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**THAILAND ELECTRONICS CIRCUIT ASIA 2024**

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July - 2024 | BANGKOK, THAILAND

# EXHIBITOR MANUAL

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# **B Rules & Regulations**

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- B1 Participation Rights and Allocation of Exhibition Spaces**
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- B16 Parking Fee at Event Building (BITEC)**

## **B. Rules & Regulations**

### **B1. Participation Rights and Allocation of Exhibit Spaces**

1.1 Organizer may allocate the exhibit space in any manner they deem fit but will take into account such factors as the order of application and payment received, number of booths, and the nature of exhibits, and etc.

1.2 Exhibit space is licensed to the exhibitor only.

1.3 The exhibitor may not sub-license the exhibit space allocated, either wholly or in part, to others.

1.4 Products or services which are not listed in the application form cannot be exhibited. The organizer fully reserves the rights to remove non-approved exhibits from the stand at the exhibitor own cost.

1.5 Exhibitors can only promote their products within their own stands / booths.

1.6 Exhibitors must assign at least one personnel to man the stands at all times.

1.7 Personnel manning the booth must be able to communicate with foreign buyers for business purposes. Please provide at least one English speaking personnel at your stands.

### **B2. Access to the Hall**

#### **2.1 Contractor Badges**

- The contractor badge is valid only during the stand construction period (22-23 July 2024) and dismantling period (26 July 2024), the badge cannot be used during the exhibition period (24-26 July 2024).
- Exhibitors who will build their own stands must submit **Form F2** to the Official Contractor in **order to receive the contractor badges. Otherwise, non-registered contractors cannot access to the exhibition hall. Those who lost their contractor badges will be charged at 100 Baht per re-issued badge.**
- Please complete and present **Form F2** to collect the contractor badges at the Exhibitor Service Counter located in front of Hall 101 at BITEC during
  - 22 July 2024: 13.00 – 22.00 hrs.
  - 23 July 2024: 08.00 – 22.00 hrs.
  - 26 July 2024: 18.00 – 22.00 hrs.

## 2.2 Exhibitor Badges

Please complete and present **Form F1** to collect the exhibitor badges at the Exhibitor Service Counter located in front of Hall 101 at BITEC during

- 23 July 2024: 09.00 – 18.00 hrs.

The exhibitor badge is valid from the construction period until the dismantling period.

- Exhibitors must wear the exhibitor badges at all times when inside the exhibition hall for security reasons. Exhibitors without exhibitor badges will not have access to the exhibition hall.

## B3. Stand Construction and Decoration

N.C.C. Management and Development Co., Ltd. (EC)/N.C.C. Image Co., Ltd.) is appointed as the Official Standard Booth Contractor. Exhibitors may choose to use a standard booth package or build their own stands or use other contractors to build their stands. Nevertheless, all exhibitors must comply with the regulations of stand construction and decoration below.

### 3.1 Standard Booth Package

3.1.1 Standard booth (3 m. x 3 m. = 9 Sqm.) comprises of

1. 3 sides' system panel with PVC white color Cover (height of 2.50m)
2. Fascia board with the Exhibitor's name
3. 9 Sqm. Needle punched carpet
4. Furniture consists of
  - 1 Information Table
  - 2 Chairs
  - 1 Waste Basket
5. Electrical equipment (electric charge included) consists of
  - 3 Nos. 100w Spotlight with arm
  - 1 No. Socket point 5 amp. 220v. *\*(Not allowed to use with Lighting Equipment)*

3.1.2 Any details or information is subject to be changed without prior notice.

3.1.3 Regulations concerning the use of standard booth package include:

- It is prohibited to alter, paint, nail, or screw any part of the booth's panels. Otherwise, Exhibitors must be responsible for the damages and charges occurred.

- Exhibitors have to inspect the quality of stand / decorative equipment / furniture and electrical equipment before using them. If there are any defects or missing parts, please inform the Contractor for correcting / changing, otherwise, it is the Exhibitors' own responsibility in case of any damage of their exhibits / products.
- If Exhibitors do not want any item in the standard booth package, they must accept that the cost of the package will not change and there will be no compensation by other equipment.
- For those who did not submit the **Form F3** – Fascia Name, company names on the fascia board will be the same as stated in the application form. Any change on the fascia board will be charged at Baht 1,000 at exhibitor's own expense.

**Remark: Nailing and drilling on the white panel wall are not permitted. If anyone fails to comply with this rule, the exhibitor must be responsible for the damage charge to N.C.C. Management and Development Co., Ltd. (EC) at Baht 3,000 per panel.**

### 3.2 Raw Space

Exhibitors who apply for raw space may hire the Official Contractor or other contractors to build special design stands. In any case, all non-official contractors must comply with the following regulations.

#### **Rules and Regulations for Raw Space**

1. Booth construction should **not** exceed **5-meter height**.
2. Double-deck booths are not permitted.
3. Hanging a truss or a banner above the booth is considered an extra airspace fee. The charge will be at Baht 50,000 per unit. Please contact the organizer for more information.
4. It is not permitted to use the neighbor's walls. So, all raw space exhibitors with own special design booth must have own walls at the minimum height of 2.5 meters and must finish the backwall/sidewalls exceeding 2.5 meters in height facing the neighboring booth with **WHITE ONLY** on hard material. PVC banner and/or fabric is not allowed.
5. No logo and other lettering are allowed to face the neighboring booths.
6. Logo on the backwall is allowed with **2-meter set back** from adjacent booths.

7. 4 sided open booth is allowed to build back wall only one side and not exceeding 50% of the perimeter.
8. The exhibitor/contractor must submit the technical drawing. The drawing must state the length, width and height of the booth including the utility points for power supply, water supply and compressed air supply. It is compulsory that the design should include the company name and booth number clearly. The organizer reserves the right to comment and request any design amendment until final approval. The exhibitor/contractor will be withheld access to the exhibition hall if the stand design is not officially approved.
9. All raw space booths must be carpeted or must have flooring inside the booth before delivery of stand materials and exhibits. For venue floor protection, only special carpet tape leaving no stain on the floor is allowed.
10. The official contractor will prepare floor mark on the booth size as reserved. If you have any question **on your space, please contact to the official contractor for advice.**
11. To benefit exhibitors and visitors, all booths must visibly have the company name and booth number in the design and physical booth structure.
12. Exhibitors, contractors and their personnel must follow the following rules.
  - Fire exits, fire hoses and fire extinguishers must be kept clear from stand structures and materials, belongings must be placed at least 1.5-meter distance.
  - Fire hose pits must be easily accessed. There must be no obstructions from stand structure and materials, decorations, and belongings towards fire hose pits. Fire hose pits can be covered by carpet. However, it must be cut as per fire hose pits size and must be also clearly marked that it is a fire hose pit.
  - Keeping a distance of at least 50 cm. away from walls, partitions and building pillars.
13. Raw space booth will have no power supply and no lighting. Please order an electrical supply by filling in the order form and submit it to N.C.C. Management and Development Co., Ltd. (EC)/N.C.C. Image Co., Ltd Only.
14. Before moving any furniture or stand materials, exhibitors / contractors must cover the floor with plywood or carpet along the pathways to avoid any damage to the exhibition floor. Also, exhibitors must be responsible for any misconduct by their own contractors and compensate for any damage caused by them.
15. Paint, spray paint, or using any equipment that makes fumes and sparks on any parts of the exhibition building are not permitted.
16. All stand structures must firmly stand on their owns without relying on the suspension from the hall ceiling.

17. Stand materials must not block the gangway. The contractors must be responsible for rubbish removal and disposal from the exhibition area.
18. For stand boundaries and design restrictions, exhibitors cannot place neither display materials or exhibits, nor extend their stand structures and fittings, beyond their contracted boundary.
19. All stand designs are subject to official approval by the Organizer **before 17 June 2024**.
20. The Organizer reserves the right at any time to request the alteration or dismantlement of any stand which differs from the approved specifications, or which does not comply with the rules and regulations. The costs of such alteration and dismantlement shall be entirely borne by the exhibitor and any sums of money, which may have been paid by the exhibitors for rent and charges, shall not be refunded.

### Catwalk Regulations

1. Contractors must fill in the catwalk working form, then must provide ID Card, and register time in & out record with BITEC security team before working on the catwalks.
2. Accessing the catwalks will be allowed only to people with **safety belts and hard-hats**. BITEC security team reserves full right to withhold any access until full safety equipment is provided by contractors.
3. BITEC security staff reserve the right to check tool bag/box and equipment that will be used on the catwalks.
4. Do not use electrical sockets on the catwalk area without permission from BITEC – the venue.
5. A drunk and/or unhealth condition people are strictly prohibited to work on the catwalks.

### Scaffolding Regulations

1. Contractors must complete the scaffolding installation form before starting work. Workers must strictly follow all regulations.
2. Scaffolding must be in good condition. The top platform must contain guardrails at least 90 cm. height from the floor of top platform. Also, the area for standing must be at least 35 cm. width.
3. All four sides of scaffolding base must be extended by supporting legs or other suitable materials, hooked/gripped with metal pipes to the base on both sides to prevent instability.
4. In the case of using the scaffolding with wheels, the wheels and joints must be in good condition. At least two wheels must be able to be locked.

5. Only 2 workers are allowed on the scaffolding. Workers must be in healthy condition to work at height and must wear safety belts, safety hard-hats gloves, and anti-slip shoes at all times.
6. Barriers/fences and warning signs around the scaffolding must be visibly shown to avoid any unexpected accident from unauthorized access.

### **Hanging of Structures above Stands**

For those who want to hang any banner or any structure, please contact your sales representative for air space fee. Due to the limit of structure capacity, any exhibitor who wishes to hang structures above the stand must submit the design that is certified by licensed structural engineer and indicating weight and number of hanging points. His/her valid engineer license must be submitted along with the design. Approval is based on a first come first served basis. Late submission might cause failure to get the approval if the hanging capacity reaches the limit.

## **B4. Electrical Supplies and Lighting**

The Organizer has appointed NCC Management & Development Co., Ltd. (EC) as an Official Electrical Contractor to be responsible for Standard supply of electricity

- 1) There are two main power supply circuits: "Lighting Power Circuit" and "For Exhibit Power Circuit."
- 2) The standard supply is single phase AC 220V/50Hz with  $\pm 10\%$  fluctuation. For the safety of your equipment, please use a stabilizer.
- 3) All electrical motors have independent automatic protection against excessive current surge. The following
  - a. Starter systems should therefore be used:
  - b. Direct online: up to 5 HP
  - c. Star - Delta 5 to 25 HP
  - d. Auto Transformer: Above 25 HP
- 4) Cost of Power consumption for Lighting equipment (installed by exhibitor/contractor) per 1 unit
  - a. Apply for lighting equipment not more than 5 units and not exceeding 100 watts in total.
  - b. Apply for Ribbon Light maximum 5 meters per installation.

- c. For Safety precaution and avoid obstruction to access and traffic inside the exhibition hall,
  - d. Electricity wire across entrance, gangway is not allowed.
- 5) Power Supply will be switched on from **13.00 – 22.000 hrs., on 23 July 2024.**
- a. NCC Management & Development Co., Ltd. (EC) reserve the right not to refund the payment in case of order cancellation.
  - b. In case 24 hours electrical supply is required, the charge will be increased 100% (2 times) from the normal rate.
  - c. Breaker cable length is 3 meters maximum as complimentary from the utility hole If cable extension is required, there will be an extra charge of Baht 200/meter (excluding 7% VAT).
  - d. In case relocation of electrical fitting or equipment is required, there will be an extra charge of Baht 200 per unit (excluding 7% VAT).
  - e. Utility hole relocation for 1 unit of breaker (single phase, 220 Volt) will be charged at Baht 1,000 per unit (excluding 7% VAT).
  - f. Utility hole relocation for 1 unit of breaker (three phase, 380 Volt) will be charged at Baht 2,500 per unit (excluding 7% VAT).
- 6) The exhibitor, contractor, personnel involved must submit their electrical order with at least 20% surplus from the order required for Safety Factor and to avoid any incident from using full capacity of electrical wiring system. It is a must that proper and standard electrical cable are used with ground systems at every connecting point.
- 7) The Organizer will provide general lighting in the exhibition hall during show hours only.
- 8) The electrical power in the hall requires 220 volts.
- 9) N.C.C. Management & Development Co., Ltd. is the Official Electrical Supplier who oversees every electrical installation.
- 10) Electrical supplies will be available about 30 minutes before and after the show hours. If exhibitors require 24-hour electrical supply or additional electrical equipment, please submit order from directly to N.C.C. Management & Development Co., Ltd.
- 11) Exhibitors are not permitted to perform any electrical connection to the main power supply of the exhibition hall without consulting the Official Electrical contractor.
- 12) If there is any electrical connection/modification or using multiple sockets without permission, the electrical supply will be cut off without prior notice.

- 13) The Organizer reserves the right to cut power supply off to any booth in case of improper usage of electrical equipment or other dangerous conduct.

### **Electrical Service for Standard Shell Scheme Package**

- 1) Electrical service for standard shell scheme package consists of lighting equipment and 5Amp, 200 Volt socket. Light fitting and electrical locations and socket points in the standard booth are fixed and may not be moved. Socket point is strictly prohibited to connect the light fitting.
- 2) All additional electrical orders in the electrical order form must be submitted together with the location plan for light fitting and utility. Please ensure that you understand rules and regulations specified in the form.
- 3) The exhibitors who have been approved to use their own special lighting must order power sources.
- 4) The Organizer reserves the right to disconnect the electrical supply to any installation, which in the opinion of Official Electrical Contractor, N.C.C. Management & Development Co., Ltd. is deemed dangerous or likely to cause annoyance to visitors or other exhibitors.
- 5) Power supplies to the exhibits and booth lighting will be switched off at source 30 minutes after the exhibition closes every evening and 60 minutes after exhibition closes on the final day of the exhibition, except 24 hours electrical service.
- 6) Any illegal connection/adaptation found will be disconnected without prior notice. This will also include multi-outlet adapters and any extension from the socket point.

### **Electrical Service for Special Design Booth (Raw Space)**

- 1) The Exhibitors who apply for “Raw Space/Space Only” or any special design booth must submit their electrical order together with their layout plan before the deadline.
  - b. General Hall Lighting will be provided by the Organizer. All electrical power supplies in the booth and for demonstrations must be installed by the official electrical contractor, **N.C.C. Management & Development Co., Ltd. (EC)** and arrange payment within the stated deadline. For safety reason, Exhibitors are not allowed to connect their exhibits or lighting to the building’s main distribution. The Organizer reserves the right to stop the power supply in case of improper connections.

- c. A proper power input terminal must be installed by the Approved contractor by the Organizer for inspection by the Official electrical contractor prior to connection to the supply line.
- d. Priority will be given to those exhibitors who order their electrical items from the organizer's official electrical contractor, **N.C.C. Management & Development Co., Ltd. (EC)**.
- e. Any illegal connection/adaptation found will be disconnected without prior notice. This will also include multi-outlet adapters and any extension from the socket point.
- f. No Flashlights will be permitted unless they form an integral part.
- g. The organizer reserves the right to disconnect the electrical supply to any installation, which in the opinion
  - I) Of official Electrical Contractor, **N.C.C. Management & Development Co., Ltd. (EC)** is deemed dangerous or likely to
  - II) cause annoyance to visitors or other exhibitors.
- h. All electrical installation must strictly comply with the required standard safety regulations without exception.
  - i) All Electrical wiring must use the proper standard wiring cable with grounding connection applied to all connecting points. In case that Official Electrical Contractor after their inspection found out that the standard cable has not been met or improper connection to the standard safety, the Organizer reserves the right to temporary withhold the power supply until the correction is proceeded.

### Size of Standard Wiring Cables

<b>Breaker</b>	<b>Standard size</b>
15 Amp/220 V. 1 phase 50 Hz.	2x2.5 Sq.mm., 1.5 Sq.mm. /Ground
15 Amp/380 V. 3 phase 50 Hz.	4x2.5 Sq.mm., 1.5 Sq.mm. /Ground
30 Amp/220 V. 1 phase 50 Hz.	2x6 Sq.mm., 4 Sq.mm. /Ground
30 Amp/380 V. 3 phase 50 Hz.	4x6 Sq.mm., 4 Sq.mm. /Ground
60 Amp/380 V. 3 phase 50 Hz.	4x16 Sq.mm., 6 Sq.mm. /Ground
100 Amp/380 V. 3 phase 50 Hz.	4x35 Sq.mm., 10 Sq.mm. /Ground
150 Amp/380 V. 3 phase 50 Hz.	4x70 Sq.mm., 16 Sq.mm. /Ground
200 Amp/380 V. 3 phase 50 Hz.	4x95 Sq.mm., 16 Sq.mm. /Ground

In case the exhibitor wants to order breaker 380V/3P 50Hz., it is allowed to only use 1 sub circuit. Load Center in the booth is required if more than 1 sub circuit is needed. The Organizer reserves the right to temporarily withhold power supply until the Load Center is installed. The connection to the breaker must be done with RING TERMINALS only. Bare wire is prohibited to directly connect to breaker.

## **B5. Water Supply and Drainage**

Exhibitors must request use of water pipe and sewage from **N.C.C. Management & Development Co., Ltd. (EC)**

## **B6. Security Service**

6.1 The Organizer will provide security round the clock in the exhibition hall, entrances / exits, and general area of the fair.

6.2 During the construction and dismantling periods, the entrances / exits will be at the back of the exhibition hall only.

6.3 The Organizer will allow only Authorized Personnel with proper I.D. such as Exhibitor / Contractor badges to have access to the Exhibition Hall.

6.4 If Exhibitors wish to hire Security Personnel to attend to their stand exclusively, please fill in **Form F15** and submit it to the Official Security Team.

6.5 Exhibitors are advised to fully insure all exhibits against loss and damage. The Organizer will not hold responsible in any way. It is prohibited to leave high value exhibits in the Exhibition Hall after the official exhibition hours each day. Exhibitors are advised to hire the specialized security service provider, as listed in this manual, to avoid any risk of lost or stolen exhibits.

6.6 It is prohibited to bring explosives, dangerous materials, weapons, or gas tanks to the Exhibition Hall.

## **B7. Cleaning Service**

7.1 The Organizer will be responsible for the general cleaning of the exhibition hall and gangways only.

7.2 Exhibitors must clean their booth spaces and leave their rubbish in front of their booths after show hours daily to be disposed of by the cleaners.

7.3 If any exhibitors would like to hire cleaners for their booths, please see **Form F14** and directly order via online service from **BITEC**.

## B8. Air Conditioning System

8.1 The Organizer will fully run the air conditioning only on **24 – 26 July 2024** (the exhibition period) by one hour before and after the show opening and closing hour respectively.

8.2 Smoking is prohibited throughout the exhibition hall.

## B9. Overtime Operations

During 22-23 July 2024, the Organizer will allow the exhibitors and their contractor to construct and decorate their stands during the scheduled time. But if any exhibitors or contractors would like to work overtime after 20.00 hrs., the overtime charge will be applied.

## B10. Demonstration and Presentation

1. The exhibitors are allowed to provide activities such as printed materials or giveaway distribution within their contracted space only. Any activity outside the booth can be exempted with the written permission from the Organizer only.
2. The exhibitors must display the exhibits which are specified in the application form only.
3. The exhibitors must place the exhibits item only inside the booth. It is not allowed to use public area except receiving written permission from the Organizer.
4. Using loudspeakers during exhibition hours is not allowed to avoid disturbance business discussion of visitors/exhibitors. Audio visual equipment such as TV is allowed inside the contracted space. The noise level of such demonstrations and/or presentations must be controlled and must not interfere with the conduct of business of other exhibitors. The Organizer reserves the right to warn / to advise or to stop any demonstration that disturbs other exhibitors.
5. To avoid disturbance, the use of TV or VCR must be under an acceptable sound level (**Limited to 75 dB**).
6. No activities which, in the opinion of the organizer, cause a nuisance or annoyance to visitors or other exhibitors, shall be conducted by exhibitors within the vicinity of the fair.
7. **Exhibitors must inform the Organizer in advance of any sales promotion that includes competition with prizes.**
8. Transfer of the right to participate or to sublease booth space or change booth location with other party are not allowed unless having the written permission from the Organizer.

9. The exhibitors must open the booths during exhibition hours and are not allowed to move in and move out of products or exhibits without written permission from the Organizer.
10. The exhibitors must be responsible for the act of their staff and/or representatives.

## **B11. Public Announcement**

The Organizer will reserve announcement only on the general message. **There will not be any announcement for personal purposes** to avoid disturbance of the business discussion.

## **B12. Photo/Video Shooting**

Unauthorized photo/video shooting around the show/exhibition floor is prohibited. **Authorized personnel must always wear PRESS badges.**

## **B13. Unforeseen Occurrences**

In the event of any occurrence unforeseen in these rules and regulations, the decision of the Organizer would be final.

## **B14. Warning**

Any circumstances that make any damage to the floor covering or wall nor alter any structure of the exhibition hall, will be responded by the exhibitor.

## **B15. Loading Restriction and Loading Bay Parking Fee Regulations at Loading Area Hall 101**

- Loading bays should not be used for parking or waiting. After loading or unloading is complete, vehicles must move immediately.
- Loading or unloading through glass doors is not permitted.
- Goods or stuff and their contents are left at the loading area entirely at owner risk.

### **Loading Bay Parking Fee**

- |                                       |  |
|---------------------------------------|--|
| • Car/4-Wheel vehicles                | First 1 ½ hours free of charge           |
| • More than 6-wheel vehicle           | First 3 hours free of charge             |
| • Succeeding hours considered 1 hour) | 200 Baht/hour (a fraction of and hour is |
| • Lost Parking Card                   | 1,000 Baht                               |

## **B16. Parking Fee at Event Building**

### **Parking Fee at Event Building**

- Red Card Basement Area
  - (Indoor Parking) First 30 mins free
  - (Exceeding hours) 20 Baht/hour
  - (a fraction of and hour is considered 1 hour)
- Navy Blue Card
  - (Outdoor Parking) First 3 hours free
  - (Exceeding hours) 30 Baht/hour
  - (a fraction of and hour is considered 1 hour)
- Loss of Parking Card 1,000 Baht/card