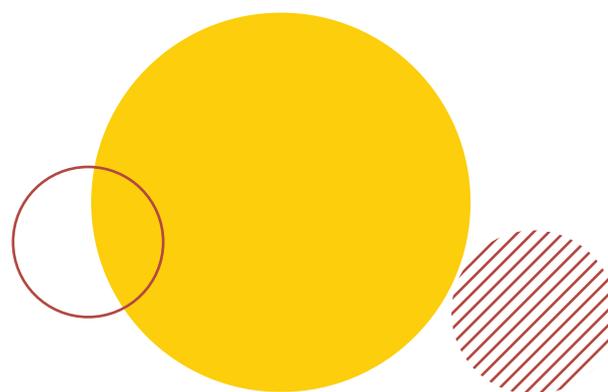
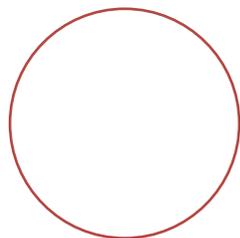




consumer fair

BRUNEI DARUSSALAM



ORGANISER:





About

The Consumer Fair (CF) was first introduced in the year 2008 and has since then firmly progressed and established as the leading and most well-known consumer and trade fair event in Brunei Darussalam. The Consumer Fair series withholds the notion to represent as the utmost prominent platform for both local and International exhibitors to showcase their range of products and services directly to the consumers.



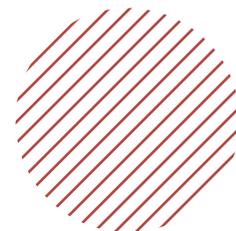
Objectives



To deliver a valuable and conducive opportunity to showcase goods and services; while establishing network, to strengthen the regional and international business linkages.



To provide opportunities to sellers in exposing and enhancing the level of their products' and services' brand awareness.



Exposition Visitors

Government Agencies &
Associations
Consultants
Dealers & Distributors
Wholesalers
Researchers
Students

Financial Advisors
Entrepreneurs
Institutions & Universities
Investors
Manufacturers
System Integrators
Tourists & etc

Standard Shell Scheme Booth



Products & Services



Food &
Beverages



Home &
Electrical
Products



Banking



Technology



Fashion &
Beauty



Tourism
& etc.

About the Organiser

D'Sunlit Sdn Bhd

With a record of 35 years establishment within the industry, D'Sunlit Sdn Bhd continues to grow and expand to greater horizons, while the commitment to quality and its clients will remain unchanged. Retrace D'Sunlit Sdn Bhd's steps back to its roots and discover a wealth of history and unrelenting perseverance that propelled its name to nation wide recognition.

Please visit our website at www.dsunlit.com to get to know us better.



enquiry@dsunlit.com



[dsunlit](https://www.instagram.com/dsunlit)



[D'Sunlit Sdn Bhd](https://www.facebook.com/dsunlit)

GENERAL EXHIBITION MANUAL

WELCOMING MESSAGE

Dear Exhibitors:

We are truly grateful for your interest to participate in the **The 22nd Consumer Fair** here in Brunei Darussalam. As Event Organizer, our ultimate aim is to make your participation hassle-free, beneficial and remarkable. With that, we have come up with this General Exhibition Manual which serves as your over-all guide beginning from your date of registration until the completion of the exhibition.

This manual contains pages that will hopefully answer all your queries and provide all the information you require for the exhibition. This includes the rules and regulations that you have to observe throughout the event, exhibition forms for, and information on available services. Please note this is a general manual that reflects all the necessary rules that every participating company has to observe which applies to all events and exhibitions that we manage.

Please be guided by our disclaimers for some of the stipulations in this manual which may or may not be applicable to the exhibition that you are participating in. Nonetheless, we have prepared this manual incorporating our general exhibition context that has proven essential, practical and helpful to every exhibitor.

Moreover, this manual also contains our available materials and resources that you may need during the exhibition. We shall endeavour to maintain rates and prices quoted for all items reflected in our forms but please bear in mind that these may vary depending on the availability of materials or labour before and during the event.

Hence, we sincerely advise you to study this manual carefully and thoroughly to ensure that all relevant matters are processed smoothly and arranged properly.

Should there be any confusion over any of the contents of this manual, please do not hesitate to contact one of our Events Management Executives.

Finally, we thank you for your support of and cooperation in the **The 22nd Consumer Fair** that you are participating in. We wish you to have an enjoyable and noteworthy experience with your clients and customers as well as fellow exhibitors throughout the event.

All the best!

THE EVENT ORGANIZER
D'Sunlit Sdn Bhd
Brunei Darussalam



SECTION A GENERAL INFORMATION

A1.0 Definition of Terms

A2.0 Payments

A3.0 Bank Details

A4.0 Venue and Dates

A5.0 On-Site Operation Procedure

A6.0 Exhibitors' Registration

A7.0 Security and Insurance

A8.0 Floor Plan

A9.0 Exhibition Hours

A10.0 Official Forms

A1.0 DEFINITION OF TERMS

In this manual, you will encounter some frequently mentioned terms.

- A1.1 Event Organizer refers to D'Sunlit Sdn Bhd.
- A1.2 Exhibitor refers to any person or company who has been granted a space in the exhibition.
- A1.3 Exhibition refers to the event that is participated in by the Exhibitors.
- A1.4 Contractor refers to any person or company who directly provides services or materials for Exhibitors.
- A1.5 Non-Official Contractor refers to any person or company who provides services or materials in the performance of another contract.

A2.0 PAYMENTS

- A2.1 All Payments must be made in accordance with the terms and methods of payments set out in the Contract form.
- A2.2 In the event the Exhibitor fails to meet any such payment obligations (whether as to the amounts or date of payment) then the Event Organizer reserves the right to cancel the contract with the Exhibitor.
- A2.3 All Payments to be made by the Exhibitor to the Event Organizer shall be made without deduction of or withholding for, any taxes, duties, assessments or government charges whatsoever. Any such deduction or withholding and/or any costs arising other than specified in the Contract Form, shall be borne by the Exhibitor. These terms cannot be varied under any circumstances.

A3.0 BANK DETAILS

The Exhibitor may visit the Event Organizer's office or may deposit their payment into Event Organizer's account as per the following details:

D'SUNLIT SDN BHD
Lot 71, Beribi Light Industrial Estate, Phase II
Gadong BE1118, Bandar Seri Begawan
Negara Brunei Darussalam
Tel : +673-245 3666
Fax: +673-245 3777
Email : admin@dsunlit.com

A3.1 STANDARD CHARTERED BANK

Account Name : D'Sunlit Sdn Bhd
Account Number : 01-001-000768-00
Bank Address : 109, 1st Floor, Wisma Hj Mohd Taha,
Jalan Gadong, BE4119,
Negara Brunei Darussalam.
Swift Code : SCBLNB

A3.2 BAIDURI BANK

Account Name : D'Sunlit Sdn Bhd
Account Number : 0200110290009
Bank Address : Block A, Unit 1-4 Kiarong Complex, Lebuhraya Sultan
Bandar Seri Begawan BE1318
Negara Brunei Darussalam
Swift Code : BAIDNB

A4.0 VENUE & DATES

A4.1 The venue and dates have gone through a process of thorough decision-making by the Event Organizer which aims to be appropriate and timely to accommodate the attendance of Exhibitors at the Exhibition. Nonetheless, in the event of any fortuitous event, the Event Organizer has the discretion to change the venue and the dates of the exhibition. The Exhibitor will be notified at the earliest possible opportunity to avoid inconvenience.

A5.0 ON-SITE OPERATIONS PROCEDURE

A5.1 Exhibitors are requested to observe the on-site operations procedure and its schedule and designated areas which are announced to you from the moment of signifying intention to join the exhibition.

A5.2 Build-Up Period

| | |
|--|-------------------------|
| a. Moving-in of Official Contractor for the floor marking and construction of booths. | 4 days before the event |
| b. Moving-in and registration of special design / interior decoration and Other Contractors. | 2 days before the event |
| c. Moving-in and on-site registration for Exhibitors. | 1 day before the event |
| d. Interior Booth Decoration by Exhibitors (Standard Booth & Special Designed Booth). | 1 day before the event |

Note: Exhibitors with special designed booths are advised to check with their appointed stand contractors on the date and time that their booth will be ready for moving-in of exhibits and decoration.

A5.3 Tear-Down Period

| | |
|--|--------------------------|
| a. Removal of light and hand-carried exhibits and personal properties. | On the event's final day |
| b. Dismantling of stand fittings and electrical installations. | A day after the event |
| c. Halls closed for cleaning | A day after the event |

A5.4 No late work is permitted. Individual stand fitting Contractors must complete their work according to the schedules detailed above. Overtime work may not be permitted, and if permission is sought from the Event Organizer, the Contractor has to pay the hall owner the required overtime charges.

A6.0 EXHIBITORS' REGISTRATION

A6.1 Exhibitors are registered upon signing the official form but are still advised to register at the Information Counter in the Exhibition Hall upon moving- in exhibits.

A7.0 SECURITY AND INSURANCE

A7.1 General Area Security will be provided by the Event Organizer at the venue during the exhibition to guard all entrances and exits. The Exhibitor is responsible for the physical security of booth décor and contents during the exhibition. The Event Organizer will not be responsible for any loss or damage which may befall the person or property of Exhibitors for any clause whatsoever.

A7.2 Security personnel will patrol the exhibition site in general, but their duties will not include specific attention to individual stands. Exhibitors are reminded to arrange their own insurance to cover all stages of the event.

A7.3 Security will be provided within the off-show hours. In this regard, the area will not be opened for any Buyer or Exhibitor who wishes to enter the Hall beyond show hours.

A7.4 If the Exhibitor's display is very valuable and sensitive and the Exhibitor thus wishes to hire security personnel to attend to the booth exclusively during off-show hours, the Exhibitor is advised to co-ordinate with the Event Organizer for such requirements.

Please note that you may not use personnel from any other security agency.

A7.5 All personnel in the exhibition halls must wear identification badges at all times. Exhibitor Passes and Temporary Work Passes are available from the Information Counter at the venue of the Exhibition.

A7.6 For security and safety reasons, exhibit movement in or out of the halls during show hours is not permitted.

- A7.7 While the Event Organizer is insured for Public Liability, it is the responsibility of the Exhibitors to take up insurance cover in respect of:
- Exhibits and contents of booth against loss and damage by theft, fire and any other natural calamities, or any cause whatsoever.
 - Expenses incurred due to abandonment or postponement of the event.
 - Bodily injury or illness to their representative or agent, or visitors in their booth area.
 - Any other liability due to negligence, inadvertence or misbehaviour of the Exhibitor and/or his workmen, staff, representative or agents.

A8.0 FLOOR PLAN

- A8.1 The Floor Plan is a detailed sketch of the actual Exhibition areas involving all the booths of the participating Exhibitors. This normally undergoes revision as need arises which is always for the smoother and better set-up of all exhibition areas. The decision for the prescribed floor plan is made at the discretion of the Event Organizer.

A9.0 EXHIBITION HOURS

- A9.1 Exhibitors are reminded to observe the correct operation hours. All exhibition booths open and close at the same time for the public.

The decision for the prescribed exhibition hours is at the discretion of the Event Organiser. Exhibition hours may vary depending on the event that is being held.

A10.0 OFFICIAL FORMS

- A10.1 Exhibitors have to keep a copy of the official registration form to be submitted to the Event Organizer. The form will be the sole basis for all the data of the Exhibitors such as address, contact information and other details.
- A10.2 Apart from the Registration Form, there are other common forms that Exhibitor may encounter before and during the event. Those forms will be helpful for requesting additional items and services. Other official forms are available for reproduction and can be found in Section C of this Exhibition Manual.

- B1.0 No Show or Withdrawal
- B2.0 Reduction of Space
- B3.0 Contract for Stand Space
- B4.0 Allocation of Stand Space
- B5.0 Admission
- B6.0 Exhibitors
- B7.0 Standard Booth Features
- B8.0 Standard Shell Scheme Booth Fitting Regulations
- B9.0 Special Designed Booth Fitting Regulations
- B10.0 Stand Boundaries and Design Restrictions
- B11.0 For Double Storey Stands
- B12.0 Exhibit Heights and Weights
- B13.0 Fire Precaution
- B14.0 Power Supply and Lighting
- B15.0 Contractor Badges or Exhibition Passes
- B16.0 Operating Machinery or Exhibits
- B17.0 License or Permit
- B18.0 Hall Management's Special Conditions
- B19.0 Operation of Booth
- B20.0 Alcohol
- B21.0 Dangerous and Hazardous Materials
- B22.0 Delivery of Exhibits
- B23.0 Film/Audio Visual Demonstration
- B24.0 Furniture and Other Rentals
- B25.0 General Cleaning
- B26.0 Damages
- B27.0 Waste Materials
- B28.0 Safety of Display Items
- B29.0 Prohibited and Restricted Goods Guide
- B30.0 Information, Rules and Regulations from other Relevant Authorities
- B31.0 Exhibitor Parking
- B32.0 Travel Immigration Information
- B33.0 Cancellation or Change of Location or Date Location
- B34.0 Compliance with Regulations

B1.0 NO SHOW OR WITHDRAWAL

- B1.1 Any Exhibitor which, having signed a contract for exhibition space, fails to exhibit whether or not for any reason of the Exhibitor's own choosing and has not been released from the Contract by the Event Organizer shall be liable for the full amount payable as stated in the contract plus any additional costs incurred by the Event Organizer as a result of failure to exhibit. These terms cannot be varied under any circumstances.
- B1.2 Written notice must be given **45 days before the event** for desire of withdrawal. The Event Organizer shall not be liable to the Exhibitor by any reason of any cancellation or part-time opening of the exhibition, either as a whole or in part, for any non-performance of their obligations under this contract or for any amendments or alterations to all or any of the Rules and Regulations of the Exhibition in each case to the extent that such occurrence is due to any circumstances not within their control. These terms cannot be varied under any circumstances.

B2.0 REDUCTION OF SPACE

- B2.1 In the event the Exhibitor by written notice to the Event Organizer requests a deduction of the size of its stand space, then the Event Organizer shall be entitled to reallocate such access stand space. Such notification must be done **45 days before the event**.

B3.0 CONTRACT FOR STAND SPACE

- B3.1 Applications for stand space at the Exhibition must be made on the Event Organizer's Contract (i.e. Official Registration Form) and must (if so required) contain information on all exhibits to be displayed. Until the completed registration has been received and accepted, the Event Organizer has the right without giving notice to the Exhibitor to reallocate the stand space to another exhibitor and the application will be deemed to have been rejected.
- B3.2 Upon acceptance of the application and signature on the Contract, the Exhibitor will have indicated that it has agreed to and complies with the Terms and Conditions for the event.

B4.0 ALLOCATION OF STAND SPACE

- B4.1 Every effort is made to allocate to the Exhibitor the stand space which has been ordered. However, to facilitate an effective layout of the Exhibition and if the Event Organizer believes it to be in the interest of the Exhibition, the Event Organizer, by written notification, has the right to make a stand space reallocation without reducing or adjusting its size.
- B4.2 The final decision of the booth allocation is at the discretion of the Event Organizer. In the event of complaints of non-provision of desired booth location, the Event Organizer reserves the firm right to withstand the decision made which is favourable to the over-all set-up of the Exhibition areas.

B5.0 ADMISSION

- B5.1 All Exhibitors and other event badge holders must wear their Passes at all times to gain access to the Exhibition area and to ensure their unrestricted movement within the area.
- B5.2 Anyone not issued with badges, regardless of rank or relation to any authorized badge holder, is not granted access to the area for the duration of business appointments.
- B5.3 For any lost badges, an Exhibitor or other event badge holder would have to obtain a new one from the Event Organizer with charges incurred.

B6.0 EXHIBITORS

- B6.1 Participation as an Exhibitor in any Exhibition is open to all interested parties whose business is in line with the Exhibition that is being organized.

SECTION B

RULES & REGULATIONS

- B6.2 A maximum of 4 delegates are allowed in each 9sq.m booth, with one registered as a Full Delegate and the others registered as Co-Delegates.
- B6.3 Confirmation of Exhibitor registration is subject to the submission of the following:
- Duly accomplished Exhibitor Registration Form, with name of an exhibitor Full Delegate provided.
 - Full payment of other services/requests are required.
- B6.4 Booth sharing between two (2) or more different business organizations is not allowed.
- B6.5 On-site payment for Co-Delegates and accompanying persons shall only be made in cash or International Credit Card. Payment by cheque is not acceptable for on-site payment.

B7.0 STANDARD BOOTH FEATURES

- B7.1 Standard shell scheme booth will be built with a size of 3.0m (W) by 3.0m (D) by 2.44m (H), including the following:
- a. Floor covering : Needle punch and carpet over standard booth area
 - b. Partition : Rear and/or dividing walls of 2440mm high with 1000mm wide by 3mm thick laminated board set in aluminium frames.
 - c. Fascia : 3mm thick, 2930mm long and 210mm high on each open frontage comprising aluminium frame with infill panels. The fascia will carry Exhibitor's organization name and booth number.
 - d. Electrical : 2 nos. of 40 watts fluorescent light
: 1 no. of 13amp single power socket outlet
 - e. Furniture : 1 Information counter
: 1 waste basket
: 2 cushion chairs

B8.0 STANDARD SHELL SCHEME BOOTH FITTING REGULATIONS

- B8.1 Exhibitors may appoint their own contractor for stand construction, but not for electrical works which must be carried out by the Official Contractor which in this case is the Event Organizer. Exhibitors are responsible and liable for their appointed contractor's observance of all Rules & Regulations, including the strict observance of the Built-up and Teardown schedule. The Exhibition Manager reserves the right to charge any such Exhibitor and / or contractor who have violated any rule or regulation or delay in the build-up or teardown, for additional works required as a result of the violation.
- B8.2 The walls and partitions are laminate finished. Hence, nailing, drilling, or painting these walls is not allowed. Panels can be affixed to these walls with the use of double-adhesive tapes or with brackets rented from the Official Contractor.
- B8.3 All non-official stand contractors must lodge a deposit of not less than BN\$2,500.00 per stand of 9sq.m with the Official Stand Contractor to serve as a performance bond as well as damage deposit. The deposit calculated at BN\$100.00 per square metre but subject to a minimum of BN\$2,500.00 per stand, will be refunded after the deduction for services and damages (if any).

All non-official contractors will need to pay BN\$40.00 per square metre (non-refundable) to the Official Stand Contractor as administration fees.

SECTION B

RULES & REGULATIONS

- B8.4 Exhibitors who engage their own Contractor (non-official stand contractor) for interior decoration of their booth must ensure that the decoration fittings are self-supporting and not attached to the standard booth panels which belong to the Official Contractor's property. Should any damages be found on the existing panels, cost of making good will be borne by the respective Exhibitor or their appointed contractor.
- B8.5 No part of any structure or exhibit may extend beyond the boundaries of the assigned booth area.
- B8.6 No false ceiling is approved, unless the material used allows water to flow freely (eg: egg box or mesh netting). Approval of the Event Organiser / Manager and the Fire Safety Bureau must be obtained in writing beforehand.
- B8.7 Neon or flashing light / signs is not permitted, unless it forms an integral part of an Exhibitor's product. Sequence-lit displays may be used subject to Event Manager's approval and the rate of light change.
- B8.8 Aisle ways indicated on the floor plan must be kept clear of all Exhibition goods or decoration materials in order to facilitate traffic.
- B8.9 Exhibitors occupying corner booths have the choice of a wall or an open side on the aisle. The wall must not obstruct the booth around them.
- B8.10 Materials for construction or decoration of the booths shall have a minimum flame spread rating of Class 2. Evidence and proof may be required for on-site inspection by the Fire Safety Officer. All precautions must be taken by the Contractor or the Exhibitor against fire and to protect the public.
- B8.11 Exhibitors and/or Contractors must clear out items not for display purposes (e.g. containers, packing items) the day before the commencement of event and remove all exhibits and decoration materials immediately after the Exhibition period according to the schedule. The Exhibitor is required to pay the Event Organizer for the cost of removing such articles from the booths if failing to do so itself.
- B8.12 Keep the washroom clean and dry. Cleaning of paint containers or any other dirty items in the washroom is prohibited.
- B8.13 No financial credit will be given by the Event Organizer for packaged items not utilized.
- B8.14 No painting or sawing may be done to the Exhibition Hall fittings. The Exhibitor will be held responsible for any damage caused to the Exhibition Hall fittings by its staff or contractor.
- B8.15 Additional facilities can be ordered from the Official Contractor.
- B8.16 Standard booth Exhibitors may arrange their own booth partitions, carpeting, signboard and other facilities.
- B8.17 Maximum height for all configurations (inline, peninsula, island) is 4 meters. Any wall over 2.5meters in height must be finished on the back side in the same manner as the front booth – in a neutral colour such as white, black, gray, beige. (Wall must be solid with no exposed framing.)
- B8.18 Balloon displays must gain prior approval by the Hall Authority / Organizer if used by Exhibitors for decorations.
- B8.19 No suspension may be made from the ceiling of the exhibition hall or any fixing be made to the floors, walls or any other part of the building without the approval of the Hall Authority / Organiser.
- B8.20 The name of the Exhibitor and booth number must be prominently displayed.

SECTION B

RULES & REGULATIONS

- B8.21 A suitable floor covering, such as carpet, must be used in booths. The use of paint or glue on the floor is strictly forbidden.
- B8.22 All exhibits, materials, and fittings used or displayed at and in the Exhibitor's booth must be properly fire-proofed, and must be in accordance with applicable fire prevention and building regulations.
- B8.23 A "Back Wall" must be provided, except in the case of an island booth. The Event Organizer reserves the rights to request an exhibitor to change, modify, lower or shorten any back wall that may obstruct the reasonable view or exposure of other exhibitors' stands.
- B8.24 In adherence to safety requirements, only the Official Contractor may carry out electrical & pipe installations. The Event Organizer reserves the right to disconnect any electrical supply that is dangerous or likely to be hazardous to visitors or cause annoyance to other Exhibitors.
- B8.25 The installation of twinkling or revolving neon lights or strings of lights is prohibited.
- B8.26 Television walls or screens walls should not face the aisle and must be built at least at a 30-degree angle from the aisle, to avoid blockage of aisle access to neighbouring booths when the crowds are viewing the screens or televisions.

The construction of a wall holding a television must comply with these regulations:

a. Walls must not exceed 2.5 meters in height. The front of the wall must be at least one meter from the edge of the aisle or maintain an angle of at least 30 degrees with respect to the aisle.

b. If the wall needs to exceed 2.5 meters in height then it should not be higher than 4 meters and the front of the wall should be at least 2 meters from the edge of the aisle or maintain an angle of at least 30 degrees with respect to the aisle.

B9.0 SPECIAL DESIGNED BOOTH FITTING REGULATIONS

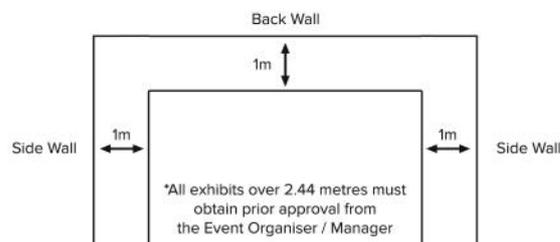
- B9.1 An Exhibitor with "Special Designed" booths is advised to use the services of the Official Contractor to undertake the job as this will facilitate convenient installation. Otherwise, the Exhibitor is required to obtain consent from the Event Organizer before any of his own contractors are commissioned to work onsite and they are subject to some rules and regulations. The Event Organizer reserves the right to reject any Contractor and design deemed inappropriate.
- B9.2 Exhibitors have to submit the name, address and contact details of the appointed contractor, as well as the booth layout plan and design (plan & perspective view) in duplicate, to the Event Manager **30 days before the event** for approval. A copy of the drawings will be returned, authorizing the commencement of construction if the design is approved.
- B9.3 Failure to obtain written approval can result in costly alteration onsite such as when designs or installations contravene fire and safety, booth height and boundary or any space contract rules and regulations.
- B9.4 Before permission is granted for a Contractor to work at the Exposition and the necessary passes issued, the contractor is required to place a refundable Performance Bond of BN\$100.00 per sq.m (minimum of BN\$2,500.00 per stand) with the Event Organizer and sign a written Undertaking to guarantee conduct, proper schedule of production and observance of the Exhibition and Hall Regulations. Only when the Performance Bond is received and the Undertaking signed, will the Contractor be allowed to bring their materials into the site or commence work. The Contractor will also have to bear any charges levied by the venue owner for damages caused to their property, flooring or for debris not cleared away. Provided the booth is completed on time, and no damages are caused, the Bond will be returned to the Contractor in full after the Exhibition.

SECTION B RULES & REGULATIONS

- B9.5 All non-official stand contractors are required to pay a non-refundable administrative fee of BN\$40.00 per sq.m to the Official Stand Contractor prior to move-in in addition to the Refundable Performance Bond.
- B9.6 Booth structure should not exceed 2.44 metres (8.0ft) height. Written approval must be obtained from the Event Organizer on all special designed booths.
- B9.7 All partition walls should not be covering more than 50% in length and/or width, unless the partitions are constructed against the actual walls of the hall, and not obstructing the products on display on the other side of it. The Event Organizer reserves the right to request the Exhibitor to change, modify, lower or shorten any back wall and sidewall proposed if, in the opinion of the Event Organizer, such a back wall or sidewall obstruct the reasonable exposure of any adjacent booths. Back walls must be provided, except in the case of an island booth. Booths with adjoining neighbours should also be provided with the necessary sidewalls.
- B9.8 Where a “Special Designed” Booth is located adjacent to a “Shell Scheme” booth, the wall of the “Shell Scheme” booth is considered rented by the Exhibitor and may not be utilized by the “Special Designed” booth.
- B9.9 All exposed rear surfaces of designed and structures must be decorated unless it is against the actual walls of the hall.
- B9.10 No part of any structure may extend beyond the boundaries of the site allocated.
- B9.10 Contractors MUST bring their own generators, which must be placed outside the hall if they need electrical power during the build-up or breakdown period. No generator and / or oil drum are to be placed on any surface without a metal drip tray with raised lip to prevent oil leaks or spillage.
- B9.12 Exhibitors are reminded that it is the responsibility of their appointed stand fitting Contractor to clean and vacuum the booth upon completion of construction, before handing over to the Exhibitor.
- B9.13 Keep the washroom clean and dry. Cleaning of paint containers or any other dirty items in the washroom is prohibited.
- B9.14 In the event of a dispute, the Event Organizer’s decision is final.

B10.0 STAND BOUNDARIES AND DESIGN RESTRICTIONS

- B10.1 No Exhibitor may place any display material and exhibit or allow a dividing wall or any part of their stand design and fitting beyond their contracted boundary.
- B10.2 Any design for a structure exceeding 2.44 metres in height must be submitted for approval in advance and will be considered on a case-by-case basis. If approved, this structure will be restricted to an area of 1 metre (3.28ft) away from the back side walls.



- B10.3 Open frontages: All stands, irrespective of height must have at least one-half of any frontages facing an aisle open. The maximum height allowed is 4.0 metres. All Exhibitors must seek approval from the Event Organizer for any stand construction that exceeds 2.44 metres in height.
- B10.4 Exhibitors occupying perimeter space must include in their design a back wall for their stand. Failure to do this will result in the Event Organizer building this wall on the Exhibitor’s behalf and charging the cost to the Exhibitor.
- B10.5 Only upon the Event Organizer’s approval can the exhibiting company commence work on site. The booth must be constructed in accordance with the approved design and be ready within the build-up period as specified. The exhibiting company shall ensure that the booth is dismantled in a safe, systematic and organized manner within the specified dismantling or teardown period. It shall also be responsible for clearing all debris and rubbish resulting from the dismantling.

SECTION B RULES & REGULATIONS

B11.0 FOR DOUBLE STOREY STANDS

- B11.1 The exhibiting company of the lower level of a particular booth must be the same as that of the upper level.
- B11.2 Double storey booths will only be allowed provided the contracted floor area for the lower level of the particular booth is at least 60 square metres and that the minimum length of any dimension on the area is 6 metres.
- B11.3 Subject to ceiling height limitations, all stand structures and objects exceeding 2.44 metres in height must be placed at a minimum distance of 1 metre from all boundaries adjoining a neighbouring booth.
- B11.4 All booth designs and construction must comply with guidelines, rules and regulations laid down by the relevant government authorities, as well as the Event Organizer's and the exhibition hall owner's requirement.
- B11.5 Stand designs and layout plans must be submitted to the Official Stand Contractor at least **30 days prior to the commencement date** of the exhibition.
- B11.6 Only upon the Event Organizer's approval can the exhibiting company commence work on site.
- B11.7 The booth must be constructed in accordance with the approved design and be ready within the build-up period as specified by the Event Organizer.
- B11.8 The exhibiting company shall ensure that the booth is dismantled in a safe, systematic and organized manner within the specified dismantling or teardown period. It shall also be responsible for clearing all debris and rubbish resulting from the dismantling.

B12.0 EXHIBIT HEIGHTS AND WEIGHTS

- B12.1 Exhibits of Shell Scheme Stands should not exceed 2.44 metres (8.0ft) in height.
- B12.2 Exhibitors should notify the Event Organizer of any exhibit item over the height limit or exceeding 2000kg in weight **30 days prior to the commencement date** of the exhibition.

B13.0 FIRE PRECAUTION

- B13.1 No fire, burning or gas cooking is allowed inside the Exhibition Areas.
- B13.2 All materials used in stand construction must be totally fire-proofed to normal international standards and in accordance with local regulations.
- B13.3 Any Exhibitor, who because of the nature of its exhibit, requires specific fire protection, must make arrangements at its own cost for the provision of such equipment.
- B13.4 Any person, on seeing an outbreak of fire, however, slight, must make immediate use of the fire alarm system, and subsequently make every endeavour to extinguish the outbreak or to confine it by the use of fire extinguishers and/or removal of goods in the vicinity.

B14.0 POWER SUPPLY AND LIGHTING

- Supply Voltage : 415 volts 3 phase 4 wire system with neutral point solidly earthed or 240 volts single phase 2 wire systems, both are subjected to a variation $\pm 5\%$.
- Frequency : 50Hz with a variation maintained within $\pm 1\%$.
- Power Factor : Not less than 0.85 lagging
- Neon Lights : Usage of neon lights is subject to the approval from the Event Organizer.

Should any Exhibitor use neon lights without prior approval from the Event Organizer, the latter shall have the right to remove such lights at a cost to be borne by the Exhibitor.

Statutory Requirements: All electrical installation must comply with the statutory requirement of Brunei Darussalam including:

a. Start-up of motors:

All motors must have independent automatic protection against excessive current surges using any of the following starters:

- i) Up to 3HP Direct on-line
- ii) 3 – 10HP Star Delta
- iii) Above 10HP Auto transformer

b. All electrical installation work on site must be carried out by the Official Contractor. Charges thereof shall be paid by the Exhibitor. For safety reasons, no other electrical contractor will be permitted to carry out electrical work on site.

c. The numbers and type of additional electrical fittings and installations required must be indicated by the Exhibitor on Electrical Supplies Form in Section C of this manual.

d. Exhibitors requiring special arrangements (eg: different voltages and frequency or special connections to equipment) must arrange for their own transformer and/or converters which must comply with Brunei Darussalam statutory requirement.

e. All electrical equipment must be tested by the Exhibition Organizer's appointed licensed engineers prior to turning on the electricity supply.

f. No electrical installation may be suspended from the roof of Event Halls or affixed to any part of the building structure. No fitting may project beyond the boundaries of the installations and must be adequately protected against excess current.

g. Any design or plan of electrical installation must be submitted to the Official Appointed Contractor before the deadlines indicated. No installation work shall be carried out without the written permission of the Event Organizer. The Event Organizer reserves the right to disconnect electricity supply to any Exhibitor whose installations either violate the Event Organizer's regulations or is deemed dangerous or is likely to cause annoyance to visitors or other Exhibitors.

h. Multi-plugging is not allowed. All sockets are for machine operation only and not for lighting. For safety reasons, please use one socket for one machine only.

i. Power supply to booths will normally be switched off immediately after the Event area is closed every evening. Exhibitors wishing to work late must inform the Event Organizer in advance and any costs involved must be borne by the Exhibitor.

B15.0 CONTRACTOR BADGES OR EXHIBITION PASSES

B15.1 Temporary access badges or Exhibition passes will be issued by the Event Organizer permitting those approved contractors and their workmen to the exhibition halls during ingress and egress periods only. A limited number of standby badges will be issued for maintenance or remedial purposes at the Secretariat's discretion.

B16.0 OPERATING MACHINERY OR EXHIBITS

B16.1 Moving machinery must be fitted with safety devices and these devices may be removed only when the machines are not in operation and not connected to the source of power.

B16.2 No motors, engines, contrivances or power-driven machinery may be used without adequate protection against public liability risks.

B16.3 All pressure valves or equipment under pressure must conform to safety standards and regulations. Approval for its use is required and the Event Organizer reserves the right to prohibit the use of such equipment if approval has not been obtained.

B17.0 LICENCE OR PERMIT

- B17.1 A License or Permit is a verification or approval given / issued by relevant Government Department / Agency responsible for the commodities before importation or exportation.
- B17.2 Written application or completed form (subject to the requirement of the Department / Agency) must be submitted to the Government / Agency responsible for such prohibited and controlled commodities.

B18.0 HALL MANAGEMENT'S SPECIAL CONDITIONS

All Exhibitors are bound by the following terms and conditions as stipulated by the owners / management of the Exhibition Hall:

- a. All Exhibitors shall have a protective layer of underlay plywood before any structure can be built on top of the stand space.
- b. Exhibitors shall not bring any rodents, pests or vermin into the exhibition Hall(s) and shall not, without the written consent of the hall owners / managers, bring livestock or animals into the halls unless they are connected with the purpose of the exhibition.
- c. Smoking is not permitted in the building.
- d. The Exhibition Hall Management will not accept liability for any accident to any person nor for any loss of property incurred by individuals or groups using the facilities equipment.
- e. All facilities and equipment belonging to Exhibition Hall are not allowed to be taken out of the premises. These are not only to be used within the building.

B19.0 OPERATION OF BOOTH

- B19.1 No business activity shall be conducted by the Exhibitors and/or its staff outside their booth boundaries such as the distribution of promotional materials outside their booths.
- B19.2 Activities which will cause inconvenience or disturb the conduct of the business session will not be allowed, i.e. promotional gimmicks, raffles, musical entertainment, use of animation and sound equipment.
- B19.3 All precautions must be taken by the Exhibitor against fire and to protect the public. Exhibitors, who because of the nature of their exhibits require specific fire protection, must make arrangements, at their own cost, for the provision of such equipment.
- B19.4 Without the special permission of the Event Organizer, exhibits cannot be taken into the booth once Exhibition Centre has officially opened, nor removed from the booth before the close of the event.
- B19.5 Stage shows are not permitted unless approved by the Event Organizer.
- B19.6 Fire & Safety regulations require that neither goods nor packing materials may be stored in access areas behind or between booths. Exhibitor should design proper storage area with adequate access within their booth or approach the Event Organizer for storage.
- B19.7 The Exhibitor and/or his Co-Delegate shall be responsible for any damages to the structure, floor, walls, pillars and any part of Exhibition Halls, the Property of Event Organizer, and any other Exhibitors in transportation, removal of exhibits, refuse and/or decoration works.

B20.0 ALCOHOL

- B20.1 As Brunei Darussalam is a Muslim country, visitors are reminded that alcohol and alcoholic drinks are not available for sale in the country. However, a non-Muslim aged above 17 years may bring in, for personal consumption, two bottles of liquor (wines and spirits) of about 2 quarts (2 litres) and 12 cans of beer. These must be declared at Customs upon arrival and the purchase receipt retained. Failure to declare possession of alcohol on entry to the country is a punishable offence, but it is permissible to consume alcoholic beverages at private functions.

B21.0 DANGEROUS AND HAZARDOUS MATERIALS

- B21.1 The following are not allowed inside the halls:
- a) Naked lights and lamps, or temporary gas
 - b) Petrol, dangerous gases or highly inflammable substances
 - c) Radioactive materials

B22.0 DELIVERY OF EXHIBITS

- B22.1 Before the Exhibition commences, Exhibitors must refer to the provided Time-Table or Schedule for Site Operations.
- B22.2 During Exhibition Days, delivery of exhibits and other exhibition stocks will not be permitted before and during the Exhibition sessions. Delivery of stock replenishment may only be carried out immediately after the business sessions.

B23.0 FILM / AUDIO VISUAL DEMONSTRATION

- B23.1 Audio-Visual equipment may be provided by the Exhibitor or hired from the Official Stand Contractor. When in operation, audio-visual equipment must not disturb visitors or other Exhibitors through excessive sound or by location. The Event Organizer reserves the right to discontinue any audio-visual presentation which in their opinion is detrimental.
- B23.2 The Event Organizer reserves the right to determine the acceptable sound level of demonstrations for exhibits and/or audio-visual presentations in the event of justifiable complaints received from other Exhibitors.

B24.0 FURNITURE AND OTHER RENTALS

- B24.1 Additional required items including furniture and audio-visual equipment, electrical fittings and telephone line can be claimed from the Official Contractor. Please place your order by completing the respective forms in Section C of this manual and returning it by the stipulated deadline.
- B24.2 The respective forms are required to be completed for billing purposes. The specific form signed will be used for the compliance of Production personnel to deliver the requested items to the requesting Exhibitor.
- B24.3 It is advised that requesting for additional items must be done in advance to avoid additional surcharges. For the specific surcharge amounts, please refer to the Event Additional Order Form in Section C of this manual.

B25.0 GENERAL CLEANING

- B25.1 During the exhibition days, the Event Organizer will be responsible for the daily general cleaning of stand carpets and gangways. The exhibitor will be responsible for the general tidiness of their own stand throughout the Exhibition. Otherwise, this responsibility can be taken on by the Exhibition Organizer at a cost to the Exhibitor. Exhibitors may also wish to arrange for cleaning services for their respective booths. Please contact the Official Stand Contractor for further information.

B26.0 DAMAGES

- B26.1 Exhibitors are responsible for the cost of making good or replacing any damages or dilapidations to the Exhibition premises, whether caused by themselves, their agents, and contractors or by any person or persons employed or engaged on their behalf by such agents or contractors.
- B26.2 Exhibitors occupying Shell Scheme booths are also responsible for the cost of making good, restoring or renewing any damages or dilapidation to their Shell Scheme booth structures. Floor coverings, light fittings, and/or any part thereof whether caused by themselves or their agent, contractors or by any person employed or engaged on their behalf by such agents or contractors.
- B26.3 The cost of making good any damages will be assessed by the Official Contractor and charged to the Exhibitor. The Event Organizer, together with the hall owners, will inspect the halls before and after Exhibition.

SECTION B RULES & REGULATIONS

B27.0 WASTE MATERIALS

- B27.1 During the ingress and egress periods, passageways in the Exhibition Halls shall not be obstructed with packing materials, construction materials or debris. Contractors are responsible for removing their own debris.
- B27.2 Exhibitors are requested to place their debris in the aisle, from where it will be removed by the cleaners at the end of each show day. The Event Organizer reserves the right to charge Exhibitors for the cost of removal of excessive packing materials and discarded crates or cartons.

B28.0 SAFETY OF DISPLAY ITEMS

All displays must be made safe for security reasons. Explosives and live ammunition are prohibited unless written approval is obtained from the relevant authorities.

B29.0 PROHIBITED & RESTRICTED GOODS GUIDE

- B29.1 Exhibitors especially from overseas are advised to contact the relevant government department or the Event Organizer in order to bring the items listed as below into this country.

| TYPES OF COMMODITIES | GOVERNMENT / AGENCY | HOTLINES / EMAIL |
|--|---|--|
| Religious Publications / Prints, Films, CD, LD, VCD, DVD, Cassette, Recital of Al-Quran, Hadith, Religious books, Talisman commodities (such as textiles / clothing / etc.) bearing dubious Chop / Photo. | Royal Brunei Police Force Islamic Da'wah Centre Internal Security Department | +673-245 9500/ 224 2334 info@police.gov.bn +673-238 2525/ 238 3996 info@pusat-dakwah.gov.bn / pdi@brunet.bn +673-222 3225/ 224 2780 info@internal-security.gov.bn / isd133@kdn.gov.bn |
| Halal, Fresh, Cold & Frozen Meat, Plants, Crops, Live Animals, Vegetables, Fruits, Eggs, Coffee (not roasted/roasted), Tea, Instant Coffe/Tea (Extract, Essences & Concentrates), Coffe Mate, Grease Lubricants, Carpet & other textiles cosmetics, Jewelleries, Musical Instruments, etc. | Halal Import Permit Issuing Board Department of Health Services Department of Agriculture and Agrifood Royal Customs and Excise Department | +673-238 2525 info@religious-affairs.gov.bn +673-238 1640 info@moh.gov.bn +673-238 0144/ 238 8000 info@agriculture.gov.bn +673-238 2333 info@customs.mof.gov.bn / jked@brunet.bn |
| Firearms, Ammunition and Explosives, Fire crackers, Dangerous Weapons and Scrap Metal | Royal Brunei Police Force | +673-245 9500/ 224 2334 info@police.gov.bn |
| Radio Transmitter and Receiver and Communications Equipment such as Telephone, Mobile Phone, Fax Machine, Walkie Talkie, Remote Controlled etc. | Authority for Info-communications Technology Industry of Brunei Darussalam (AITI) | +673-232 3232 info@aiti.gov.bn |
| Satellite Receiver (TVRO system) | Prime Minister's Office | +673-222 4645 info@jpm.gov.bn |
| Used/ reconditioned Vehicles with or without engine such as Cars, Motorcycles, Mini Buses, Pickups, Trucks, Trailers, heavy vehicles and non-motor vehicles such as Bicycles | Land Transport Department | +673-245 1979/ 242 0846 info@land-transport.gov.bn |
| Badges, Banners, Souvenirs comprising of Government Flags and emblems, Royal Regalia, Government flags and crests | Adat Istiadat Department | +673-224 3971/ 224 4545 info@adat-istiadat.gov.bn |
| Historical Antiques made or found in Brunei Darussalam | Museums Department | +673-224 4545 info@museums.gov.bn |

B30.0 INFORMATION, RULES AND REGULATIONS FROM OTHER RELEVANT AUTHORITIES

B30.1 AUTHORITY FOR INFO-COMMUNICATIONS TECHNOLOGY INDUSTRY OF BRUNEI DARUSSALAM (AITI)

- a. AITI application form (download from website)
- b. Supporting Letter from Event Organizer - D'Sunlit Sdn Bhd (to confirm Exhibitor's participation)
- c. Letter from importer such as local dealer's details (if any)
- d. Pictures of the items
- e. Manual (with technical specification and content)

Application is to be made to both AITI and Royal Custom and Excise Department (either temporary permit or through local vendors)

B30.2 MINISTRY OF MANPOWER AND INDUSTRY (MEMI)

As per Brunei Intellectual Property Office by MEMI, vendors are not encouraged to sell fake (counterfeit) goods including things like brand name or designer clothing, handbags, shoes, cosmetics, perfume, jewellery etc.

B30.3 MINISTRY OF HEALTH

Imported cosmetics, food and beverages, medicines will have to apply certification from the Ministry of Health.

B30.4 ISLAMIC DA'WAH CENTRE, MINISTRY OF RELIGIOUS AFFAIRS (MORA)

Any religious books, design elements, accessories will have to go through the Censorship and Exhibition Unit of the Islamic Religious Knowledge Department, MORA for approval stamp.

B30.5 OTHERS

- a. For Exhibitors having Car Show, please apply to Land Transport.
- b. For Travel Agencies, please notify Ministry of Primary Resources and Tourism.
- c. For Exhibitors selling Khat products, please apply to Ministry of Religious Affairs.
- d. Companies offering a SALE or PROMOTIONAL DISCOUNTS are required to inform and apply to JPKE through the CCAD before doing so.
- e. You may DOWNLOAD the FORMS at www.depd.gov.bn

B30.0 EXHIBITOR PARKING

B30.1 Car Parking bays are available within the Exhibition Hall Compound.

B31.0 TRAVEL IMMIGRATION INFORMATION

B31.1 Any person who wishes to enter Brunei Darussalam must do so through authorized entry points and must abide by conditions set by the Brunei Darussalam Government.

B32.0 CANCELLATION OR CHANGE OF LOCATION OR DATE OF LOCATION

B32.1 In the event that by reason of any factors or events outside the Event Organizer's reasonable control the Exhibition or any part thereof is prevented from being held in a particular location or on particular date, the Event Organizer shall be entitled in its absolute discretion to cancel, relocate or change the date of all or any part of the Exhibition or reduce the planned period for preparation, display or dismantling of the Exhibition. In such event, any refund of payments to the Exhibitor shall be at the absolute discretion of the Event Organizer.

B33.0 COMPLIANCE WITH REGULATIONS

B33.1 The Exhibitor shall abide by and observe all requirements, laws, rules and regulations whether imposed by the Relevant Authorities, Event Organizer and the proprietors or managers of the Exhibition building.

UNFORESEEN OCCURRENCES

In the event of any occurrence not foreseen in these Rules & Regulations, the decision of the Event Organizer shall be final.

- C1.0 Event Organizer
- C2.0 Official Stand Contractor
- C3.0 Build-Up and Tear-Down Information
- C4.0 Exhibition Layout Plan
- C5.0 Checklist for Order Forms
- C6.0 Independent Stand Construction – Rules & Regulations
- C7.0 Form 1: Raw Space and Independent Stand Contractor
- C8.0 Form 2: Exhibitor’s Independent Contractor Pass
- C9.0 Form 3: Additional Requests and Services

C1.0 EVENT ORGANIZER

We are here at your service! Please feel free to contact us for all enquiries you may have about your participation in the **The 22nd Consumer Fair**

The 22nd Consumer Fair Office

D'Sunlit Sdn Bhd
Lot 71, Beribi Light Industrial Estate,
Phase II, Gadong BE1118,
Negara Brunei Darussalam

P.O. Box 470, Gadong Post Office BE3978,
Bandar Seri Begawan,
Negara Brunei Darussalam

Telephone : +673-245 3666 ext 235
Fax Number : +673-245 3777
Contact Person : Marketing Department
Email Address : bruneiconsumerfair@dsunlit.com
Website : www.bruneiconsumerfair.com

C2.0 OFFICIAL STAND CONTRACTOR

D'Sunlit Sdn Bhd
Lot 71, Beribi Light Industrial Estate,
Phase II, Gadong BE1118,
Negara Brunei Darussalam

P.O. Box 470, Gadong Post Office BE3978,
Bandar Seri Begawan,
Negara Brunei Darussalam

Telephone : +673-245 3666 ext 217/218/219/309
Fax Number : +673-245 3777
Contact : Sales Department
Website : www.bruneiconsumerfair.com

C3.0 BUILD-UP AND TEAR-DOWN INFORMATION

Please adhere closely to the Build-Up and Tear-down schedules to ensure smooth operations.

DATES AND TIMES

Build-Up

Date : 21st - 22nd January 2019 (Monday - Tuesday)

Time : 10 00hrs - 21 00hrs

Tear-Down

Date : 28th January 2019 (Monday)

Time : 09 00hrs - 21 00hrs

BUILD-UP SCHEDULE

| ITEMS DATE | 19 th January 2019 (SATURDAY) | 20 th January 2019 (SUNDAY) | 21 st January 2019 (MONDAY) | 22 nd January 2019 (TUESDAY) |
|---|---|---|---|--|
| Floor Marking & Standard Shell Scheme set up by Official Contractor | 09 00 – 21 00hrs | | | |
| Special Design by Official Stand Contractor | | 09 00 – 21 00hrs | 09 00 – 21 00hrs | 09 00 – 17 00hrs |
| Special Design by Non-Official Contractor | | | 09 00 – 21 00hrs | 09 00 – 17 00hrs |
| Electrical Installation | | 09 00 – 21 00hrs | 09 00 – 21 00hrs | 09 00 – 17 00hrs |
| Delivery of Furniture, Audio Visual Equipment, Electrical Supplies & Fittings | | | 09 00 – 21 00hrs | 09 00 – 17 00hrs |
| On-site collection of Exhibitor Passes | | | 09 00 – 21 00hrs | 09 00 – 21 00hrs |
| Moving In and Booth Decoration by Exhibitors | | | | 09 00 – 19 00hrs |
| Completion of Stand Decoration and Construction | | | | 17 00hrs |
| Installation of Telephone Line & Wi-fi Connection (if any) | | | | 17 00 – 19 00hrs |
| Cleaning by Official Stand Contractor | | | | 09 00 – 19 00hrs |

SHOW OPENING HOURS

- 23rd January 2019 10 00 – 22 00 hrs Open for visitors
- 24th January 2019 10 00 – 22 00 hrs Open for visitors
- 25th January 2019 10 00 – 12 00 hrs Open for visitors
 (12 00 – 14 00 hrs *Closed for Muslim Friday Prayers*)
 14 00 – 20 00 hrs Open for visitors
- 26th January 2019 10 00 – 22 00 hrs Open for visitors
- 27th January 2019 10 00 – 22 00 hrs Open for visitors

MOVE-IN AND MOVE-OUT INSTRUCTION TO EXHIBITORS

The exhibition closes at 22 00 hrs on 27th January 2019 (Sunday). For the safety of visitors at the show, exhibitors are not allowed to dismantle their exhibits before 22 00 hrs.

Exhibitors are advised to remove all hand-carried items, souvenirs and valuables once the show closes. Please do not leave your stand unattended or leave exhibits/souvenir items in locked cupboards or within stands for collection the next day, as the furniture suppliers will be moving all moveable items on the same evening as closure.

EXHIBITS CLEARANCE AND STAND DISMANTLING

Removal of heavy exhibits or leaded crates, and dismantling of stands should commence from 09 00 hrs on 28th January 2019 (Monday). All stands and exhibits material must be removed from the exhibition hall by 17 00 hrs on 28th January 2019

IMPORTANT

Please be informed that on the 3rd day of the Event (25th January 2019, Friday), the exhibition will be closed from 12 00 hrs to 14 00 hrs for Muslim Prayers. For security purposes, Exhibitors are strongly advised to leave the exhibition halls and no visitors are allowed to enter.

TEAR-DOWN SCHEDULE

| ITEMS / DATE | 27 th January 2019 (SUNDAY) | 28 th January 2019 (MONDAY) |
|--|---|---|
| Exhibition Closed | 22 00hrs | - |
| Move Out of Equipments & Exhibits | - | 09 00 - 17 00 |
| Shell Scheme Stand and Independent Stand to be Dismantled and Removed from the Exhibition Hall | - | 09 00 - 17 00 |
| Hall Cleaning | - | 09 00 - 17 00 |
| Hand-over of Exhibition Hall | - | 17 00 |

C5.0 CHECKLIST FOR ORDER FORMS

These forms are to be filled by Exhibitors and returned to the Event Organizer on/before the given deadlines. Services cannot be guaranteed for forms that are returned late. **Exhibitors who contract for space after the deadlines are to return the forms immediately.**

We recommend that copies are to be made for your own filing purposes.

Please return the forms to:

D'Sunlit Sdn Bhd

Lot 71, Beribi Light Industrial Estate,
Phase II, Gadong BE1118,
Negara Brunei Darussalam

Telephone : +673-245 3666
Fax Number : +673-245 3777
Email Address : bruneiconsumerfair@dsunlit.com
Website : www.bruneiconsumerfair.com

Please indicate with a tick (✓) the services that are required.

| ORDER FORMS | | FORMS DEADLINES | SERVICES REQUIRED |
|-------------|--|-----------------|-------------------|
| Form 1 | Raw Space & Independent Stand Contractor | | |
| Form 2 | Independent Contractor Pass | | |
| Form 3 | Rental: Furniture and Audio Visual Equipment Electrical Supplies and Fittings and Telephone Lines Other Rental Items AV Equipment Floral decoration | | |

| | |
|---|--|
| Exhibiting Company Name | Please return to: |
| Person in charge: Booth No: Signature: Date: | Marketing Department D'Sunlit Sdn Bhd Email: bruneiconsumerfair@dsunlit.com Fax Number: +673-245 3777 |

C6.0 INDEPENDENT STAND CONSTRUCTION – RULES AND REGULATIONS

1. Identification

All workers employed for the construction of the stand must wear identification badges or contractor passes provided by the Event Organizer at all times when they are in the exhibition hall.

2. Dress Code

All workers are required to be neatly dressed at all times during build-up and tear-down period.

3. Removal of Rubbish

During the build-up period the Exhibitor and/ or Independent Contractor will be responsible for day-to-day removal of its own rubbish (i.e. empty paint cans, lumber scraps, etc). Failure to do so will result in the Exhibitor being liable for service fees involved in rubbish removal and the amount billed to and payable by him.

4. Hall Structure

In the construction of the stand, existing fixtures or walls are not permitted to be used in any way (i.e. nailing, wiring or fixing of exhibits to any existing structure).

5. Open Frontage

All stands in the exhibition, irrespective of height, must have one-half of the frontage on each side open or fitted with transparent material to the underside of the fascia and this is subject to the Event Organizer's approval.

6. Floor Covering

In accordance with the Event Organizer's build-up schedule, Exhibitors doing their own stand construction must arrange to have:

- a. Carpet and back wall installed within 24 hours of the scheduled work commencement date.
- b. Before laying any carpets or platform, the hall flooring must be protected with plywood. The use of paint or glue on the floor of the exhibition hall is strictly forbidden. Failure to comply with these regulations may result in the delay of installation or electrics and equipment move-in, as well as an additional cleaning fee being charged to and payable by the Exhibitor.

7. Fire Regulations

All materials used in the stand construction must be properly fire-proofed in accordance with the local regulations.

8. Building Regulations

All Exhibitors building their own stand must submit a detailed drawing with dimensions illustrating the design of their stand to the Event Organizer **30 days prior to the event** for approval by the Government authorities and the Event Organizer to ensure that the interests of all Exhibitors are observed. Failure to do this may incur extra costs to Exhibitors for special late scrutiny. Exhibitors occupying perimeter space must include in their design a back wall for their stand. Failure to do this will result in the Event Organizer building this wall on the Exhibitor's behalf and re-charging the cost to the Exhibitor.

9. Dismantling

At the close of the exhibition, it is the joint responsibility of the Exhibitor and its independent contractor to dismantle and remove the stand (including debris), in accordance with the dismantling schedule to be issued by the Event Organizer.

10. Electrical Wiring

All electrical installation work at the exhibition must be carried out by the Event Organizer's Official Contractor only.

The cost of three phase outlets covers only the provision of isolator on rental basis and excludes the cost of a Distribution Board. Independent Contractors are required to provide their own Distribution Board for power supply connection. Each of their lighting fixtures will be charged a connection fee separately subject to a maximum of 100 watts per fixture:

Lighting Connection with wiring : BN\$ 80.00 per fixture
Lighting Connection without wiring : BN\$ 40.00 per fixture

All electrical plans MUST be submitted to the Event Organizer for approval at least **30 days before the event commences**. Power points supplied on stands are meant for running equipment/ exhibits only. In the event that these are found used for lightings purposes, the above lighting connection fees will apply. The requisition form can be found in Section C of this manual.

11. Refundable Deposit

When Exhibitors appoint their own Independent Contractor, the Contractor will be required to submit to the Official Contractor (i.e. D'Sunlit Sdn Bhd) a refundable deposit. The deposit is calculated at BN\$ 100.00 per square meter but subject to minimum of BN\$ 2,500.00 per stand. This is to ensure that the rules & regulations are abided by and to cover any damages arising directly or indirectly from any infringements. This is without prejudice to any additional claims by the Event Organizer to the Contractor if the damages exceed the deposit given. Kindly make payment to the Official Contractor by Bank Draft or Telegraphic Transfer before the given deadline.

12. Administration Fee

Non-official contractors need to pay BN\$ 40.00 per square metre as administrative fee to the Official Stand Contractor.

13. Observance of Rules and Regulations

Exhibitors are responsible and liable for their contractor's observance of all rules and regulations including the strict observance of the build-up and tear-down schedule. The Event Organizer reserves the right to charge any such Exhibitor and/ or contractor who has violated any rule and regulation or delayed in the build-up or tear-down, for additional works required as a result of the violations.

14. Registered Contractors

Exhibitors who appoint contractors must ensure that the contractors are registered with the Event Organizer.

15. Deadline for Submission

For stand designs received after **15 December 2018** , the Event Organizer will not be responsible for any rejected designs and should there be any cost incurred due to these rejections, it will be absorbed by the Exhibitors.

The following contractor company will be our contractor for stand building and/or other display work:

Exhibiting Company: Booth No.:
 Contractor (Company):
 Person-In-Charge (Contractor): Contact No.:
 Signature: Date:

We enclose herewith drawings, with dimensions, illustrating the design of our stand for the exhibition.

We, as Exhibitor and our Contractor, understand that all electrical and piping installation must be carried out by the Official Contractor and agree to abide by all the Rules and Regulations of the Exhibition enclosed.

PERFORMANCE BOND (REFUNDABLE SECURITY DEPOSIT)

Deadline for Submission: **15th December 2018**

Sq. m x BN\$ 100.00 per sq. m = **BN\$**
 (minimum of BN\$ 2,500.00 per stand)

Important Note:

When the Exhibitors appoint their own Independent Contractor, the Contractor will be required to submit to the Event Organizer, D'Sunlit Sdn Bhd, a refundable deposit. The deposit is calculated at BN\$ 100.00 per square meter but subject to minimum of BN\$ 2,500.00 per stand. This is to ensure that the rules & regulations are abided by and to cover any damages arising directly or indirectly from any infringements. This is without prejudice to any additional claims by the Organiser to the Contractor if the damages exceed the deposit given. Kindly make payment to the Official Contractor by Bank Draft or Telegraphic Transfer before the given deadline.

ADMINISTRATION FEE (NON-REFUNDABLE)

Deadline for Submission: **15th December 2018**

Sq. m x BN\$ 40.00 per sq. m = **BN\$**

Note: The Event Organizer reserves the rights to stop any Exhibitor and/or their contractors from working within the Exhibition Hall before their stand design/drawing is approved. All designs of stand constructions above 2.44 meters of height must be submitted to D' Sunlit Sdn Bhd for approval by **15th December 2018**

DEADLINE OF DESIGN SUBMISSION: 15th December 2018

All Non-Official Contractors are **COMPULSORY** TO EMAIL BOOTH(S) DESIGN to bruneiconsumerfair@dsunlit.com for pre-approval; the Event Organizer will not be responsible for any instruction given by Exhibition Hall Management to amend the booth structure on site.
 Thank you.

| | |
|---|--|
| Exhibiting Company Name | Please return to: |
| Person in charge: Booth No: Signature: Date: | Marketing Department D'Sunlit Sdn Bhd Email: bruneiconsumerfair@dsunlit.com Fax Number: +673-245 3777 |

Exhibiting Company: Booth No.:
 Person-In-Charge: Contact No.:
 Email Address: Date:
 Signature:

- Kindly complete this form for Exhibitor's Independent Contractor Pass and return before **15 December 2018**
- A non-refundable fee of BN\$5.00 will be charged for each of Exhibitor's Independent Contractor Pass.
- The Exhibitor's Independent Contractor Pass is not transferrable and should apply only to individual personnel working directly to the Independent Contractors. The Event Organiser / Manager reserves the right not to issue any Passes to those who are not related to the Independent Contractors.

| ITEM | UNIT COST (BND) | QUANTITY | AMOUNT (BND) |
|-----------------------------|-----------------|----------|--------------|
| Independent Contractor Pass | 5.00 | | |
| Grand Total (BND) | | | |

We require passes for the following members of our staff:

| NO. | NAME | PASSPORT / IC NUMBER | COMPANY |
|-----|------|----------------------|---------|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |

(Please attach a separate sheet to this form if space is insufficient)

| | |
|---|---|
| Exhibiting Company Name | Please return to: |
| Person in charge: Booth No: Signature: Date: | Marketing Department D' Sunlit Sdn Bhd Email: event@dsunlit.com Fax Number: +673-245 3777 |

OFFICIAL FORM FOR ADDITIONAL REQUESTS AND SERVICES FOR EVENTS AND EXHIBITIONS

Booth No.

Event : _____ Exhibiting Company : _____

Address : _____

Phone Number : _____ Email : _____

Contact Person/ Designation : _____ Signature : _____

Date Requested : _____ OR number : _____ (for account purpose)

A. FURNITURE

| Code | Item | Price/Unit (B\$) | Qty | Total (B\$) |
|------|---|------------------|-----|-------------|
| F1 | Lockable Cupboard (1030L x 535W x 760H) | 80.00 | | |
| F2 | Round Table (900D x 760H) | 80.00 | | |
| F3 | Coffee Table (600L x 600W x 370H) | 55.00 | | |
| F4 | Cushion/Banquet chair | 5.00 | | |
| F5 | Adjustable Bar Stool | 35.00 | | |
| F6 | Aluminum chair with arm rest | 35.00 | | |
| F7 | Bar Table | 35.00 | | |
| F8 | Bar Table Skirting | 15.00 | | |
| F9 | Table (3' X 6') | 45.00 | | |
| F10 | Table (4' X 8') | 50.00 | | |
| F11 | Table Skirting (for 3' X 6' / 4' X 8' table size) | 20.00 | | |
| F12 | Mid-High Showcase | 180.00 | | |
| F13 | High Showcase | 250.00 | | |
| F14 | Literature Rack (A4 slots) - free standing | 45.00 | | |
| F15 | Information Desk / Exhibition Table | 45.00 | | |
| F16 | Shelving (1m x 300mm) | 25.00 | | |
| F17 | Single Wall Panel (1mW x 2.44m H) | 50.00 | | |
| F18 | Wastepaper Basket | 5.00 | | |
| F19 | New Needle Punch Carpet (Standard Colour) | 8.00 per sq. m | | |
| F20 | Sofa Chair (one seater) | 100.00 | | |
| F21 | Beam | 25.00 | | |
| F22 | Round Table 5' | 65.00 | | |

TERMS & CONDITIONS :

- Orders are valid only when accompanied by full remittance.
Payment should be made to Sunlit Advertising Sdn Bhd.
a. HONGKONG AND SHANGHAI BANK A/C No. 004066742001
b. STANDARD CHARTERED BANK A/C No. 01-001-000768-00
- Late orders received after may not be provided and if available, will be subject to surcharge as specified below.
a. 50% surcharge is applied when order is made during onwards.
b. 100% surcharge is applied when the order is made during onwards.
- Please fax completed form to +673-2453777 before

Note: The Organizer / Event Manager has the rights to amend any terms and conditions at any time without prior notice.

IMPORTANT NOTIFICATIONS:

- Normal price of the items is applied when order is made in advance or upon registration.
- Availability of requested items depends on the availability of stocks.
- Request for additional orders and requests is on first come, first serve basis.
- A cancellation fee of 50% of rental price will be levied for cancellations received upon confirmed and paid orders.
- Where it is not otherwise stated, the prices are for the duration of the exhibition days.
- Order without payment will not be guaranteed.
- A fee of 3.5% will be charged for every transaction made using credit card terminal, applicable until further notice.

B. AV PRODUCTS, ELECTRICAL SUPPLIES AND FITTINGS

| Code | Item | Price/Unit (B\$) | Qty | Total (B\$) |
|------|---|------------------|-----|-------------|
| E1 | 4ft flourescent light fitting | 45.00 | | |
| E2 | 100W standard spotlight | 100.00 | | |
| E3 | 400W standard spotlight fitting with metal | 180.00 | | |
| E4 | 60W arm spotlight | 60.00 | | |
| E5 | 12V/50W halogen down light fitting | 70.00 | | |
| E6 | 13AMP 230V single outlet switch socket | 70.00 | | |
| E7 | 13AMP 230V double outlet switch socket | 90.00 | | |
| E8 | 30AMP 230V single phase isolator point | 250.00 | | |
| E9 | 15AMP single phase socket outlet | 160.00 | | |
| E10 | 30AMP 415V 3 phase isolator powerpoint | 800.00 | | |
| E11 | Lighting connection with wiring per lighting | 80.00 | | |
| E12 | Lighting connection without wiring per lighting | 40.00 | | |
| E13 | TV Stand | 100.00 | | |
| E14 | Touch Screen Computer (27" monitor) | 400.00 | | |
| E15 | LED TV 32" | 250.00 | | |
| E16 | LED TV 42" | 400.00 | | |
| E17 | Bluray DVD Player | 100.00 | | |
| E18 | Bar fridge complete with powerpoint | 150.00 | | |
| E19 | Fridge complete with powerpoint | 250.00 | | |

D. FLORAL RENTAL

| Code | Item | Price/Unit (B\$) | Qty | Total (B\$) |
|------|--------------------|------------------|-----|-------------|
| J1 | Potted Plant (3ft) | 15.00 | | |

E. OTHER RENTAL ITEMS

| Code | Item | Price/Unit (B\$) | Qty | Total (B\$) |
|------|--|------------------|-----|-------------|
| G1 | Additional badge | 5.00 | | |
| G2 | New Fascia Board | 30.00 | | |
| G3 | Internet Connection (35 Mbps) | 500.00 | | |
| G4 | Telephone Line - Installation and activation | 150.00 | | |
| G5 | Credit Card Terminal with Telephone Line | 300.00 | | |

TOTAL AMOUNT

B\$ _____

Remarks : _____
Sales Person : _____
Date : _____
Signature : _____



IMPORTANT NOTES:

- Power points supplied on stands are meant for running equipment/ exhibits only. In the event that these are found used for lighting purposes, the lighting connection fees will apply.
- Orders received after the deadline will be subjected to 100% surcharge for all orders from **21 January 2018** onwards.
- All pre-orders must be accompanied by full payment either in cheque or cash to **D'SUNLIT SDN BHD**, otherwise it is not valid. Kindly ensure payment is made in BRUNEI DOLLAR (BN\$). On-site payment shall only be made in cash or International Credit Card. Payment by cheque is not acceptable for on-site payment.
- A cancellation fee of 50% of rental price will be levied for cancellations received upon confirmed and paid orders.
- Where it is not otherwise stated, the prices are for the duration of the exhibition days.

Kindly remit your payment to: **D'SUNLIT SDN BHD**

We will make payment via Telegraphic Transfer.

Bank details:

a. STANDARD CHARTERED BANK

Account Name : D'Sunlit Sdn Bhd
 Account Number : 01-001-000768-00
 Bank Address : 109, 1st Floor, Wisma Hj Mohd Taha,
 Jalan Gadong, BE4119,
 Negara Brunei Darussalam.
 Swift Code : SCBLBNBB

b. BAIDURI BANK

Account Name : D'Sunlit Sdn Bhd
 Account Number : 0200110290009
 Bank Address : Block A, Unit 1-4 Kiarong Complex, Lebuhraya Sultan
 Bandar Seri Begawan BS1518
 Negara Brunei Darussalam
 Swift Code : BAIDBNBB

Note: Orders without payment will not be guaranteed.

| | |
|---|--|
| Exhibiting Company Name | Please return to: |
| Person in charge: Booth No: Signature: Date: | Marketing Department D'Sunlit Sdn Bhd Email: event@dsunlit.com Fax Number: +673-245 3777 |



For option 1 the pricing will be as follows: (Booth Size 2m x 5m)

1) Intermediate Booth - \$1,750

2) Corner Booth - \$2,100

3) Raw Space - \$120 per sqm + \$150 per 9 spm (Government Charges) For Raw Space, it is minimum of 4 booths which will be 40 sqm. Also, for Raw Space, there will be no booth set up, meaning we will only be providing the needle punch carpet without any electrical wiring or furniture, any additional furniture or electrical wiring will be required to fill up the additional order form.

For option 2 the pricing will be as follows: (Booth Size 3m x 3m)

1) Intermediate Booth - \$1,550

2) Corner Booth - \$1,900

3) Raw Space - \$120 per sqm + \$150 per 9 spm (Government Charges) For Raw Space, it is minimum of 4 booths which will be 36 sqm. Also, for Raw Space, there will be no booth set up, meaning we will only be providing the needle punch carpet without any electrical wiring or furniture, any additional furniture or electrical wiring will be required to fill up the additional order form.

Contact Details of D' Sunlit Sdn Bhd

D'Sunlit Sdn Bhd

Lot 71, Beribi Light Industrial Estate, Phase II,
Gadong BE1118,

Mobile: +673-8933398

Office: +673-2453666 EXT. 312

Fax : +673-2453777