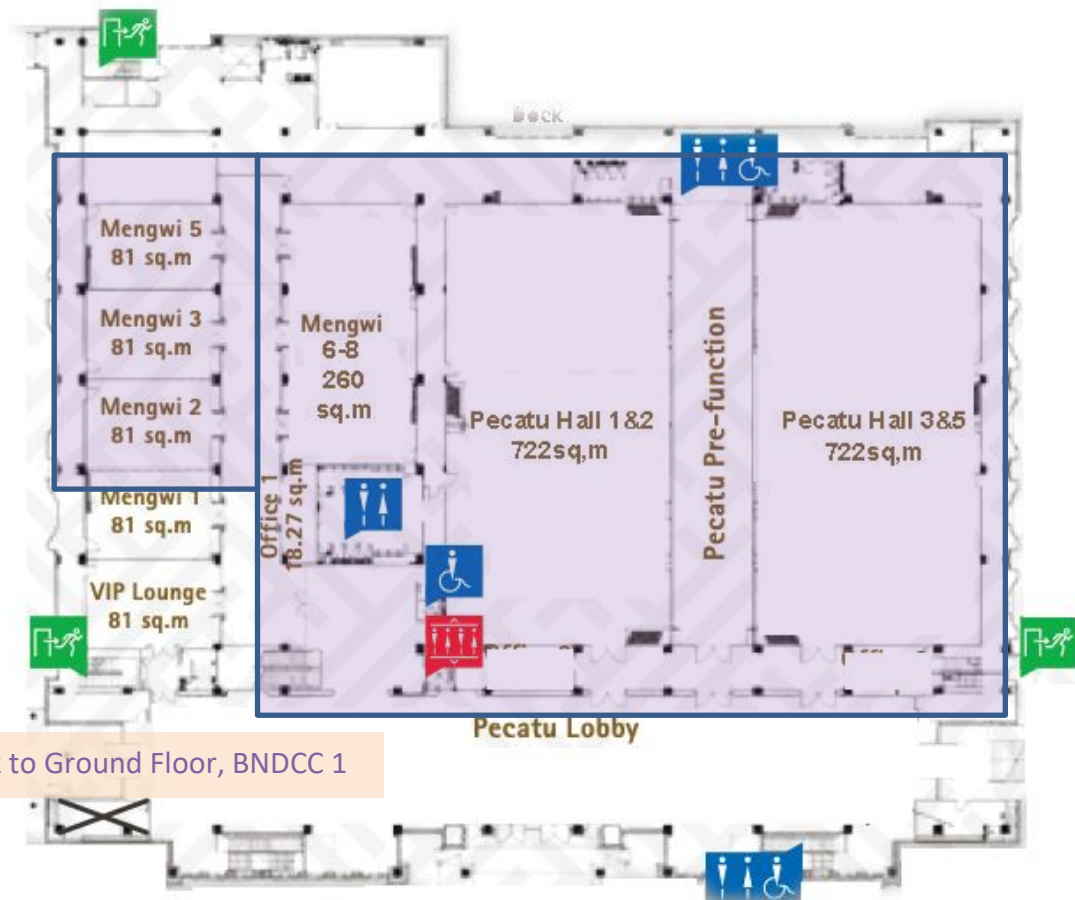


# FLOOR PLANS - BNDCC 1



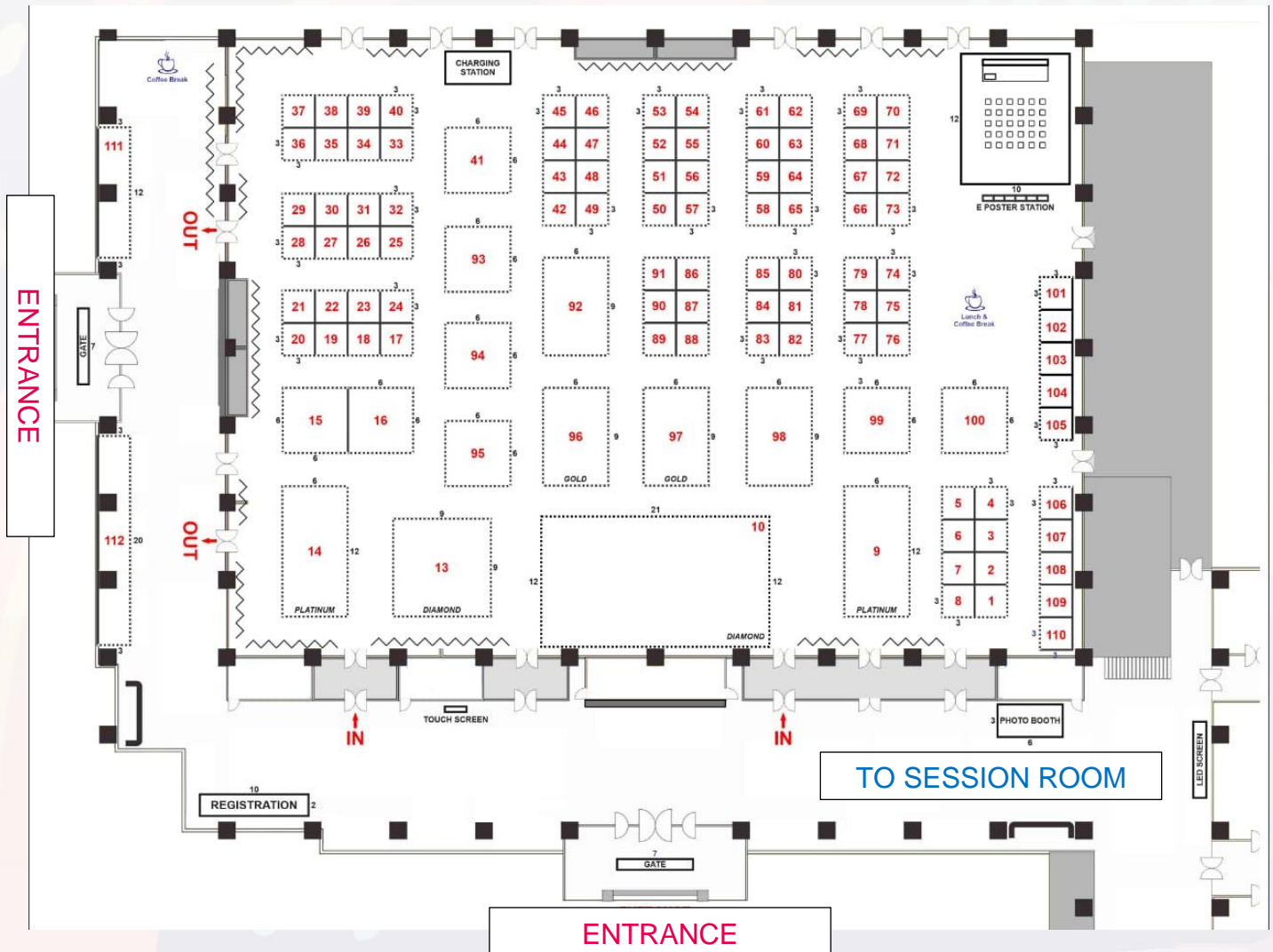


# FLOOR PLANS - BNDCC 2



[Back to Ground Floor, BNDCC 1](#)

## Floor Plan - Exhibition Hall





## c. Program Overview

Please download the updated version at <https://2024.apaophth.org>

	Feb 21 (Wed) Day 0	Feb 22 (Thu) Day 1	Feb 23 (Fri) Day 2	
06:30-07:00				06:30-07:00
07:00-07:30				07:00-07:30
07:30-08:00				07:30-08:00
08:00-08:30		Breakfast Symposia (S)* (08:00-08:45)	Breakfast Symposia (S)* (08:00-08:45)	08:00-08:30
08:30-08:45		Break	Break	08:30-08:45
08:45-09:00				08:45-09:00
09:00-09:30		APAO Scientific Sessions (09:00-10:30)	APAO Scientific Sessions (09:00-10:30)	09:00-09:30
09:30-10:00				09:30-10:00
10:00-10:30		Break	Break	10:00-10:30
10:30-11:00	APAO Standing Committee Meetings (09:00-12:30)			10:30-11:00
11:00-11:30		APAO Scientific Sessions (11:00-12:30)	APAO Scientific Sessions (11:00-12:30)	11:00-11:30
11:30-12:00		Break	Break	11:30-12:00
12:00-12:30				12:00-12:30
12:30-13:00	APAO Council Luncheon	Lunch Symposia (S)* (13:00-14:00)	Lunch Symposia (S)* (13:00-14:00)	12:30-13:00
13:00-13:30		Break	APAO WIO Luncheon (12:45 - 14:15)	13:00-13:30
13:30-14:00				13:30-14:00
14:00-14:30	APAO Council Meeting (13:30-16:00)	APAO Plenary Session (14:30-16:30)	APAO Scientific Sessions (14:30-16:00)	14:00-14:30
14:30-15:00				14:30-15:00
15:00-15:30	Break		Break	15:00-15:30
15:30-16:00		APAO Opening Ceremony (16:30-17:30)	APAO Scientific Sessions (16:30-18:00)	15:30-16:00
16:00-16:30	APAO General Assembly (16:30-17:30)			16:00-16:30
16:30-17:00				16:30-17:00
17:00-17:30				17:00-17:30
17:30-18:00				17:30-18:00
18:00-18:30				18:00-18:30
18:30-19:00			Young Ophthalmologists' Night (18:30-20:00)	18:30-19:00
19:00-19:30				19:00-19:30
19:30-20:00				19:30-20:00
20:00-20:30		Presidential Dinner (19:00-21:30)		20:00-20:30
20:30-21:00				20:30-21:00
21:00-21:30				21:00-21:30
21:30-22:00				21:30-22:00

	Feb 24 (Sat) Day 3	Feb 25 (Sun) Day 4	
06:30-07:00			06:30-07:00
07:00-07:30			07:00-07:30
07:30-08:00			07:30-08:00
08:00-08:30	Fundraising Run (06:30-08:00)		08:00-08:30
08:30-08:45	Breakfast Symposia (S)* (08:00-08:45)		08:30-08:45
08:45-09:00	Break		08:45-09:00
09:00-09:30			09:00-09:30
09:30-10:00	APAO Scientific Sessions (09:00-10:30)	APAO Scientific Sessions (09:00-10:30)	09:30-10:00
10:00-10:30			10:00-10:30
10:30-11:00	Break	Break	10:30-11:00
11:00-11:30	APAO Scientific Sessions (11:00-12:30)	APAO Scientific Sessions (11:00-12:30)	11:00-11:30
11:30-12:00			11:30-12:00
12:00-12:30	Break		12:00-12:30
12:30-13:00			12:30-13:00
13:00-13:30	Lunch Symposia (S)* (13:00-14:00)	APAO LDP Alumni Reception (13:00 - 14:00)	13:00-13:30
13:30-14:00			13:30-14:00
14:00-14:30	Break		14:00-14:30
14:30-15:00			14:30-15:00
15:00-15:30	APAO Scientific Sessions (14:30-16:00)		15:00-15:30
15:30-16:00	Break		15:30-16:00
16:00-16:30		Achievement Award And Travel Grant Presentation	16:00-16:30
16:30-17:00	APAO Scientific Sessions (16:30-18:00)		16:30-17:00
17:00-17:30			17:00-17:30
17:30-18:00			17:30-18:00
18:00-18:30			18:00-18:30
18:30-19:00			18:30-19:00
19:00-19:30	Award Ceremony (18:30 - 20:00)		19:00-19:30
19:30-20:00			19:30-20:00
20:00-20:30			20:00-20:30
20:30-21:00			20:30-21:00
21:00-21:30	Cultural Party (20:00 - 22:00)		21:00-21:30
21:30-22:00			21:30-22:00

#### d. Exhibition Timetable

##### Exhibition Days

Description	Date	Time
Exhibition Hall Opens to Exhibitors	February 22 – 25, 2024	07:30
Exhibition Hall Opens to Delegates	February 22 – 25, 2024	08:00
Exhibition Hall Closes	February 25, 2024	12:30

##### Build Up / Moving In

Description (For Builder/Contractor)	Date	Time
Official Contractor Build Up	February 20 – 21, 2024	08:00 – 22:00
Non-Official Contractor Build Up	February 20, 2024	09:00 – 22:00
	February 21, 2024	08:00 – 22:00

##### Teardown / Closing

Description	Date	Time
Removal of Stands and Exhibits by Exhibitors, Official Freight Forwarder and Non-Official Contractor	February 25, 2024	12:30
Termination of Booth Electricity	February 25, 2024	14:00

##### Exhibition Loading Schedule

Date	Time	Authorised Personnel
February 20, 2024	00:01	Official Contractor: PT City Neonindo Indah Murni
February 20, 2024	13:00	Independent Contractor Move In
February 21, 2024	16:00	Exhibitors Move in

##### Remarks

- Exhibits should not be dismantled before the closing hours.
- Booths must be open during the exhibition opening hours. Exhibitors must ensure the presence of representatives at the booth during these hours.
- Should a company representative fail to report by the designated time of the scheduled exhibition set-up, the Organizer reserves the right to reclaim the exhibition space. No refund will be made to the exhibitor. It is the responsibility of the exhibitor to notify independent booth construction companies of the set-up schedule.
- No late work is permitted. The appointed booth contractors must complete their work according to the above schedule. If permission is sought for any overtime work and granted by the Organizer/Event Secretariat, the contractor shall have to pay for the overtime charges.

## **e. Important Message**

### **Exhibitor's Manual**

Please email the duly completed acknowledgement portion of this Manual to the Secretariat immediately upon receipt without delay.

### **Collection of Exhibitor Passes**

Exhibitor passes shall be collected from the registration counter located at Registration Counter, East Lobby, Ground Floor, Bali Nusa Dua Convention Center (BNDCC) on

- **February 21, 2024: 13:00hrs – 17:30hrs**
- **February 22, 2024: 07:30hrs – 18:00hrs**

### **Security**

The security personnel on duty will not allow anyone without an exhibitor pass to enter the Exhibition Hall. This is strictly non-negotiable for security purposes. Please advise your colleagues on duty to wear and display their passes.

### **Order Forms**

All forms must be sent to the respective organizations indicated on top of each form by the stipulated date. Any additional order for items such as electrical, furniture, audio and visual must be accompanied with payments for the same.

### **Non-Official Contractors**

Exhibitors must inform the Organizer if they engage any contractor(s) other than the official contractor appointed by the Organizer.

### **Official Freight Forwarder**

Exhibitors are strictly advised to engage only the official freight forwarder appointed by the Organizer to avoid any unnecessary logistic complication in the Exhibition Hall.

### **Set-Up Completion**

Booth construction setup time as below

- February 21, 2024, 08:00hrs – 22:00hrs
- February 22, 2024, 08:00hrs – 22:00hrs

Exhibitors are allowed to go inside the Exhibition Hall to set exhibit materials as below:

- February 22, 2024, 09:00hrs – 22:00hrs

Exhibition booth should be ready to receive delegates on February 22, 2024, at 09:00hrs.

- Packaging materials must be removed before 17:00hrs February 22, 2024.
- All aisles must be cleared of exhibits and packaging material before 22:00, February 21, 2024.
- Dismantling of the booths before 12:30hrs on February 24, 2024 is not permitted.
- Any equipment, display aid or other materials left behind after the closure of the exhibition will be discarded.
- The organizers reserve the right to remove any exhibits or close any booths that are not in compliance with the General Rules and Regulations stated on page 11.
- Smoking in the Conference and Exhibition area is strictly forbidden.



## f. Important Contact Information

### ORGANIZER

#### **Asia-Pacific Academy of Ophthalmology**

The Department of Ophthalmology and Visual Sciences  
The Chinese University of Hong Kong  
4/F, Hong Kong Eye Hospital  
147K Argyle Street, Kowloon, Hong Kong  
Tel: +852 3943 5827  
Fax: +852 2715 9490  
Email: [exhibition@apaophth.org](mailto:exhibition@apaophth.org)

#### **Local Secretariat**

##### **PERDAMI**

Gedung Baile Lantai 1 No. 101-3  
Jalan Kimia No. 4 Pegangsaan, Menteng.  
Jakarta 10320 Indonesia.  
T. +62 21 310-4516  
E. [penguruspusatperdami@yahoo.co.id](mailto:penguruspusatperdami@yahoo.co.id)

### OFFICIAL CONTRACTOR

#### **PT. City Neonindo Indah Murni**

Jalan Perdana Kav. K No. 143 Jakarta 11460 Indonesia  
PO BOX 6707/JAK JB Jakarta 11067  
Phone: +62 21 568 8630 (Hunting)  
Fax: +62 21 5696 9668  
Email: [meicityneon@gmail.com](mailto:meicityneon@gmail.com),  
[jean@cityneonindo.com](mailto:jean@cityneonindo.com)  
Attn.: Mei Triani, Jean Kusno

### CONGRESS/EXHIBITION VENUE

#### **Bali Nusa Dua Convention Center**

Kawasan Terpadu ITDC NW/1 Nusa Dua – Bali  
80363, Indonesia  
T. +62 361 773000  
Email: [services.bndcc@baliconventioncenter.com](mailto:services.bndcc@baliconventioncenter.com)

### OFFICIAL FREIGHT FORWARDERS

#### **PT. Rogers Kinerja Gemilang**

Jl. Gunung Sahari Raya No. 60 - 63, Block E-2,  
Jakarta Pusat, Indonesia  
Indonesia Phone:  
+62 21 420 5430, +62 21 420 9204  
Attn: Wahjuni Astuti  
Email: [rogers.kinerjagemilang@yahoo.co.id](mailto:rogers.kinerjagemilang@yahoo.co.id)

### VISA APPLICATION

Should you require to apply for Indonesia Visa  
Website:  
<https://2024.apaophth.org/travel-information/>

Indonesian Immigration  
<https://molina.imigrasi.go.id>

Name	Contact	Email	Area of Responsibility
Mei Triani	+62 811 147 866	<a href="mailto:meicityneon@gmail.com">meicityneon@gmail.com</a>	Exhibition Coordinator, Custom Booth Design and Requirements
Jean Kusno	+62 815 8688 8366	<a href="mailto:jean@cityneonindo.com">jean@cityneonindo.com</a>	
Sherly	+62 812 9090 9817	<a href="mailto:official@cityneonindo.com">official@cityneonindo.com</a>	Technical Assistance and Exhibitor Requirements
Karen	+62 812 9099 001	<a href="mailto:karen@cityneonindo.com">karen@cityneonindo.com</a>	

## B. Rules And Regulations

### a. Introduction

These rules and regulations governing the **APAO Congress** are an integral part of the contract for exhibit space. The overriding principle contained in this manual is equality for all. The following regulations have been designed particularly for the **APAO Congress**. Should you have any questions in connection with the rules and regulations, please contact the Congress Secretariat:

**Asia-Pacific Academy of Ophthalmology:**

**c/o Department of Ophthalmology & Visual Sciences, The Chinese University of Hong Kong**

Tel: (852) 3943-5827

Fax: (852) 2715-9490

E-mail: [secretariat@apaophth.org](mailto:secretariat@apaophth.org)

Address: 4/F, Hong Kong Eye Hospital, 147K Argyle Street, Kowloon, Hong Kong

Exhibitors must comply with the rules and regulations of the exhibition. The Organizer/Event Secretariat reserves the right to require the exhibitor to modify the exhibit(s) if exhibitors or exhibits are found violating the exhibition rules and regulations, either before the show or on-site. If any disagreement arises between exhibitors and the show management, the show management should override. All the necessary changes are to be made at the exhibitor's expense and are subject to approval of the Organizer/Event Secretariat.

The **APAO Congress** reserves the right to amend the rules and regulations at any time and written notice to the exhibitors will be given accordingly. The original rules and regulations, as well as the amendments, will be equally binding to all parties affected in the exhibition.

### b. Definitions

In these regulations, the following words and expressions shall (unless otherwise specified) have the following meanings:

"Applicant"	The sole proprietorship, partnership or limited company whose details are specified in the Application Form;
"Application Form"	The application form for the Applicant to apply for the right to exhibit at the Exhibition;
"Associates"	(a) any employees, contractors, subcontractors, representatives, or agents of the Exhibitor or its Associates; and (b) in relation to an individual Exhibitor means any relatives of the Exhibitor and any company of which the Exhibitor or its relative is a shareholder or director; and in relation to a corporate Exhibitor means any shareholders or directors of the Exhibitor and any relatives of such shareholders or directors and any company of which the Exhibitor or its shareholders or directors or any of their relatives is a shareholder or director;
"Complainant"	The Exhibitor filing a complaint to the Organizer in respect to an infringement of intellectual property rights at the Exhibition;
"Exhibition"	The exhibition to be known as the 39th Asia-Pacific Academy of Ophthalmology Congress (39th APAO Congress) which will be organized by the Organizer at the Exhibition Venue during the Exhibition Period;
"Exhibition Period"	The period from February 22, 2024 – February 25, 2024;
"Exhibition Venue"	Bali Nusa Dua Convention Center, Kawasan Pariwisata Nusa Dua Lot NW/1, Benoa, Kec. Kuta Sel., Kabupaten Badung, Bali 80363, Indonesia

“Exhibitor”	The relevant Applicant whose application to exhibit at the Exhibition has been accepted by the Organizer in writing;
“Organizer”	Asia-Pacific Academy of Ophthalmology;
“Products”	Any goods, products, items, samples, or exhibits displayed by the Exhibitor at the Exhibition;
“Regulations”	The provisions contained in these “Exhibition Rules & Regulations”;
“Space”	The area within the Exhibition Venues where the Exhibition will be conducted;
“Stand”	The area within the Space designated to the Exhibitor for the purpose of exhibiting and promoting its Products. This may include the structure and partitioning of the booth as the case may be, but for the avoidance of doubt shall exclude any areas in front of the booth;
“Package Sponsors”	Companies that have pledged Double Diamond Sponsorship Package, Diamond Sponsorship Package, Platinum Sponsorship Package, Gold Sponsorship Package, Silver Sponsorship Package and Bronze Sponsorship Package.

### c. Confirmation Of Acceptance

- The Exhibitor acknowledges that by accepting the Confirmation of Acceptance, it has agreed and undertaken to comply with all its obligations under the Regulations and any other additional rules and regulations prescribed by the Organizer under paragraph 3.3 below.
- Notwithstanding payment or acceptance of the Participation Fee or part thereof does not create, whether expressed or implied, any right on the part of the Applicant or any obligation or liability to perform any function or duty on the part of the Organizer.
- The Organizer has the sole and absolute discretion to accept or reject, without giving any reason or explanation, the Exhibitor to participate in the Exhibition.
- Where the Applicant/Exhibitor is a business entity or a corporation, the Organizer may at any time require the Applicant/Exhibitor to produce copies or certified copies of the Applicant’s/Exhibitor’s certificate of incorporation, business registration certificate and/or any other company registration documents.



#### **d. Booth & Construction Guidelines**

##### **Official Exhibition Contractor**

PT. City Neonindo Indah Murni is the appointed Official Contractor for the 39<sup>th</sup> APAO Congress to provide Standard Shell Scheme, full on-site management, and technical services.

Please complete and return the request forms **(Form 2, 3, 5, 6, 7 & 8)** to [meicityneon@gmail.com](mailto:meicityneon@gmail.com), [official@cityneonindo.com](mailto:official@cityneonindo.com), [jean@cityneonindo.com](mailto:jean@cityneonindo.com) by the deadline as indicated in the Checklist for Submission of Request Forms.

##### **Independent Contractor appointed by the Exhibitor**

1. Exhibitors may appoint their own contractor(s) for booth construction. However, all mechanical and electrical works must be installed by the appointed Official Contractor.
2. Exhibitors are requested to ensure that their respective contractors observe all rules and regulations. Exhibitors are reminded that they will be responsible for all actions, including observance of rules and regulations of their contractors, during the entire exhibition period, from build-up to tear-down.
3. All independent contractors are required to place a refundable security deposit of **US\$300** per booth before February 5, 2024, for granted permit letter for loading in. Please contact the Official Contractor at [meicityneon@gmail.com](mailto:meicityneon@gmail.com), [jean@cityneonindo.com](mailto:jean@cityneonindo.com), [official@cityneonindo.com](mailto:official@cityneonindo.com) for further details.

##### **Payment Method:**

###### Telegraphic Transfer

Bank Name : BANK CENTRAL ASIA (IDR)  
Acc. Name : PT. City Neonindo Indah Murni  
Acc No. : 198 881 1717 (IDR)  
Address : JL. Daan Mogot No. 95  
Jakarta Barat - 11460  
Swift Code : C E N A I D J A

Bank Name : PAN INDONESIA (BANK PANIN) (USD)  
Acc. Name : PT City Nenonindo Indah Murni  
Acc. No : 149.600.2817 (USD)  
Address : KCP PURI NIAGA  
Ruko Sentra Niaga T1/12  
Puri Niaga – Jakarta Barat  
Swift Code : P I N B I D J A

## i. Standard Shell Scheme

Standard Shell Scheme includes the following items:

<b>Walls</b>	Aluminium Octonorm R-8 System as partition with Supercon Laminated height 2.5 m (approx. 8ft)
<b>Fascia</b>	List Board (with Fascia) width 30 cm. Exhibitor's name on Fascia made of PVC
<b>Furniture</b>	1 reception table, 2 folding chairs, and 1 wastepaper basket
<b>Flooring</b>	Grey Carpet
<b>Lighting</b>	2 units of 40 W fluorescent lamp at fascia
<b>Power</b>	2 amp power point with 220 volts will be supplied to each booth
<b>Height</b>	Shell scheme booths will be at a maximum of 2.5 m (approx. 8 ft) in height

No additional stand fittings and display fixtures may be attached or affixed to the shell scheme booth structure, i.e., no nailing, drilling or painting will be permitted. Furniture and fittings of BNDCC, e.g., plants, furniture, etc., must not be moved or removed.

### 3 m X 3 m Standard Booth



**Note: Company logo on fascia costs US\$20 per logo, please complete the Fascia Board & Logo Form (Form 2) and send to [meicityneon@gmail.com](mailto:meicityneon@gmail.com), [official@cityneonindo.com](mailto:official@cityneonindo.com) by **January 31, 2024**.**

## ii. Raw Space Design

PT. CITY NEONINDO INDAH MURNI provides custom booth design services, please refer to **Custom Booth Design Form (Form 3)** for further details. For enquiries, please contact the following representatives:

Mei Triani:  
meicityneon@gmail.com  
Jean Kusno:  
jean@cityneonindo.com  
jean.kusno@gmail.com

Alternatively, raw space design may be provided by an independent contractor appointed by the exhibitor. Please ensure compliance with stipulated structural restrictions.

## iii. Structural Height Restrictions

The permitted exhibition booth height is **4 m**. For exhibition booth exceeding 3 m in height, all detailed designs must be submitted to the Official Contractor for organizing committee approval latest by **January 24, 2024**.

The maximum height for exhibition booth, including fascia board and any kind of decoration is as follows:

- a. Nusa Dua Hall: 6 m
- b. Lobby Area: 3 m

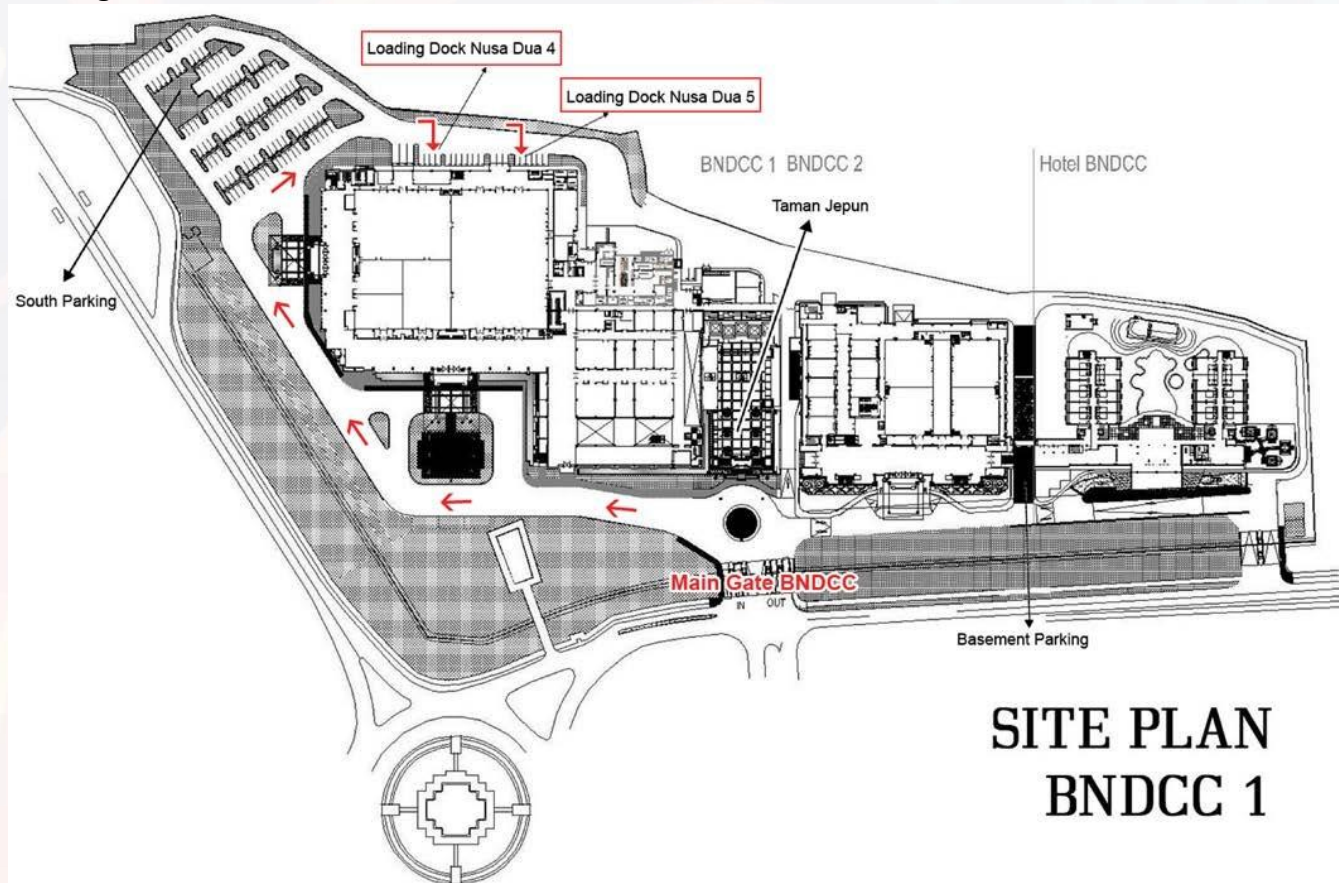
Specially designed booths with the height more than the applicable terms (3 m in height) can only be applied inside the hall(s) after acquiring written approval from authorized personnel at BNDCC.

## iv. Loading and Unloading

- Loading and Unloading Access
  1. Transport vehicles are only allowed to use the designated loading dock during the loading and unloading process.
  2. Loading and unloading exhibition and/or convention cargo/goods at the main lobby and using this as the main access is strictly prohibited.
  3. Transport vehicles are not allowed to use the BNDCC parking area after loading and unloading process unless written approval from BNDCC's authorized personnel is acquired.
- Loading Door Dimensions at Nusa Dua Hall: 2.80 m x 3.40 m (WxH)
- Floor Loading Capacity:
  1. Nusa Dua Hall: 800 kg/m<sup>2</sup>
  2. Ground Floor–Lobby Area: 500 kg/m<sup>2</sup>
- Nusa Dua Hall Hanging Point Capacity is 250 kg/point.



## Loading Traffic Flow



### v. Fire Regulations

- All stand fittings must comply with local regulations and normal international fire safety standards.
- All fire hydrants, fire extinguishers, and water sprinklers must remain unobstructed at all times.
- Spotlights are not allowed near the fire extinguisher units. Generator sets (gen-sets) are prohibited near the fire extinguisher units.

### vi. Payment For Exhibition Space, Administrative Fee and Performance Bond

- No exhibitor, their staff and agents and/or their contractors/vendors/suppliers may begin stand construction/decoration or move in their exhibits into the Hall or surrounding area until full payment of bond and/or fee, including deposits, has been received by the Organizer/Event Secretariat. **This is applicable for raw space booths only.**

### vii. Booth Operation Etiquettes

- All booths **MUST** be fully staffed and operational throughout the exhibition opening hours. Stands and exhibit decorations (including signs, flags, plants, carpets and lights etc.) should not be placed or be extended beyond one's own stand. Any exhibitor refusing to make changes as directed will have their electricity supply cut off.
- Exhibitors are asked not to place stickers, signs or posters anywhere in the halls other than within their own stand and on paid advertising poster sites and billboards. Likewise, exhibitor's representatives may not distribute brochures, invitations, etc. at the registration areas, F&B outlets, show hospitality areas, or any other areas which, in the opinion of the Organizer/Event Secretariat, is deemed inappropriate and causes inconvenience to trade visitor/delegates and other Exhibitors.

- These materials may be posted only on the partition walls within individual booths. Any exhibitor refusing to make changes as directed will have their decorations dismantled at the exhibitor's expense.
- Activities disturbing or causing inconvenience to the APAO event sessions will not be allowed, i.e., promotional gimmicks, raffles, picture-taking, musical entertainment, use of animation and sound equipment.
- Without special permission of the Organizer/Event Secretariat, exhibits are not allowed to be brought into the hall after APAO event sessions have commenced or removed from the hall before APAO closes for the day.
- No stage shows will be permitted without prior application.
- According to Fire and Safety regulations, goods or packing materials are strictly not allowed to be stored behind booths along the walls of the Hall in areas between stands. Exhibitors are encouraged to design a proper storage area with adequate access in their stand design decor. Alternatively, exhibitors can approach the Official Freight Forwarder for storage assistance chargeable at a fee.
- Exhibitors with exhibits which require special fire protection must make arrangements at their own cost for the provision of such equipment and take all precautions to protect the public against any fire hazards.
- Exhibitors and/or their engaged contractors shall be responsible for any damage caused to properties of the Venue, Organizer/Event Secretariat, Official Stand Fitting Contractor and any other Exhibitors during delivery and removal of exhibits, refuse and/or decoration works by their staff or contractors.
- Exhibitors shall not assign, sublet, or apportion any part of the space assigned to them or have representatives, equipment, or materials from other firms appear in the exhibition space.

#### **viii. Exhibition Set-up**

- The Official Contractor/Independent Contractor's Person-in-Charge is required to submit his/her Identification(ID) Card to BNDCC Security Office/Post and request a BNDCC Working Pass for all their workers.
- BNDCC will cover all carpeted floors in the function room with 12-mm multiplex prior to the floor marking or booth construction period.
- The Official Contractor/Independent Contractor is required to cover each booth and visitor's lane with carpet.
- The Official Contractor/Independent Contractor/Sub-Contractors are required to cover marble floor at the lobby/pre-function area with carpet. The carpet edge must be properly fitted with black/red duct-tape.
- The use of adhesive, double-tape, cello-tape, or any kind of tape (except the use of black/red duct-tape) to install carpet in the lobby/pre-function area is strictly prohibited.

- The Official Contractor/Independent Contractor/Sub-Contractor is required to cover wooden and/or glass doors and/or stainless/wooden door frames at Nusa Dua Hall with carpet to avoid impact, scratch, and any damage during set-up, loading, and unloading cargo/goods and dismantling.
- The Official Contractor is required to conduct floor marking and start the exhibition set-up according to the approved schedule.
- The Official Contractor/Independent Contractor/Sub-Contractor is required to cover carpeted floor in the function room with 12-mm multiplex if the exhibition area is located only in the lobby/pre-function area. The function room is used as in-and-out access for trollies to load and/or unload cargo/goods during set-up and dismantling.
- Official Contractor/Independent Contractor/Sub-Contractor workers are required to use their own tools and equipment. The use of BNDCC tools and equipment is not allowed unless approved by BNDCC authorized personnel or related department. The Official Contractor/Independent Contractor must ensure that no partition or fascia or decoration or any other construction affects air distribution from the AC unit.
- The minimum space between function room's wall and booth construction is 0.5 m.
- The visitor's lane/gangway minimum width is 2.5 m.
- The use of materials, tools, and equipment (e.g., paints, nails, adhesive, cello-tapes, double-tapes, drills, screws and bolts) that may cause damage to the pillars, walls, floors, doors, ceilings, stage, furniture, and other BNDCC belongings are strictly prohibited.
- Panels/components/parts of the stand, decoration, stage, and other constructions must be prepared outside BNDCC area. Construction during set-up is limited only to assembling, connecting, nailing those panels/components/parts.
- Paints, sublimation using sandpaper and/or putty, cutting, sawing, grinding, welding, use of cement and other hard-work construction inside BNDCC area are strictly prohibited. Cutting and painting are limited to final touches only.
- The use of plastic/tarpaulin/plywood to cover marble floor/carpeted floor/multiplex covered floor is required during construction during the set-up period in the entire BNDCC area.
- Water supply is unavailable around the lobby area. If water supply is required inside a function room, the particular booth must be built near the loading dock or service corridor to facilitate water pipe and drainage system installation.
- The Official Contractor/Independent Contractor/Sub-Contractor is required to arrange signage on all glass panels to ensure proper visibility.
- The Official Contractor/Independent Contractor/Sub-Contractor is required to collect and dispose of all construction debris or garbage generated in the exhibition and/or convention area during set-up and dismantling. Garbage disposal through BNDCC garbage compartments is strictly prohibited. Additional charges may apply if the garbage is disposed by BNDCC.



## ix. Electricity Installation

- All electrical connection to booths must be carried out by the Official Booth Contractor. All power points must be supplied by the Official Booth Contractor. Lighting and electrical equipment may also be ordered from the Official Booth Contractor. Please complete the **Lighting and Electrical Rental Form (Form 7)** and return to the Official Booth Contractor.

BNDCC will provide power supply from main panel. The Official Contractor will provide electricity cables and connect the electricity from supply point to the designated booth area.

Converting electrical installations or installing additional power sources including electrical fittings without obtaining written approval from the BNDCC Engineering Department is strictly prohibited.

- Electrical installations requested by the Official Contractor should require written approval from the BNDCC Engineering Department. The Official Contractor will be responsible for any additional charges incurred for any modification installation procurement.  
The presence of Engineering Department personnel is required during electrical installation from the BNDCC main panel to the contractor's panel. The Official Contractor is required to use cable plug during electrical installation.
- The Official Contractor is required to use proper cables and connectors in every electricity installation, i.e., the cable, which connects to wall outlet, must use round pin connector.
- Specific cable brands are required: Supreme, Kabel Metal, Kabelindo and Trunka with a minimum size of NYM3 x 2.5 mm<sup>2</sup>.  
The use of multi plugs is strictly prohibited. The maximum power supply on the wall outlet is 2,200 watts (10 amperes).
- The Official Contractor is required to use MCB unit for power supply in every exhibition booth prior to connecting to the BNDCC electricity main supply.
- Cable connection to the exhibition booth's feeder cable must comply with the SPLN standard.

## x. Exhibition Hanging Object

- The Official Contractor/Independent Contractor is required to request written approval from the BNDCC for any hanging constructions on the function room's ceiling.
- Hanging construction is permitted only for the use of aluminum truss and rigging or mild lighting construction, projection installation, signage such as banners, pennant banners, and neon signs.
- Written approval from the BNDCC will be issued after the inspection of every detail of hanging construction plans and the safety of the ceiling's condition.
- The Official Contractor/Independent Contractor is fully responsible for any incident caused by the hanging construction.
- The Official Contractor/Independent Contractor is required to submit the general weight of hanging materials in written form (drawing and calculation), particularly for the specially designed booths, which will use truss lighting.
- The hanging point maximum capacity is 250 kg per point.

## xi. Power Supply and Light

**220 volts single phase, 380 volts three phase, 50 cycles. All electrical work must be carried out by the official contractor (PT CITY NEONINDO INDAH MURNI). Due to occasional power fluctuations, sensitive equipment should be installed with a voltage regulator. Exhibitors requiring electrical power for stand building purposes are requested to contact the show management on arrival at the hall.**

- Exhibitors shall inform or consult the Official Stand Fitting Contractor whenever works are carried out near any electrical installations such as distribution boxes, fuse switches, isolators and/or power points. The Official Stand Fitting Contractor has the right to switch the supplies off for safety reasons as well as to prevent any damage to the exhibitor's equipment. However, it is the responsibility of the exhibitor and their implementing partner(s) to ensure that the Official Stand Fitting Contractor is informed to check the integrity of all circuits, distribution boxes and/or connections before supply is switched on again. Failing notification, the Organizer/Event Secretariat and the Official Stand Fitting Contractor shall assume no responsibility for any damage caused.
- If the actual power consumption of any exhibitor exceeds the applied limit and affects the operations of other exhibitors or the power supply system of the venue, the Organizer/Event Secretariat will stop the power supply to their booths immediately and the exhibitor shall be liable for all damages caused. Exhibitors requiring special arrangements (different voltages, frequencies, etc) must arrange for their own transformers and converters or hire from the Official Stand Fitting Contractor.
- For safety reasons and the protection of electrical installation at the venue, all power main installations from source to outlet (exhibition stands) must only be carried out by the Official Stand Fitting Contractor. All distribution boxes, where required and deemed necessary by the Official Stand Fitting Contractor, will be hung, or mounted on the walls or structures of the stand.
- Connection of exhibits within the stands may be carried out by the exhibitor's technician; the circuits are subject to a mandatory inspection by the Official Stand Fitting Contractor before they are made live.
- Each electrical supply provided is intended for one equipment or machine on display. Please note that no extension cord shall be connected to any socket and no multi-adaptors are allowed to be used at the exhibition booth to prevent possible overload, and thereby tripping the power supply.
- No electrical installation or fittings may be suspended from the ceiling of the hall or fixed to any part of the building structure without the prior permission of the Organizer/Event Secretariat and the venue. If permitted, a fee may be levied.
- The Official Stand Fitting Contractor (in consultation with the Organizer/Event Secretariat) reserves the right to disconnect electrical supply to any installation, which in the opinion of the Electrical/Safety Officer is dangerous or will cause annoyance to visitors or to other exhibitors.
- Supply to stands will be from 30 minutes before and 30 minutes after the Show's operating hours each day.
- Exhibitors requiring 24-hour supply must submit in writing their requirement to the Official Stand Fitting Contractor, at least two (2) weeks prior to the set-up date, and any additional cost due to wiring, consumption, inspection fees, levies, etc., shall be borne by the exhibitor concerned.

- Please place orders early to facilitate submission of electrical plans to the relevant authority for approval. Late or wrong orders will cause delays in the supply to your stand. Please note that the physical conditions of the exhibition, being different from those of the exhibitor's premises, may affect the electrical supplies and installations and thus allowances must be factored into the orders made.
- No aircon unit or system is permitted in the stands without written special permission by the Organizer/Event Secretariat and Venue Owner.
- Neon lights may be permitted with written approval from the Organizer/Event Secretariat and must be fitted with a safety "fireman" switch. Flashing lights /signs will not be permitted, unless they form an integral part of an exhibitor/vendor's product. In case of light box displays brought in by exhibitors, each fluorescent lamp used will be treated as general lighting and charged as an additional order.
- All electrical equipment should be tested and approved by the Organizer/Event Secretariat appointed licensed engineers prior to turning on the electrical supply.
- Requests for any item not listed in the form can be directed to the Official Stand Fitting Contractor.

#### **xii. Stand Boundaries and Design Restrictions**

- All stands must be carpeted or laid with some form of flooring as clear demarcation of contracted space. Except for "island" booths (4-side open), a back wall must be installed for every stand. Stand with immediate neighbour(s) should also be provided with the necessary side wall(s).
- Exhibitors may not place any display material or exhibit, nor extend their stand structures and fittings, beyond their contracted boundary. The exhibitor will be charged for any infringement of this rule, and the Organizer/Event Secretariat reserves the right to remove the infringement. Likewise, any display of programmable moving lights (cyber lights) is restricted within the perimeter of their stand. The prevailing rate for space rental on per square metre basis will be charged to exhibitors who fail to comply with the above.

#### **xiii. Dismantling**

- The Official Contractor/Independent Contractor is required to return the Working Pass to BNDCC Security Department after dismantling period ends. The Working Pass must be consistent with the previous number given by BNDCC Security Department prior to set-up.
- The Official Contractor/Sub-Contractor is required to collect and dispose of all construction debris or garbage generated in exhibition and/or convention area during the set-up and dismantling. Garbage disposal through BNDCC garbage compartments is strictly prohibited. Additional charges may apply if the garbage is disposed by BNDCC



#### **e. General Rules**

- Drawing of exhibition's final layout plans, schematic wire diagrams, and power supply requirements must be submitted to the official contractor at [meicityneon@gmail.com](mailto:meicityneon@gmail.com), [jean@cityneonindo.com](mailto:jean@cityneonindo.com) and [jean.kusno@gmail.com](mailto:jean.kusno@gmail.com) for further approval at least 1 month prior to the set-up period.
- Certain areas in the lobby must be unobstructed by materials such as exhibition stand, booth, standing banner, poster panel or any kind of decoration.
- Building exhibition booths in front of the reliefs and/or uang kepeng (kepeng coins) statues located in the lobby of the Nusa Dua Hall pre-function area is strictly prohibited.
- All Emergency Exit Doors/access/gangways/visitor's lanes must remain unobstructed at all times.
- Joint inspection which consists of the Official Contractor and related departments, Security, Housekeeping, and Engineering Department, must be conducted before the set-up and after dismantling to check the proper condition and cleanliness of the exhibition and/or convention area.
- Exhibitors are fully responsible for the cleanliness of the booth area. BNDCC is only responsible for the cleanliness of public areas.
- Official Contractor and/or Sub-Contractor's workers are not allowed to eat, smoke or sleep in the hall/function room/meeting room, public area and loading dock.
- Official Contractor and/or Sub-Contractor's workers are not allowed to sleep overnight at the BNDCC area including BNDCC parking area.
- The Official Contractor/Independent Contractor is required to have its workers and sub-contractor's workers use PPE (Personal Protective Equipment) during work in the BNDCC area.
- The Set-up and Dismantling Schedule must be approved by both BNDCC authorized personnel and Organizer.
- BNDCC authorized personnel approvals are required if exhibition and/or convention cargo/goods arrive and/or require storage prior to the approved schedule.
- The Official Contractor/Independent Contractor is required to convey these information/these procedures to subcontractors for strict compliance.

#### **f. Photography and/or Videography**

The Exhibitor must not, and must ensure its Associates do not, take any photographs or video recording or record any sound at the Exhibition without the prior written approval of the Organizer/Event Secretariat.



## g. Production Demonstrations & Presentation

The Organizer/Event Secretariat appreciates that demonstrations and presentations form an integral part of the exhibition. Exhibitors, however, should exercise discretion when carrying out demonstrations and presentations, in consideration of other exhibitors.

- Loudspeakers/sound devices and/or image projection equipment are to be placed in such a way that sound/image is directed downwards and into the stand, and not towards or across the aisles. The operation of any sound device or image projector must not interfere with or be an annoyance to neighbouring stands. Sound levels recorded at adjacent or opposite stands should not exceed 85dB for all speech, music and sound effects.
- The Organizer/Event Secretariat may also require such demonstrations or presentations to be carried out in accordance with a timetable as laid out after consultation with the exhibitors involved.
- Exhibitors planning stage demonstrations or presentations must provide a reasonable space for the audience within the confines of the stand.

### **Sound Control (IMPORTANT)**

Should an exhibitor exceed the maximum sound levels (85db), they will be requested by the Organizer/Event Secretariat to reduce the volume.

If this request is ignored, a member of the organizing team will be called to the stand and will issue the exhibitor with a written warning (in duplicate). Once in receipt of the written warning, a further breach of the regulations will result in power to the stand being turned off.

On any occasion after this, the stand electrical supply will be turned off for 24 hours from the time of the infringement without further reference.

Exhibitors must obtain all/any licenses, permits or approvals required from the relevant authorities for the demonstration of the exhibits/products. Exhibitors must ensure they are the rightful agent, distributor or dealers for the exhibits/products at their stands. The Organizer/Event Secretariat reserves the right to make the final decision on any disputes regarding the right to exhibit.

## h. Wet Labs

The BNDCC permits the use of animal eyes for wet lab purposes, just to make sure the animal eyes are clean, and no blood is spilled. Exhibitors are requested to pack the waste properly in sealed containers before disposal and place it in the designated rubbish bin.

## i. Governing Law

The Conditions and Terms stipulated shall be governed by and construed in all respects in accordance with the laws of Indonesia.

## j. Sales

According to Indonesian government regulations, it is not permitted to sell displays during the exhibition. Exhibitors' exhibit items, such as hospital equipment, are under the category of temporary imports, meaning all imported goods must be shipped out of Indonesia after the event.

If exhibitors intend to sell goods during the show, they must hold importer licences issued by the Department of Trade of Republic Indonesia and Licence Permit as distributor from Dept. Food & Drug Association (BPOM) Republic of Indonesia.

#### **k. Dangerous Materials (e.g., Knife)**

- All substances (in any form or state) regarded as dangerous, toxic, explosive, hazardous or objectionable in nature are forbidden to be brought into the Exhibition Venues.
- Smoking is strictly forbidden in the Exhibition Venues.
- Open flame is not allowed in the Exhibition Venues.

#### **l. Laser**

Exhibitors are required to submit a proposal and specifications of using any laser in the venue to the Organizer/Event Secretariat for approval. No such equipment is allowed in the venue without prior approval from the Organizer/Event Secretariat. Any potentially dangerous laser beams must be enclosed and terminate in a beam block sufficient for the wavelength and energy of the beam.

#### **m. Animals**

Unless otherwise stated, animals are not allowed to be used as a stand attraction, for performance or demonstration purposes at the exhibition.

#### **n. Liability Risks and Insurance**

- The Organizer/Event Secretariat, its agents, representatives, contractors or employees shall not be liable in any way whatsoever in respect to any loss, injury or other damages (other than death or personal injury caused by the negligence of the Organizer/Event Secretariat or its employees) suffered by or caused to the Exhibitor or its Associates or the Products or other property of the Exhibitor, its Associates or its visitors.
- The Organizer/Event Secretariat shall not be responsible in any manner whatsoever for the consequences of any introduction or commercial transaction made during or as a result of the Exhibition.
- The Exhibition undertakes to indemnify and, at all times, hereafter to keep indemnified the Organizer/Event Secretariat, its agents, representatives and employees, on demand from and against all liabilities, actions, proceedings, claims, damages, costs and expenses they may suffer or incur by reason howsoever in relation to any agreement with the Exhibitor or its Associates or any breach of the Regulations by the Exhibitor or its Associates.
- The Exhibitor shall be responsible for effecting insurance which shall include, but not be limited to, its displays, exhibits and the Stand against loss or damage by theft, fire, public (including occupier's liability) and any other natural causes, and shall produce such policy of insurance to the Organizer/Event Secretariat upon request.
- The Exhibitor shall take out insurance policies to cover itself against all potential liabilities imposed by the Regulations as well as possible legal liability for negligence and shall produce such policy of insurance to the Organizer/Event Secretariat upon request. The Exhibitor is fully liable for any loss or damage caused by an act or omission of the Exhibitor and/or its Associates to any property of the Exhibition Venues, the other Exhibitors, the Organizer/Event Secretariat or the visitors to the Exhibition.
- All Products, materials, items or things of the Exhibitor or its Associates are brought to and removed from the Exhibition Venues at the sole risk of the Exhibitor and should be safeguarded by the Exhibitor at all times.
- The Exhibitor acknowledges and agrees that its participation in the Exhibition is solely at the Exhibitor's own risk.

- The Organizer/Event Secretariat reserves the right to exercise a general lien over any property the Exhibitor has in the Exhibition Venues in respect to all monies due to the Organizer/Event Secretariat (including claims for damages) howsoever in connection with the Exhibition.
- The Exhibitor must comply with all relevant health and safety legislation and ensure that all its Associates are aware of their duties and responsibilities. Any plant or systems of work which may be used must be safe and without risks to health.

#### **o. Public Space - Protective Layer Needed**

- There are common areas and, hallways throughout the venue leading to and from the exhibit and meeting space.
- Please note the following: Carts, scooters, pallet jacks, or mechanical lifts of any type are prohibited in the public space without proper carpet protection (e.g., wooden floorboards, solid plastic foils, or thick carpet overlays). This must be approved in advance by the Organizer/Event Secretariat.
- Material handling equipment (forklift, pallet jet) cannot enter areas in the facility which have ceramic, stone, or marble tile.
- Proper carpet protection must be laid on raw space booths, used in hallways and meeting rooms for moving freight in/out.
- If placing carpet on exhibition room carpet, a protective layer must be placed in between the two carpets. Visqueen/Plastic sheeting is to be laid directly over the Venue carpet and secured with a low adhesive tape. Decorator carpet may then be laid over the Visqueen with tape securing the carpet to the Visqueen.

#### **p. Damage to Stand Structures and Exhibit Premises**

No person under any circumstances shall cut into or through any floor covering or wall nor alter the stand service structure except when authorized in writing by the Organizer/Event Secretariat. Any such damage to the stand service structures will be invoiced to the exhibitor.

#### **q. Working Exhibit**

- Moving machinery must be fitted with safety devices when the machines are in operation. These safety devices may be removed only when the machines are disconnected from the electrical power source. Working machines must be placed at a relatively safe distance from the audience.
- All pressure vessels or equipment under pressure must conform to the safety standards and regulations. Approval for its use is required. No motors, engines or power-driven machinery may be used without adequate protection against the risk of fire.
- Welding works, naked lights and lamps, open flame, temporary gas or naked, live electrical fittings, explosives, petrol, dangerous gases, radioactive materials, or highly flammable substances are strictly forbidden in the area.

#### **r. Waiver**

The Waiver by the Organizer/Event Secretariat of any of the Regulations will not prevent the subsequent enforcement of such regulations and will not be deemed to act as a waiver in respect of any subsequent breach.



#### s. Intellectual Property /Policies

- The Exhibitor hereby represents and warrants to the Organizer/Event Secretariat that the Products do not infringe or breach in any way any right (including, but not limited to, intellectual property rights) of any person or entity and do not constitute a contravention of any applicable rule or law whether in the country of the Exhibition Venues or any other country.
- The Exhibitor shall at all times, and without limit in point of time, indemnify and hold indemnified the Organizer/Event Secretariat in full on demand against all liability, loss, damages, costs, and expenses (including legal costs and expenses on a full indemnity basis) awarded against or incurred or paid by the Organizer/Event Secretariat as a result of or in connection with:
  - Breach of any warranty given by the Exhibitor; and
  - Any claim that the Products infringe, or their importation, use or resale infringes, the patent, copyright, design right, trademark or other intellectual property rights of any other person or entity.

#### t. Cancellation of Exhibition

- The Organizer reserves the right to change the plan, site character or the Exhibition Venues at any time. The Organizer may in its sole and absolute discretion make proportional allowance for the space allocated to the Exhibitor. If the affected Exhibitor does not agree with the relocation and wishes to withdraw from the exhibition, all payments will be refunded.
- Exhibitors may cancel their participation in writing to the Organizer, applying the cancellation penalty as below:
  - 20% of the agreed amount if the cancellation/modification is made before **September 10, 2023**
  - 50% of the agreed amount if the cancellation/modification is made between **September 10, 2023 and October 31, 2023**
  - 100% of the agreed amount the cancellation/modification is made after **October 31, 2023**

#### u. Right to Privacy

The Exhibitor is to conduct itself in a courteous manner and respect the rights of all other Exhibitors and visitors to the Exhibition. The Exhibitor and its Associates are prohibited from entering into the Stands of other Exhibitors unless expressly invited to do so.



## **v. Termination of Right to Exhibition**

- The Organizer shall have the right to terminate at any time without notice the right of the Exhibitor to exhibit in the Exhibition and to immediately take possession of the Stand at the Exhibitor's expense in any of the following circumstances:
  - If the Exhibitor or any of its Associates commits a breach (whether capable of remedy or not) of any of the Regulations or any additional rules and regulations prescribed by the Organizer; or
  - If the Exhibitor, being a body corporate, enters into liquidation whether compulsory or voluntarily or compounds with its creditors or has a receiver appointed over all or any part of its assets or takes or suffers any similar action in consequence of debt; or
  - If the Exhibitor, being a sole proprietorship or partnership becomes, or one of its members becomes, bankrupt or insolvent or enters into any arrangements with its creditors or takes or suffers any similar action in consequence of debt; or
  - If the Exhibitor conducts any activity which, in the sole opinion of the Organizer, does not conform to the nature and purpose of the Exhibition, or interferes with the rights of other Exhibitors.
  - The Exhibitor shall have no claim for refund of the Participation Fee (or any part thereof) or any other claim against the Organizer in the event that its right to exhibit in the Exhibition is terminated.

## C. Rules from BNDCC

### GENERAL INFORMATION

1. Loading and/or unloading exhibition and/or convention materials and goods at the main lobby and/or lobby area are strictly prohibited.
2. In and out access to and from the main lobby and/or lobby area and/or function rooms is from entrance door(s), which has been specified by BNDCC authorized personnel.
3. Emergency Exit Doors/access'/gangways/visitor's lanes must remain unobstructed at all times.
4. Fire hydrant units, fire extinguisher units and water sprinklers must remain unobstructed at all times.
5. All access doors and door frames must be covered by carpet during setup, loading, unloading and dismantling to avoid impact, scratch and further damage.
6. All workers must bring their own tools. Using BNDCC's tools and/or equipment are not allowed unless approved by BNDCC authorized personnel or related department.
7. BNDCC will not be responsible for any damage and/or loss of exhibitor's displays, equipment and other materials brought upon BNDCC.
8. Joint inspection which consisted of official contractor and related departments; Security, Housekeeping and Engineering Department must be conducted before setup and after dismantling to check exhibition and/or convention area condition and cleanliness.

### BANNER/PENNANT BANNER/SIGNAGE INSTALLATION

1. Banner/pennant banner installation at the lobby area and function rooms must use rope and/or bundle to avoid damage on BNDCC property.
2. Uses of double-tapes, duct-tapes and/or gaffer-tapes are strictly prohibited to avoid damage of stainless column/frame coating.
3. Uses of pins and/or needles are allowed if the banner/pennant banners are to be installed at the function room's padded wall.
4. Banner/pennant banner installation on the wallpapered wall is strictly prohibited.
5. Use of suction cup is allowed to install banner/pennant banner/signage on the marble wall.
6. Banner/pennant banner installation on the lamp wooden frame at the Main Lobby must use rope and/or bundle. Maximum weight of the banner/pennant banner is 30 (thirty) kg per lane.
7. Banner/pennant banner installation on the function rooms must be assembled under ceiling's profile list instead on the gypsum.
8. Signage installation on every room must assemble on available signage stands.

### PENALTY

The exhibitor is fully responsible for any damage and repair costs which occurred:

- Damage on the wall(s), stage(s), door(s) and ceiling(s).
- Permanent damage on the function room's carpet which caused by lacerated or burnt.
- Impermanent damage on the function room's carpet which caused by paint spilled, adhesive, lubricant, sawdust flakes, plants dirt.
- Permanent damage of the marble floor.

### Checklist For Submission of Request Forms

Form No.	Description	Company to Return Form to	Deadline	Check
Form 1	Exhibitor Indemnity <i>(Compulsory Submission)</i>	APAO Secretariat Email: exhibition@apaophth.org Attn: Ms Ada Lau	December 15, 2023	
Form 2	Fascia Board & Logo <i>(Compulsory Submission for StandardShell Scheme Booth Exhibitor)</i>	PT. City Neonindo Indah Murni official@cityneonindo.com Attn: Mei Triani, Jean, Sherly	January 31, 2024	
Form 3	Custom Booth Design	PT. City Neonindo Indah Murni, <del>meicityneon@gmail.com,</del> jean@cityneonindo.com , jean.kusno@gmail.com Attn: Mei Triani & Jean Kusno	January 31, 2024	
Form 4	Contractor & Indemnity <i>(Compulsory Submission)</i>	APAO Secretariat Email: exhibition@apaophth.org Attn: Ms Ada Lau	January 31, 2024	
Form 5	Rental of Furniture	PT. City Neonindo Indah Murni official@cityneonindo.com Attn: Mei Triani, Jean, Sherly	January 24, 2024	
Form 6	Audio Visual Items	PT. City Neonindo Indah Murni official@cityneonindo.com Attn: Mei Triani, Jean, Sherly	January 24, 2024	
Form 7	Lighting and Electrical Rental	PT. City Neonindo Indah Murni official@cityneonindo.com Attn: Mei Triani, Jean, Sherly	January 24, 2024	
Form 8	Service Location Plan	PT. City Neonindo Indah Murni meicityneon@gmail.com, jean@cityneonindo.com, jean.kusno@gmail.com, official@cityneonindo.com Attn: Mei Triani, Jean, Sherly	January 24, 2024	

#### Notes:

1. Please submit the request forms before the respective deadlines and retain a copy for your own records.
2. Services may not be provided if request forms and payments are not received by the stipulated deadline.

## FORM 1 – EXHIBITOR INDEMNITY

**Deadline: December 15, 2023**

Name of Exhibiting Company:		Booth No.:
Address:		
Country:		
Tel (include country & area codes):	Fax (include country & area codes):	E-mail:
		Website:
Name of Authorized Person:		Signature & Date:

The Organizers shall not undertake any responsibility or liability whatsoever for damages to exhibits by loss, damage, theft, water, storms, strikes, riots, or any other cause whatsoever and it shall be a pre-condition of this Agreement that the Exhibitor arrange their own insurance of the exhibit to cover loss or damage by any of the abovementioned means. The Organizer shall also be entitled but not obliged to inspect such policies prior to the Exhibitor entering the Exhibition.

The Exhibitor will be liable for any damages to the venue in which they exhibit and shall not damage, paint or otherwise alter any floors, walls, or other fabrics.

Authorized By: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Return Form To:**  
APAO Secretariat  
Email: [exhibition@apaophth.org](mailto:exhibition@apaophth.org)  
Attn: Ms Ada Lau



## FORM 2 - FASCIA BOARD & LOGO

**Deadline: January 31, 2024**

**(For Standard Shell Scheme)**

Name of Exhibiting Company:		Booth No.:
		Number of Booths:
Address:		
Country:		
Tel (include country & area codes):	Fax (include country & area codes):	E-mail:
		Website:
Name of Authorized Person:		Signature & Date:

**Please complete the fields below if you have selected Standard Shell Scheme. FASCIA BOARDS**

Name to be printed on Fascia Board *(please include spacing required)*:

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Optional Request for Logo Print:

☐ Yes, I would like to include my company's logo on the Fascia Board.

Note: Additional cost of **US\$ 20 per logo** will be charged for including company's logo on the Fascia Board. *Please attach a high-resolution logo of a minimum of 300 dpi in EPS, CDR, PSD, JPEG or TIF format only with Form 2. Please note that your company's name will be printed on the Fascia if we do not receive the logo by the stipulated deadline.*

**Return Form To:**

**PT. City Neonindo Indah Murni**

Email: [official@citynenonindo.com](mailto:official@citynenonindo.com)

Attn: Ms. Sherly

## FORM 3 - CUSTOM BOOTH DESIGN

**Deadline: January 31, 2024**

Name of Exhibiting Company:		Booth No.:
Address:		
Country:		
Tel (include country & area codes):	Fax (include country & area codes):	E-mail:
		Website:
Name of Authorized Person:		Signature & Date:

**Note:**

- Surcharge will be levied for requests received after **January 31, 2023**.
- Any damages or misuse to the rented items will be borne by the exhibitor.
- An initial deposit of 60% of the total amount is required upon confirmation. The remaining balance of 40% will be payable onsite during the congress.

PT. City Neonindo Indah Murni provides custom booth design services. Please attach the following documents and send them to [meicityneon@gmail.com](mailto:meicityneon@gmail.com), [jean@cityneonindo.com](mailto:jean@cityneonindo.com), [jean.kusno@gmail.com](mailto:jean.kusno@gmail.com) for quotations:

- Company Name, Profile
- Company Logo – EPS, PSD or CDR with PDF and JPEG for reference
- Brand Guidelines (if any)
- Key Products to be displayed
- Photographs of any previous booths made for reference
- Design Brief and Activities you wish to conduct at your booth
- Brief Design (if any)

**Return Form To:**

**PT. City Neonindo Indah Murni**

Email : [jean@cityneonindo.com](mailto:jean@cityneonindo.com)  
          [official@cityneonindo.com](mailto:official@cityneonindo.com)

Attn : Ms. Jean Kusno, Ms. Sherly

## FORM 4 – CONTRACTOR AND INDEMNITY

**Deadline: January 31, 2024**

Name of Exhibiting Company:		Booth No.:
Address:		
Country:		
Tel (include country & area codes):	Fax (include country & area codes):	E-mail:
		Website:
Name of Authorized Person:		Signature & Date:

- ☐ We appoint PT. City Neonindo Indah Murni as our Booth Contractor.
- ☐ We appoint an Independent Contractor as our Booth Contractor (*please complete the fields below*).

### Details of Independent Contractor:

<b>Independent Contractor Name:</b> (Company name)	
<b>Contact Person:</b>	
<b>Contact Email:</b>	
<b>Contact Number:</b>	

- ☐ Yes, we agree that the Independent Contractor will abide by all the rules and regulations of the Bali Nusa Dua Convention Center and rules and regulations as prescribed by the Organizers. If the Independent Contractor is found in violation of these rules the Company that hires his/her services, or the Independent Contractor will bear the necessary costs and prosecution.

All independent contractors are required to place a refundable security deposit of **US\$ 300** per booth before **January 31, 2024**. Please contact the Official Contractor at [meicityneon@gmail.com](mailto:meicityneon@gmail.com), [jean@cityneonindo.com](mailto:jean@cityneonindo.com) for further details.

### Payment Method:

#### Telegraphic Transfer

Acc. Name : PT City Nenonindo Indah Murni  
 Acc. No : 149.600.2817 (USD)  
 Bank Name : PAN INDONESIA (BANK PANIN)  
 KCP PURI NIAGA  
 Ruko Sentra Niaga T3/No. 17-18A  
 Puri Niaga – Jakarta Barat  
 Swift Code : P I N B I D J A

### Return Form To:

#### **APAO Secretariat**

Email: [exhibition@apaophth.org](mailto:exhibition@apaophth.org)  
 Attn: Ms Ada Lau












## FORM 5 - RENTAL OF FURNITURE

**Deadline: January 24, 2024**

Name of Exhibiting Company:			Booth No.:
Address:			
Country:			
Tel (include country & area codes):		Fax (include country & area codes):	E-mail:
			Website:
Name of Authorized Person:			Signature & Date:










☐ We require the following (all value in US\$)

Code	Description	Visual	Price/unit	Units	Total
F1	Easy Chair		US \$ 11.00		
F2	Folding Chair		US\$ 10.00		
F3	Refrigerator		US\$ 10.00		
F4	Receptionist Desk		US\$ 55.00		
F5	Coffee table		US\$ 15.00		
F6	Lockable Cupboard		US\$ 40.00		
F7	Shelf rack size 30x100 cm		US\$ 15.00		
F8	Bar Stool		US\$ 20.00		
F9	Display cube size 50x50x75 cm		US\$ 30.00		

## FORM 5 - RENTAL OF FURNITURE

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**Deadline: January 24, 2024**

F10	Display cube size 100x50x50 cm		US\$ 35.00		
F11	Round Table (glass)		US\$ 35.00		
F12	Classy chair		US\$ 20.00		
F13	Show case size 50x50x75/100 cm		US\$ 40.00		
F14	Show case size 50x100x100 cm		US\$ 50.00		
F15	Showcase size 50x50x250 cm		US\$ 75.00		
F16	Aqua dispenser + water		US\$ 50.00		
F17	Laminated partition		US\$ 20.00		
F18	Carpet per m2		US\$ 9.00		
F19	Brochure Rack		US\$ 30.00		
F20	Platform / M2		US \$ 30		
<b>Total Cost</b>					

### Return Form To:

**PT. City Neonindo Indah Murni**

Email : jean@cityneonindo.com, official@cityneonindo.com

Attn : Jean, Sherly

## FORM 6 - AUDIO VISUAL ITEMS

**Deadline: January 24, 2024**

Name of Exhibiting Company:		Booth No.:
Address:		
Country:		
Tel (include country & area codes):	Fax (include country & area codes):	E-mail:
		Website:
Name of Authorized Person:		Signature & Date:

No	Description	Unit Price per Day	Unit	Day	Total
1.	LEDTV 42 inch	US\$ 300			
				<b>Total Cost</b>	

**Return Form To:**

**PT. City Neonindo Indah Murni**

Email : jean@cityneonindo.com, official@cityneonindo.com

Attn : Jean, Sherly


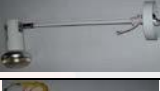




## FORM 7 - LIGHTING AND ELECTRICAL RENTAL

**Deadline: January 24, 2024**

Name of Exhibiting Company:		Booth No.:
Address:		
Country:		
Tel (include country & area codes):	Fax (include country & area codes):	E-mail:
		Website:
Name of Authorized Person:		Signature & Date:

All power points must be supplied by the Official Contractor at the rates shown below.

- ☐ We do not require any of the below items.
- ☐ We require the following additional items: (All value in US\$)

Code	Description	Visual	Price/unit	Units	Total
E1	Fluorescent @40 Watt		US\$ 12.00		
E2	Spotlight @100 Watt		US\$ 13.00		
E3	Inbow Lamp @50 Watt		US\$ 12.00		
E4	Socket		US\$ 12.00		
E5	Metal Hilite A		US\$ 30.00		
E6	Metal Hilite B		US\$ 30.00		
E7	2 Amp 1 Phase power point, 220 Volt		US\$ 60.00		
E8	4 Amp 1 Phase power point, 220 Volt		US\$ 100.00		
E9	6 Amp 1 Phase power point, 220 Volt		US\$ 135.00		
E10	10 Amp 1 Phase power point, 220 Volt		US\$ 120.00		
E11	16 Amp 1 Phase power point, 220 Volt		US\$ 300.00		
E12	30 Amp 1 Phase power point, 220 Volt		US\$ 550.00		
		<b>Total Cost</b>			

**Return Form To:**

**PT. City Neonindo Indah Murni**

Email : official@cityneonindo.com

Attn : Ms. Sherly



## FORM 8 – SERVICE LOCATION PLAN

Name of Exhibiting Company:		Booth No.:
Address:		
Country:		
Tel (include country & area codes):	Fax (include country & area codes):	E-mail:
		Website:
Name of Authorized Person:		Signature & Date:

### Standard Shell Scheme Exhibitors

Sketch the location of your utilities, such as Light / Socket / Connection point / Refrigerator / Shelf / Furniture including your entitlement for Standard Shell Scheme Booth on the Service Location Plan below. It is imperative that you complete this form as it will be used to install your requirement in the correct location before you arrive on-site. **Code can be found in the Rental of Furniture Form (Form 5) and Lighting and Electrical Rental (Form 7).**

**Please ensure that the position of the lights is on the walls or fascia (unless your booth has an interior structure to which they can be attached).** If the location plan of any service is not submitted, it will be placed at the discretion of the official contractor and any relocation will be charge to exhibitor.

### Raw Space Exhibitors

Please email in your design and technical plans to Official Contractor with all indication on electrical and lighting.

Back wall					
50 cm					
50 cm					
Open front					

\* Side wall / Open

Back wall					
E2				E2	E4
Open front					

\* Side wall / Open

**EXAMPLE**

### Return Form To:

**PT. City Neonindo Indah Murni**

Email : official@cityneonindo.com

Attn : Ms. Sherly

Entitlements for Standard Shell Scheme		
Code	Description	Units
F4	Reception Table	1
F2	Folding Chair	2
E1	Fluorescent lamp (40 Watt)	2
E7	2 Amp 1 Phase power point (220 volts)	1
	Wastepaper Basket	1