

**APSA**  
THE ASIA & PACIFIC  
SEED ASSOCIATION



# ASIAN SEED CONGRESS

27 FEB – 2 MAR 2012 ROYAL CLIFF PATTAYA THAILAND



## EXHIBITION'S MANUAL

APSA

The Asia & Pacific Seed Association

Feb 27-Mar 2, 2012

**The Royal Cliff Hotels & Pattaya Exhibition And Convention Hall (Peach)**



## General information

A1. (Event Name)

Asian Seed Congress Pattaya

A2. (Venue)

Convention Hall B Level 3 Royal Cliff Hotel & Pattaya Exhibition and Convention Hall

A3. (Date)

Feb 27-Mar 2, 2012

A4. (Organizer)

The Asia & Pacific Seed Association (APSA)

A5. (Official Contractor)

RP MEDIA GROUP CO.TH

1 soi Lasalle 77 Sukumvit105 Road Bangna Bangkok 10260 Thailand

Tel.02-3616272-4 Fax.02-3616266

E-mail: [rpmediagroup@yahoo.com](mailto:rpmediagroup@yahoo.com)



## Pre-requisite Checklist

Towards Successful Exhibition Preparation & Participation

For Raw Space Exhibitors

Form	Deadline
Unofficial Stand Contractor	15 February 2012
Electrical Fitting & Supplies Service	Contact Expo light

For Standard Booth Exhibitors

Form	Deadline
Fascia Name Board	15 February 2012



## In-Hall Operation Schedule

Building – up	(Date)	(Time)
Floor Marking (marking only)	25 February 2012	<b>8.00-17.00น.</b>
Move-in of Special Design, Approved Stand Contractors, Other Contractors	26 February 2012	<b>8.00-24.00น.</b>
Electrical available	26 February 2012	<b>8.00-24.00น.</b>
Loading for booth constructor	26 February 2012	<b>8.00-24.00น.</b>

Dismantling Period	(Date)	(Time)
Move-out of exhibits and stands	1 March 2012	<b>15.00-24.00</b>

Show Day	(Date)	(Time)
Hall opens for Exhibitors	27 February 2012	<b>08.00-12.00</b>
Official opening for Delegate	28-29 February 2012 1 March 2012	<b>13.00-17.00</b> <b>13.00-14.30</b>
Official closes for Delegate only	1 March 2012	<b>14.30</b>
Hall closes for Exhibitors	1 March 2012	<b>24.00</b>



## Rules & Regulations

Rules & Regulations of ROYAL CLIFF HOTEL & PATTAYA EXHIBITION AND CONVENTION HALL are for security purpose and for the smooth construction of the exhibitions. We would like to request the cooperation from the exhibitors and their contractors to strictly follow all the rules and regulations below. We request them:

NOT TO...drive in concrete nails or dry bit rivals into floor, wall, and post surfaces of the hotel.

NOT TO...paint or spray directly onto floor, wall, and poet surfaces of the hotel.

NOT TO...leave materials, packing cases, rubbish, and equipment to block gangways, entrances and exits, fire hoses and emergency exits.

NOT TO...spray any construction materials in the Hall. This can be done at the loading entrance.

NOT TO...hang anything from electrical tube and fire extinguisher of the hotel.

NOT TO...switch on/off or connect electrical unit from Expo light Electrical Main Distribution.

NOT TO...operate electrical sawing machine or any dangerous working machinery in the hotel

This can be done at the loading entrance.

NOT TO...use walls of other connected booth.

NOT TO...operate trolley inside the hotel without covering the floor.

NOT TO...bring in gas, explosives, radioactive, highly inflammable or other dangerous substances into the building. This can be done at the loading entrance.

NOT TO ... operate any construction tools that may cause toxic and inflammable consequences.

This can be done at the loading entrance.

NOT TO...bring in animals into the building unless authorized by Event Services Department.

NOT TO...smoke or drink alcohol when working in the Hall. Smoking areas are provided outside.

NOT TO...construct, remove, or replace exhibits during the opening hours.

Please clean the place, clear all the construction materials, rubbish and debris immediately after the event. Please wear your badge at all times when in the exhibition hall. Parking overnight at the hotel is prohibited unless authorized by Event Services Department. All exhibitors and contractors are requested to abide by the venue's rules and regulations. Development & Development Co., Ltd. have all the rights to stop, suspend and or charge for any damages caused by the construction when exhibitors or contractors did not abide by the rules. RP MEDIA GROUP would like to thank you for your cooperation and hope your event will be very successful.



RP MEDIA GROUP CO.TH

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Tel.02-3616272-4 Fax.02-3616266 E-mail: [rpmediagroup@yahoo.com](mailto:rpmediagroup@yahoo.com)

**Deadline**

**15 Feb 2012**

### Unofficial Stand Contractor (For Raw Space Only)

Please complete and return this form to: RP MEDIA GROUP CO.TH This form must be completed & returned by all raw space exhibitors :

This serves to confirm that our stand contractor is:			
Name of Contractor:			
Address :			
Tel:		Fax:	
No. of workman :			

#### Terms and Conditions

1. Exhibitors and their selected contractor are requested to submit their stand's design and layout in 3 dimensional sketch, showing the width, the height and equipment inside for approval before 15 February 2012
2. By submitting this form, exhibitors and their selected stand contractor agree to abide by the rules and regulations stipulated in manual.
3. No change is allowed after the design has been submitted.
4. Admittance to the hall will not be allowed without a written approval.

Contact Person:		Position :	
Exhibiting Company Stand No :			
Address :			
E-mail :			
Tel :		Fax :	





## STANDARD BOOTH

Walls	2.5 m. height, white shell scheme with aluminum frame
Fascia Name Board	30cm height, 10cm lettering height max 30 characters, exhibitor please submit Name of company in block letter by 25 January 2012
Lighting	2 x fluorescent 40 w. will be installed behind the fascia name inside booth area
Power	A 5amp. Power socket will be provided, this power socket is for use with equipment and not for lighting
Furniture	1 x System table width 95cm x depth 50cm x height 70cm and 2 x Folding chair and 1x small waste basket will be provided
Flooring	Carpet in the color of gray will be installed





**From: Electricity**

Expo Design International Co Ltd

Tel+662 954 3535 Fax +66 954 3540 WWW.EXPOGP.COM

Mr.Kittipong Tel.081-8520075 **E-mail :kittipong@expo.co.th / expodesi@loxingo.co.th**

## ORDER FORM NO. 1.0 ELECTRICAL ORDERS



<b>Event Name</b>	Pattaya Exhibition And Convention Hall (PEACH) 353 Phra Tamnuk Road, Pattaya, Choburi 20150 Tel: (66 38) 250-421 Fax: (66 38) 250482 Email: info@peachthailand.com Website: www.peachthailand.com
<b>Event Date</b>	

### Section A: Light Fittings (Inclusive of power consumption)

Items	Ordered & paid 20 days before first set up day	Ordered & paid 1-15 days before first set up day	Ordered at site (Subject to availability)	Qty.	Amount (Baht)
Spotlight 100 Watt standard	567	624	737		
Spotlight 100 Watt with arm	609	670	792		
Fluorescent 22/40 Watt	515	566	659		
Downlight 50 Watt (for ceiling)	609	670	792		
Halogen 500 Watt	2,310	2,541	3,003		
Metal Halide 150 Watt (White Light)	2,180	2,310	2,730		
Metal Halide 400 Watt (White Light)	2,625	2,886	3,413		

### Section B: Power For Exhibits, Products Or Machineries (Not for light fittings)

Items	Ordered & paid 20 days before first set up day	Ordered & paid 1-15 days before first set up day	Ordered at site (Subject to availability)	Qty.	Amount (Baht)
5 Amp, 220V, Fused socket 50Hz.	735	809	956		
5 Amp, 220V, Fused socket 50Hz, 24 hrs.	1,470	1,617	1,911		
Breaker 15 Amp 220V, Single Phase 50Hz.	2,310	2,541	3,003		
Breaker 30 Amp 220V, Single Phase 50Hz.	4,725	5,158	6,143		
Breaker 15 Amp 380V, Three Phase 50Hz.	4,935	5,479	6,416		
Breaker 30 Amp 380V, Three Phase 50Hz.	9,870	10,857	12,831		
Breaker 60 Amp 280V, Three Phase 50Hz.	19,740	21,714	25,662		
Breaker 100 Amp 380V, Three Phase 50Hz.	22,865	26,152	31,725		
Breaker 15 Amp 110V, Single Phase 50Hz.	4,725	5,158	6,143		
Breaker 30 Amp 110V, Single Phase 50Hz.	9,555	10,511	12,432		

### Section C: Power For Light Fittings (Lighting Connections Only)

Items	Ordered & paid 20 days before first set up day	Ordered & paid 1-15 days before first set up day	Ordered at site (Subject to availability)	Qty.	Amount (Baht)
Breaker 15 Amp 220V Single Phase 50 Hz.	8,973	9,875	11,871		
Breaker 30 Amp 220V Single Phase 50 Hz.	17,955	19,751	23,342		
Connecting point per 100 watt or part of thereof, Installed by exhibitor or outside contractor.	315	347	410		
Connecting point per 100 watt or part of thereof, Installed by Expo Ltd.	368	404	478		

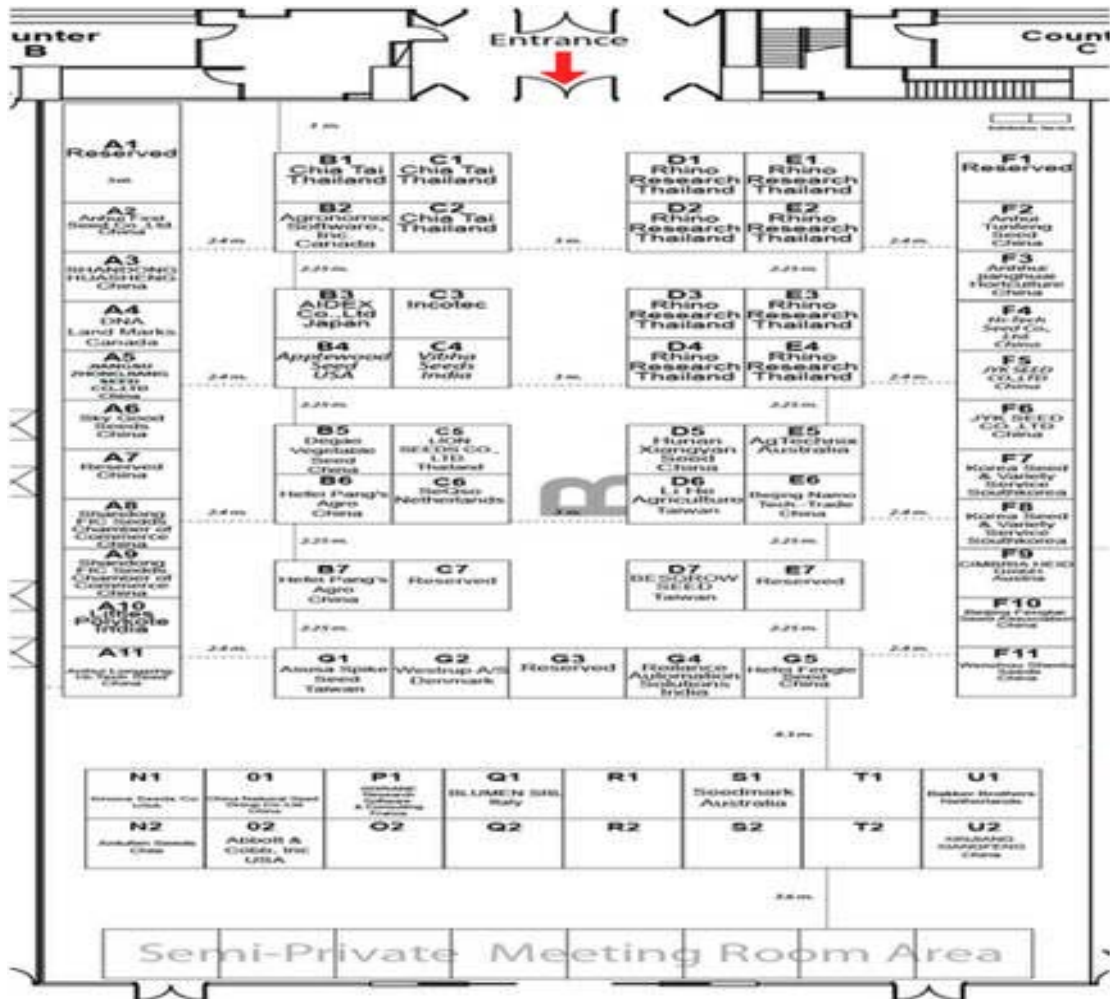
### Section D: Power For Hand Tools (During Set Up And Dismantling Only)

Items	Unit Cost	Dates Required	Qty.	Amount (Baht)
Breaker 15 Amp 220V Single Phase 50 Hz	830 per day			
Breaker 30 Amp 220V Single Phase 50 Hz	1,600 per day			
<b>Total :</b>				
<b>Add 7% VAT :</b>				
<b>Grand Total :</b>				

**Remark : Extra electricity order made to Expo Design (Expo light)**



## Exhibition Plan





## LOCATION



Royal Cliff Hotels

353 Phra Tamnak Road, Pattaya, Chonburi, Thailand 20150

Tel: (66 38) 250421

Fax: (66 38) 250511, 250513

Email: [relax@royalcliff.com](mailto:relax@royalcliff.com)

Website: [www.royalcliff.com](http://www.royalcliff.com)



**\* Official Contractors \***

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**Co-ordinator : On Site**

Event Maneger : Mr. Prasit (ouu) Tel. 081-8391058

Event Co-ordinator : Mrs. Pichayada (par) Tel. 081-8390729

**Accounting :**

Mrs. Pissamai (mai) Tel.081-382-5225

**Liaison Officer Abroad :**

Ms. Suchada (teaw) Tel.081-9813693

**Electricity :**

Expo Design International Co Ltd .

Mr. Kittipong Niyomkchakorn Tel.081-8520075