

SHEDA PROPERTY EXPO 2023

EXHIBITOR'S MANUAL

THIS EXHIBITOR MANUAL IS YOUR COMPREHENSIVE GUIDE & REGULATIONS FOR THE EXHIBITION.

Event : SHEDA PROPERTY EXPO

Date : 14-16 July 2023

Venue : Borneo Convention Centre Kuching (BCCK), Sarawak

Please read through the manual to ensure no vital details or deadlines are missed.

NO	FORM	DEADLINE
1	NON-OFFICIAL CONTRACTOR FORM	3/7/2023
2	STANDARD SHELL SHEME BOOTH	3/7/2023
3	ELECTRICAL & LIGHTING ORDER	3/7/2023
4	FURNITURE ORDER	3/7/2023

Official Contractor :

ida
ac-tu-al-i-ty
an original

IDA Exhibition Services (M) Sdn Bhd

B-1-24, Gala Street Mall
Jalan Tun Jugah, 93350 Kuching, Sarawak.
Tel: +6082-265 778 Fax: +6082-265 773
Email: ida.exhibition@gmail.com

BUILD UP

	DATE	TIME
Official Contractor set up	11-13 July 2023	8:00am - 10:00pm
Non-Official Contractor set up	12 July 2023	12:00pm - 10:00pm
	13 July 2023	9:00am - 10:00pm
Exhibitors Move-in	13 July 2023	3:00pm - 10:00pm
Hall Cleaning by Organizer/Venue provider	13 July 2023	9:00pm - 10:00pm

*** Booth Build Up time is STRICTLY END at 10:00PM.**

- Contractors who need to extend their build up time shall pay and liaise with Official Contractor.

- A sum amount of **RM1000/hour** will be invoiced accordingly.

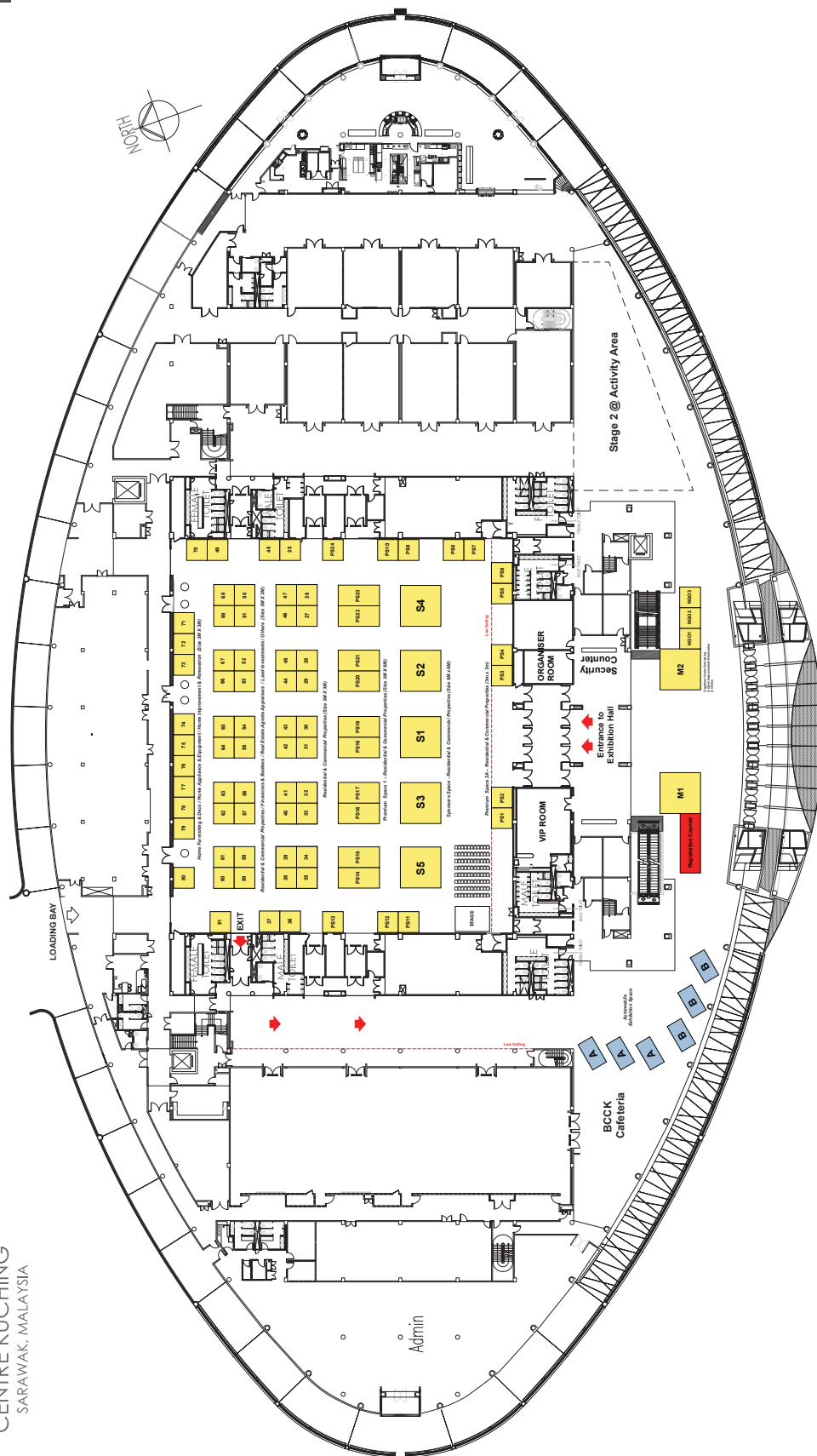
SHOW DAYS

	14 July 2023	10:00am - 9:00pm
	15 July 2023	10:00am - 9:00pm
	16 July 2023	10:00am - 9:00pm

TEAR DOWN

Moving-out of Exhibits <i>(All valuable exhibits to be moved out; all posters to be detached from the booth)</i>	16 July 2023	9:00pm - 12:00am
Non-Official Contractor Tear Down	17 July 2023	8:00am - 12:00pm
Official Contractor Tear Down	17 July 2023	8:00am - 12:00pm

BORNEO
CONVENTION
CENTRE KUCHING
SARAWAK, MALAYSIA



EXHIBITION FLOOR PLAN

Important Guidelines for Exhibitors and Authorised Contractors

Dear Exhibitors,

Kindly adhere to the guidelines stated below. Exhibitors will hold onus to share the following information with their appointed Contractors

BARE SPACE BOOTHS

1. All booth designs **MUST** be submitted to the Event Manager & Official Contractor for approval.
2. All structures can only go up to a maximum height of 4 metres.
3. All bare space booths are **REQUIRED** to place a layer of PVC/plastic sheet before putting a layer of plywood underlay for the space taken.
4. Exhibitors whose booths are adjacent to another booth (booths that are not listed island booths) are to ensure that they provide their own wall panel. No Exhibitor will be allowed to take advantage of their exhibiting neighbour's back/side wall.
5. All booth designs submitted should include the following
 - perspective view and top/front/right & left side/rear elevation
 - layout plan with electrical and phone markings (if any)
 - dimensions of the structure, that is, Length/Width/Height.

**** Please email the booth designs to ida.exhibition@gmail.com for approval.**

INCORPORATING GENERAL RULES AND REGULATIONS

1. THE EXHIBITION

SHEDA Property Expo 2023

2. THE VENUE

BCCK, Kuching

3. THE DATE & TIME

Build-up	Official Contractor	11-13/7/2023 (8am-10pm)
	Non-Official Contractor	12/7/2023 (12pm-10pm) 13/7/2023 (9am-10pm)
SHOW DAYS		14-16/7/2023 (10am-9pm)
Moving out		16/7/2023 (8pm-12am)
Tear down		17/7/2023 (8am-12pm)

Note : Exhibitors may enter the exhibition halls at 0900 - 2200 daily during show days.

4. THE ORGANISER



5. ADMISSION

The exhibition is **OPEN** to public.

6. SECURITY

- The Organiser has taken all reasonable security precautions in the interest of the exhibitors & visitors. However any damage, loss and/or theft of the exhibits at the exhibition hall during build-up, show days and tear down shall not be the responsibility of the Organiser.
- All articles and exhibits shall solely be the responsibility of the exhibitors.
- The Organiser has appointed a security firm to provide general security round the clock throughout build-up, show days & tear down. If the exhibitor should require more security personnel, arrangements can be made with the Organiser and all fees are to be borne by the respective exhibitor.
- All exhibitors & contractors shall display identification badges at all times
- Exhibits shall not be moved out from the exhibition halls during show days.
- All portable items kept inside the counters and / or cupboards are under the exhibitors responsibility and have to be cleared immediately once the exhibition is over.
- Organiser shall not be held responsible for any loss / damage of item keep.

7. INSURANCE LIABILITY AND RISKS

The Organiser shall not be held responsible for any articles and exhibits that are exhibited by the exhibitors.

Exhibitors are advised to insure their articles and exhibits, and to take up public liability and comprehensive protection. This coverage should commence from the first day of build-up and end on the last day of tear down. The exhibitor shall insure, indemnify and hold Organiser harmless in all demands and expenses to which the Organiser may in any way be subjected to

as a result of injury or losses arising from any such person including visitors, staffs, agents or contractors howsoever caused from the result of defaults, non-performance.

Exhibitors may be required to show proof of insurance coverage when deemed necessary. The Organiser is not responsible for any restriction or condition that may prevent construction, erection, completion, alteration, dismantling, fitting or removal of exhibits or failure to provide any service or amenities provided by venue owner or for cancellation or part-time opening of the exhibition either as a whole or in part as rules may be amended beyond the control of the Organiser. Exhibitors must ensure all staff, agents, servants and contractors are insured against claims for workman compensation.

All Exhibitors shall insure and indemnify the Organiser and venue owner/ manager(s) of property harmless in respect of all cost, claims and demand and expenses to which they may be subject to as a result of loss, damage to property or injury arising to any persons are upon or examining or passing the said liability or risk of the employees, agents or exhibits shall be the responsibilities of the Exhibitors.

8. PAYMENT, TERM & CONDITIONS

Payment schedule shall be in accordance with the specified conditions on the Exhibition Space Application & Contract Form.

All Non-Official Contractors must lodge a deposit of not less than RM100 per square metre with the Official Contractor to serve as a performance bond as well as damage deposit. The deposit will be refunded after the deduction of services and damages. All Non-Official Contractors will need to pay RM50 per square metre (non-refundable) to Official Contractor for admin fee.

Payment

Payment schedule shall be in accordance with the specified conditions on the Exhibitor form. A refund deposit shall be paid to the Official Contractor upon returning the Exhibitor form.

Order form must be returned to us on 3 JULY 2023. (Any late order, surcharge will be imposed)

In any case of payment shortfall, contractor will not carry out electrical works nor deliver the ordered item to the exhibition stand.

All payments, bank drafts and/or company cheques shall be made payable to :

Account Name : **IDA Exhibition Services (M) Sdn Bhd**
Account Number : **016-01-004-239**
Name of Bank : **Hong Leong Islamic Bank Berhad**

Late/On-Site Orders

- Please approach site officer/counter for further assistance.
- On-site orders are based on **first-come-first serve** basis and must accompany with **CASH** payment only.
- Late orders shall be subject to stock availability with immediate payment.

9. OFFICIAL CONTRACTOR

The Official Contractor has been appointed to assist exhibitors in the exhibit movement, stand building & design.

Exhibitors are responsible for making their own arrangements for services directly with the Official Contractor. The services are for the convenience of Exhibitors, and the Organiser / Event Manager will accept no liability in respect of any contract entered into between Exhibitors and such Contractors for the negligence or default of any such persons, their staff and agents.

Where mechanical handling within the exhibition ground is required, only the Official Contractor may be appointed by Exhibitors and the Organiser/Event Manager must be informed of the appointment accordingly.

INCORPORATING GENERAL RULES AND REGULATIONS

10. STAND FITTING CONTRACTORS

- i. Exhibitors may appoint their own contractor for the purpose of stand building. However all mechanical and electrical works must be installed by the Official Contractor.
- ii. Exhibitors are to ensure that their respective contractors observe all rules and regulations. Exhibitors are reminded that they are responsible for all actions and observance of rules and regulations of their contractors during the entire exhibition from the period of build-up to tear-down of the exhibition.

11. POWER SUPPLY & LIGHTING

Each Power Point provided (regardless of amphere)are for either one (1) equipment or exhibit only.

**** NO ADDITIONAL EXTENSION CABLE ARE ALLOWED**

Additional Power Point or Lighting Point will be charged accordingly.

Exhibitor whose lighting fixtures/electrical appliances/machines/etc are found to be the cause of trips in power supply will be responsible for all re-energisation charges if any.

Without any exception, exhibitors including those who provide their own lighting fixtures will be charged the lighting connection fees. Lighting connection fees also applies to lighting fixtures plugged into power points and where no connection is required from the Official Electricians.

Lighting connection is charged according to the number of tubes or bulbs lighted on the stand. Exhibitors are encouraged to use bulbs or tubes of higher voltage (maximum 100 watt per bulb/tube) wherever possible.

Supply Voltage : 230 volts single phase 3 wire system with neutral point solidly earthed. (The above are subject to variation of 6%)

Frequency : 50Hz with variation maintained within 1%
Power Factor : not less than 0.85 lagging

The following rules must be complied :

- i. Electrical installation works must be complied solely by the Official Contractor appointed by the Organiser.
- ii. All special arrangement (e.g. different voltage, frequency or special connections) must be arranged by the exhibitor prior to the exhibition.
- iii. All electrical equipment must be tested by the Organiser's appointed licensed Engineer prior to having supply connected

12. DAMAGE TO STAND STRUCTURES AND EXHIBITION PREMISES

No persons under any circumstances shall cut into or through any floor covering or wall nor alter any standard structure except when authorised in writing by the Organiser. All damage to stand structures will be invoiced to the Exhibitor.

All bare space booths are **REQUIRED** to place a layer of PVC/plastic sheet before putting a layer of plywood underlay for the space taken to avoid contact and prevent any damages to the venue's flooring.

Exhibitors are strictly **NOT ALLOWED** to use the back panels or neighbouring walls for any display materials & exhibits.

ALL kinds of constructions and installations which apart from the agreement in the package, the Exhibitor shall bear the expenses and responsibility during the exhibition.

Poster / Decoration

- i. Strictly **NO NAILING / STAPLE GUN, GLUE & PAINTING** or **any other materials / tools** that will damage the aluminium frame / laminated wall partition / furniture or rental item.
- ii. Exhibitors contravening the rules will be charged with penalty fee at our discretion.



13. FAILURE TO EXHIBIT

Exhibitors that have contracted space/stands but fail to exhibit will be liable for specific cost incurred by the Organiser. Failure to exhibit does not release the respective exhibitor from the exhibition contract. The above terms cannot vary under any circumstances.

14. FIRE REGULATION

All stand fittings must comply with the local regulations and normal international fire safety standards.

15. HALL LANDLORDS SPECIAL CONDITIONS

The landlords have requested the following special conditions:

- i. All rodent, pest or vermin are not brought into the exhibition hall.
- ii. All live stock or animals must not be permitted into the exhibition hall unless they are related to the exhibition.
- iii. The landlord may refuse entry into any of the facilities (within reasonable opinion) at any such time during the exhibition period.
- iv. The landlord will refuse all outside food & drinks brought into its property and will examine its right to impose corkage. (Cafeteria will be opened during exhibition hours)

16. STAND CLEANING

The Organiser only responsible for daily cleaning of the gangways during the exhibition. During build-up and exhibition tear-down period, exhibitors are responsible for the removal of their own materials and rubbish from their own stand. Storage of empty boxes or packaging materials inside the hall is strictly prohibited at all times.

17. EXHIBITION HALLS TECHNICAL SPECIFICATIONS

- Floor Loading - Max 2 tonnes
- Floor Finish - Carpeting
- Maximum Exhibit Height - 4 meter
- Maximum Booth Construction Height - 4 meter

18. UNFORESEEN OCCURRENCES

In the event of any unforeseen occurrences that would delay, disrupt or events resulting in cancellation of the Exhibition. (Although much care have been taken to prevent this, the Organiser's decisions shall be deemed final).

19. GENERAL

Exhibitors are not allowed to take or remove the rental furniture or electrical/lightings from any other exhibition stands. Furniture or electrical/lightings are rented to each individual booth and are non-transferable.

DEADLINE : 3 JULY 2023

This form must be completed by Exhibitor if Exhibitor is using a Contractor other than the Official Contractor. Completed form and related payment shall be submitted before deadline.

COMPANY NAME		BOOTH NO.	
NAME OF APPOINTED CONTRACTOR		EMAIL	
ADDRESS		TEL	FAX
CONTACT PERSON		JOB TITLE	MOBILE
SIGNATURE	COMPANY COP		

PAYMENT DETAIL

Account Name : **IDA Exhibition Services (M) Sdn Bhd**

Account Number : **016-01-004-239**

Name of Bank : **Hong Leong Islamic Bank Berhad**

PERFORMANCE BOND (REFUNDABLE)

RM100.00 per sq.m * _____ sq.m = RM _____

ADMINISTRATION FEE (NON-REFUNDABLE)

RM50.00 per sq.m * _____ sq.m = RM _____

CONTRACTOR PASS*

RM15.00 per piece * _____ pcs = RM _____

TOTAL = RM _____

Please issue two separate cheques payable to **IDA Exhibition Services (M) Sdn Bhd.**

- (1) Performance Bond &
- * (2) Administration Fee & Contractor Pass.

All Contractors will be provided with four passes, additional will be charged.

Please Note:

1. All bare space booths are **REQUIRED** to place a layer of PVC/plastic sheet before putting a layer of plywood underlay for the space taken.
2. Bare space consists of **SPACE ONLY** with **NO** florescent light, folding chairs, information counter, power point or needle punch carpet.
3. It is **COMPULSORY** for all Non-Official Contractors **TO EMAIL 3D Drawings** inclusive of precise measurements to **ida.exhibition@gmail.com** or submit the original copy of designs for approval, otherwise we will not responsible for any instruction by the organizer or venue owner to amend the booth structure during on-side due to public safety purposes.
4. All Non-Official Contractors **MUST SUBMIT** before the dateline:
 - Performance Bond RM100/sq.m (Refundable)
 - Administration Fee RM50/sq.m (Non-refundable)

FOR OFFICE USE ONLY

PERFORMANCE BOND RECEIVED ON	REMARK
AMOUNT TO BE REFUND	
DATE OF REFUND	

ORGANIZER'S SHELL SCHEME

DEADLINE : 3 JULY 2023

Our Shell Scheme Stand Fascia Wordings Are :

Fascia Board Company Name : *Please Insert Company Name (max 30 character only)*

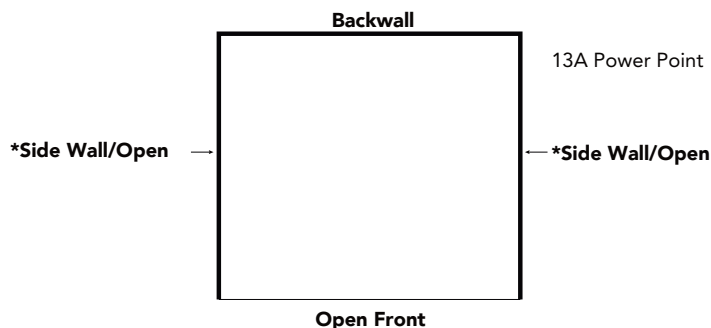
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NOTE :

* Only one fascia name is allowed on each exhibiting stand unless approved by the Organiser. RM25.00 per letter will be charged for any additional or changing of name after the name have been put up. The main contractor will not be responsible for any spelling error and any amendment on-site

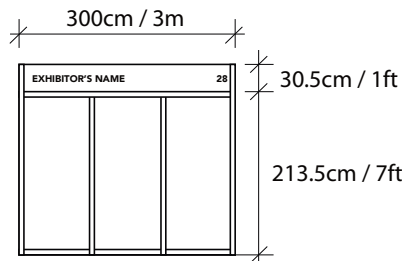
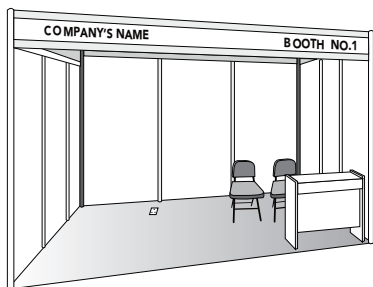
All Organiser's complete build-up stands will be provided with 3 walls and one open front. Exhibitors occupying corner and/or independent perimeter stands are to indicate below if any side wall is required. If no preference is indicated, no side wall(s) will be provided in order to give better visibility.

* Delete as necessary



IMPORTANT!
Please indicate on the plan the location of the 13 Amp socket/s to be installed on your complete build-up stand. Please use 13A as the symbol in marking the location. If additional sockets are required, please order using form number 11.

TECHNICAL SPECIFICATIONS



Back and side walls	2.44m/8ft high white laminated 3mm thick plywood panels joined by aluminium section. Each panel is 1m wide.
Fascia (name board)	30.5cm/1ft high with exhibitor's name and stand number in red lettering on white background. Aluminium frame, letters on infill panels colours may vary.
Lightings	Continuous fluorescent tubes mounted behind fascia. (2 fluorescent tube per 9sq metres)
Floor	Existing hall carpet
Corner stand	Stands will be open on both frontages unless varied by prior written agreement from the Organiser.
Furniture	One reception desk and two upright chair.
Power	One unit 13A power point (single phase -230v).

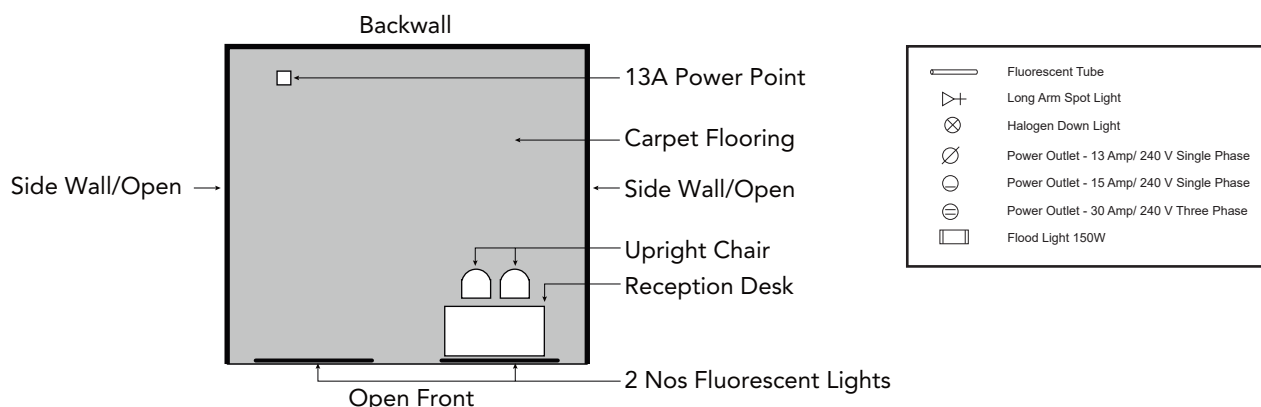
Maximum Exhibit Height on shell scheme stand 2.13m (7ft)

Exhibitor' s Company Name : _____
 Person- in - charge : _____ H/P No : _____
 Tel : _____ Fax : _____ Booth /Stand No : _____ Date : _____

- * All prices quoted include approval fees, installation, power consumption and stand-by maintenance.
- * Lighting connections : All lighting connection work must be done by the Organiser's official electrician.
Without any exception, exhibitors including those who provide their own lighting fixtures will be charged the lighting connection fees shown in form ELECTRICAL & LIGHTING. Surcharge applies for late or on-site order.
- * Lighting connections are charged according to the total of bulbs/tubes lighted on the stand.
- * Light boxes are charged according to the number of tubes in each light box. Exhibitors are encouraged to use tubes of higher wattage (max 100 watt) wherever possible.

Using the given symbols, indicate below the positions of the various lighting and electric you have ordered.
Mark (N) where neutral wire is required.

- * Delete as necessary



Indicate below the maximum power requirement for each piece of equipment. Mark [X] for any equipment sensitive to voltage or frequency fluctuations and state their percentage tolerance.

Equipment	Qty	Ratings (HP/Watts)	Methods of starting	Full load currents (A)

KINDLY REMIT YOUR PAYMENT TO:

PRE-ORDER

All money orders, bank drafts and/or company cheques shall be made payable to :

Account Name : **IDA EXHIBITION SERVICES (M) SDN. BHD.**

Account Number : **016-01-004-239**

Name of Bank : **Hong Leong Islamic Bank Berhad**

ON-SITE ORDER

Payment Type : CASH only (Ringgit Malaysia)

Please make the payment to Official Contractor on site

**Note: Late Orders & Orders without payment will not be guaranteed.*

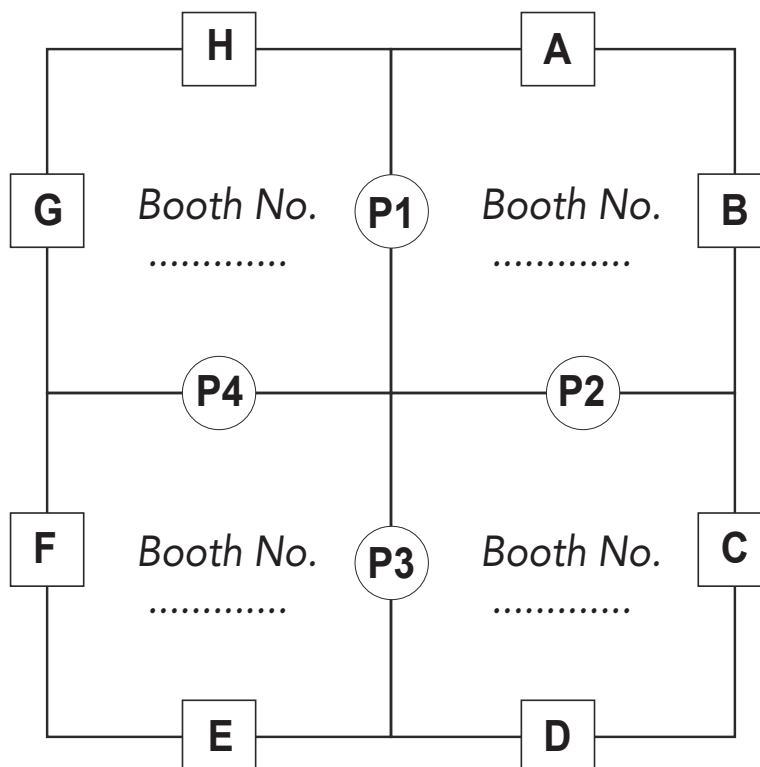
Exhibitor' s Company Name : _____

Person- in - charge : _____ H/P No : _____

Tel : _____ Fax : _____ Booth /Stand No : _____ Date : _____

DEADLINE : 3 JULY 2023

PANEL REMOVAL



Please remove the following panels:

(✓) Tick where appropriate

- | | |
|---|---------------------------------------|
| <input type="checkbox"/> Shell Panel P1 | <input type="checkbox"/> Fascia A & B |
| <input type="checkbox"/> Shell Panel P2 | <input type="checkbox"/> Fascia C & D |
| <input type="checkbox"/> Shell Panel P3 | <input type="checkbox"/> Fascia E & F |
| <input type="checkbox"/> Shell Panel P4 | <input type="checkbox"/> Fascia G & H |

NOTE:

- Any request other than the above, please contact the Official Contractor for the respective locations.
- Removal of Fascia will not display any fascia name.

Exhibitor's Company Name : _____

Person- in - charge : _____ H/P No : _____

Tel : _____ Fax : _____ Booth /Stand No : _____ Date : _____

EXHIBITING COMPANY : _____ **Stand No :** _____

Person-in - charge :	_____	H/P No :	_____
Tel :	_____	Fax :	_____
		Date :	_____

All Exhibitor must order lighting and power requirements on this form, which must be returned by the due date.

30% Surcharge for any additional order after date line
50% Surcharge for any additional order on site

**NB : Power point supplied are to be used for running equipment/exhibits only.
 If used for lighting purposes, the following lighting connection charges will apply.**

Only the Official Contractor will be permitted to undertake electrical works at exhibition area.

	ITEM	SPECIFICATION	UNIT PRICE (RM)	QTY	AMOUNT (RM)
POWER POINT, LIGHTING & APPLIANCES	13 Amps, single - phase outlet	240 V	70.00		
	15 Amps, single - phase outlet	240 V	80.00		
	30 Amps, three - phase outlet	240 V	300.00		
	Lighting strip connection	Max 100 W per fitting	60.00 pmr		
	Spotlight	100 W	70.00		
	Long arm spotlight	60 W	80.00		
	Fluorescent tube light	36 W	40.00		
	LED downlight	9 W	85.00		
	LED flood light	25 W	110.00		
	LED TV 40" with USB ports	-	400.00/day		
TV stand	-	200.00			
GRAND TOTAL :					

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Account Number : **016-01-004-239**

Name of Bank : **Hong Leong Islamic Bank Berhad**

ON-SITE ORDER

Payment Type : CASH only (Ringgit Malaysia)

Please make the payment to Official Contractor on site

**Note: Late Orders & Orders without payment will not be guaranteed.*

30% Surcharge for any additional order after date line
50% Surcharge for any additional order on site

Tick [✓] as appropriate :

[] We do not require any of the items listed below. [] We require the following items on rental basis :

ITEM DESCRIPTION	UNIT PRICE (RM)	QTY	AMOUNT (RM)
A Folding Chair	30.00		
B Aluminium Arm Chair	45.00		
C Aluminium Coffee Table - Round (H600xDia800)	60.00		
D High Stool - Black Cushion Seat (H800 x W400)	75.00		
E Tall Bar Table (H1250 x Dia 700)	120.00		
F Coffee Table (H600 x W430 x L430)	40.00		
G Low Showcase (H170 x W550 x L1060)	200.00		
H Exhibition Desk (H950 x L750 x W500)	85.00		
I Brochure Zigzag Stand (H910 x Size A4)	120.00		
J Sofa Single Setter - Light/ Dark Brown PU Leather (H800 x W500)	110.00		
GRAND TOTAL :			

NOTES :

- First come first serve basic. As stocks are limited, late orders cannot be guaranteed.
- All items are on rental basis only.
- IDA reserved the right to replace any items of similar requirement.

CHAIRS, TABLES & CABINETS

 A FOLDING CHAIR PLASTIC BACK & SEAT	 B ALUM. ARM CHAIR ALL ALUMINIUM	 C CAFE TABLE ALUMINIUM H600 x Dia800	 D HIGH STOOL CUSHION SEAT H800 x W400	 E TALL BAR TABLE WOODEN TOP H1250 x DIA 700
 F COFFEE TABLE WOODEN H430 x W430 x L600	 G LOW SHOW CASE CLEAR PERSPEX TOP TOP: H170 x W550 x L1060 BOTTOM: H600 x W350 x L910	 H EXHIBITION DESK H950 x L750 x W500	 I ZIG ZAG BROCHURE STAND ALUMINIUM H910 x SIZE A4	 J SOFA SEAT PU LEATHER MATERIAL H800 x W500

KINDLY REMIT YOUR PAYMENT TO:

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ON-SITE ORDER

Payment Type : CASH only (Ringgit Malaysia)

Please make the payment to Official Contractor on site

*Note: Late Orders & Orders without payment will not be guaranteed.

ORGANISER

SARAWAK HOUSING AND REAL ESTATE DEVELOPERS' ASSOCIATION

Sublot 42, 2nd Floor,
 Tabuan Stutong Commercial Centre
 Jalan Setia Raja, 93350 Kuching, Sarawak.

Tel : +6082-366 334 Fax : +6082-365 001

OFFICIAL CONTRACTOR

ida
 ac·tu·al·i·ty
 an original

IDA EXHIBITION SERVICES (M) SDN BHD

B-1-24, Gala Street Mall
 Jalan Tun Jugah, 93350 Kuching, Sarawak.
 Tel: +6082-265 778 Fax: +6082-265 773

CONTACT PERSON :

Eddie Tan (014-3555 119)

Member of



Partner of



