



EXHIBITOR MANUAL

(Special booth / Raw space)

The OCSC International
Education Expo 2023, Bangkok

21 –22 October 2023

*Royal Paragon Hall, 5th Floor, Siam Paragon,
Bangkok, Thailand*

Hosted by:



Show Organiser:

CITYNEON
NETWORK

Please forward this manual to the person responsible for exhibit arrangements.

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IMPORTANT CONTACT INFORMATION

Host:	The Office of the Civil Service Commission (OCSC)
Show Organizer:	CITYNEON NETWORK CO., LTD. 436/36-39 Soi 20 Mithuna 11, 20 Mithuna Road., Huaykwang Bangkok 10310 Thailand Tel: +66 2 690 2682-4 ext 17 E-mail: ladda@cityneonthailand.com Contact: Ms. Ladda Chaiprasert
Venue:	Royal Paragon Hall 991 Siam Paragon Shopping Center, Rama 1 Road, Pathumwan, Bangkok 10330 Thailand Tel: +66 2 610 8011 Contact: Ms. Sirinapa Sikarinporn, Sales Manager Tel: +66 81-935-6154 E-mail: sirinapa.s@siamparagon.co.th
Official Accommodation	Novotel Bangkok on Siam Square Siam Square Soi 6, Rama 1 Road. Bangkok 10330 Thailand Tel: +66 2 209 8888 Ext. 2415 Fax: +66 2 255 2445 E-mail: H1031-SL2@accor.com Contact: Ms. Pan Panmarerng, Sales Manager
Official Stand Fitting: Contractor	CITYNEON NETWORK CO., LTD. 436/36-39 Soi 20 Mithuna 11, 20 Mithuna Road., Huaykwang Bangkok 10310 Thailand Tel: +66 2 690 2682 to 4 Ext. 30 E-mail: op@cityneonthailand.com Contact: Ms. Pratchayaporn Phonwaritkul
Official Utility: Contractor	A PLUS UTILITY MANAGEMENT CO., LTD. 50/259 Moo 9 Bangpood, Pakkred, Nonthaburi, 11120 Thailand Tel: +66 2 090 2542-46 Email: info@aplusutility.com Contact: Ms. Phiangrudee Srinamuang
Official Freight Forwarder:	APT SHOWFRIEGHT (Thailand) Limited 11/24, RATCHADAPISEK ROAD, CHONGNONSEE, YANNAWA, Bangkok 10120 Thailand Tel: +66 2 285 3060 Fax: +66 2 285 3068 E-mail: hasnai@aptshowfreight.com Contact: Mr. Hasnai Kongkaew

ENTRANCE ROUTE

Access Royal Paragon Hall before 10.00 hours:

For Public Transportation

Exhibitors will use passenger lift at South Wing from G Fl. to 5th Fl.

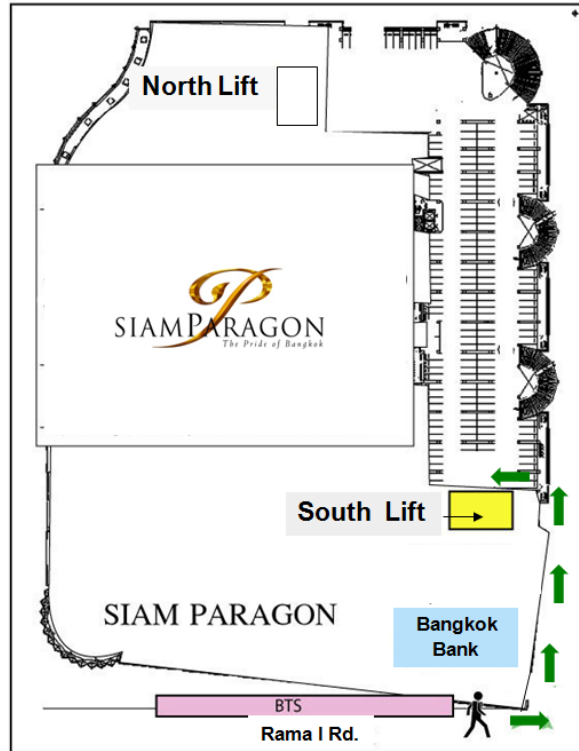
Only.

Remark : For BTS, please use Exit 5

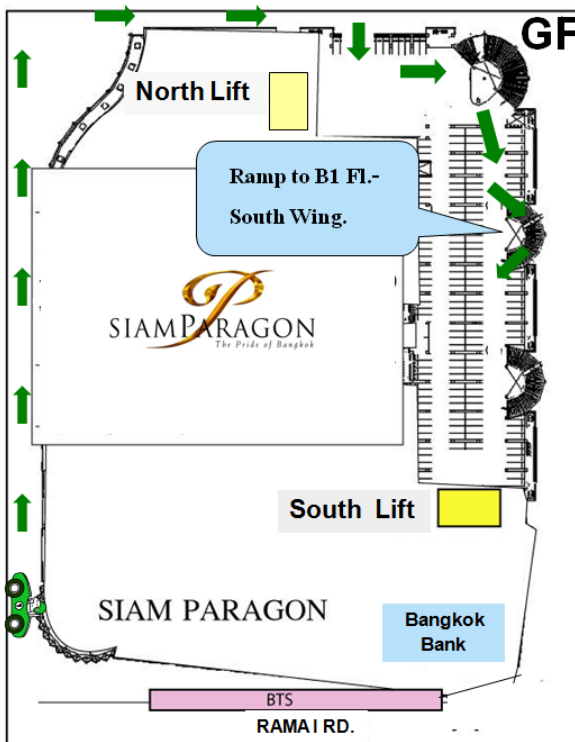
****Access to Royal Paragon Hall
before 10.00 am.,
Exhibitor Badge is required,**

Siam Center

Entrance Routing



Entrance Routing



Siam Center

For Private vehicles (1)

- *Park at B1 Fl.- South Wing **only.***
- *Go up to G Fl. by stairs.*
- *Use passenger lift from G Fl. to 5th Fl.*

****Access to Royal Paragon Hall
before 10.00 am.,
Exhibitor Badge is required,**

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GENERAL INFORMATION ON THE EXPO

- Expo Name:** The OCSC International Education Expo 2023, Bangkok
- Venue:** Royal Paragon Hall, 5th Floor, Siam Paragon, Bangkok, Thailand
- Expo Dates:** 21 – 22 October 2023
- Opening Ceremony:** 21 October 2023 : 11.30 hrs. – 12.00 hrs.
- Exhibition Hours:** 21 October 2023 : 12.00 hrs. – 18.00 hrs.
22 October 2023 : 12.00 hrs. – 18.00 hrs.
(Exhibitors are allowed to access to the exhibition hall from 08.00 hrs. onwards.)
- Exhibition Size:** Gross area 5,000 m²
- Hall 1 Build-up Date:**
20 October 2023 : 17.00 hrs. – 24.00 hrs. (for special design booth)
(No air-conditioning during the set up)
21 October 2023 : 08.00 hrs. – 11.00 hrs. (for standard booth's decoration)
- Hall 2-3 Build-up Date:**
20 October 2023 : 06.00 hrs. – 24.00 hrs. (for special design booth)
(No air-conditioning during the set up)
21 October 2023 : 08.00 hrs. – 11.00 hrs. (for standard booth's decoration)
- Dismantling Date:** 22 October 2023 : 18.00 hrs. – 24.00 hrs.
- Coffee Coupon:** Each 6 sqm. booth will get 2 coffee coupons per each show day.

WIFI:

Royal Paragon Hall offers complimentary WIFI and users can connect to the WIFI for basic internet browsing, web-based email and social applications for up to 30 minutes per session, and up to 20 session per day.

Please note that the speed of the WIFI is dependent on the location and other items which may interfere with the signal. Exhibitors who require a secure network for their usage are advised to order a dedicated fixed-line service from the venue directly.



RAW SPACE (SPECIAL DESIGN BOOTH)

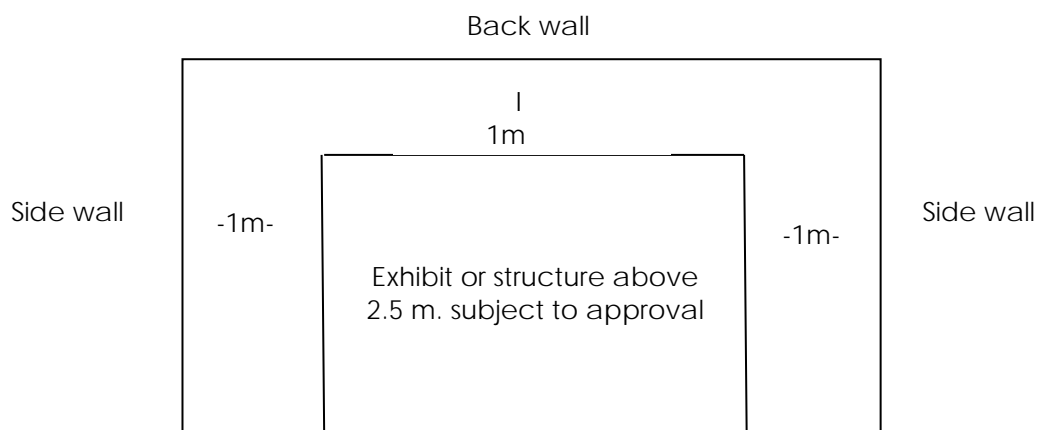
Exhibitors engaging an outside contractor or who carry out special design of their booths must first provide the name of their contractors to the organizer (Form No. 2). Only pre-registered contractors with official badges are allowed to carry out work at the exhibition hall and they must liaise with the official contractor for all electrical work requirements. Unofficial contractors are not allowed to fix any electrical installation.

Exhibitors are to make sure that unofficial contractors complete their work as per the organizers schedule. **Unofficial contractors must submit the following requirements for approval by the organizer:**

1. Design of the stand with perspective view
2. Mechanical and electrical drawing
3. Specification of the materials used in the drawing
- 4. Fully refundable deposit for performance bond of USD 29.00/THB 1,000 per square meter must be placed (minimum levy of USD 261.00/THB 9,000 to maximum of USD 4,350.00/ THB150,000).**
5. Cashier cheque addressed to Cityneon Network Co., Ltd. or Cash must be placed at Cityneon Network Co., Ltd. (at exhibition service center) before/by the set-up day (1 October 2023)

EXHIBITION RULES & REGULATIONS

- 1) Exhibiting companies using **non-official contractors** must send in their booth designs for approval by the official show manager (Cityneon Network Co., Ltd) before building up of the booth.
- 2) The height of special design booth should be **5 meters (for an island booth ONLY)**. For those **who would like to build up higher have to submit their design for the written approval from the show manager**. Any special design booths who share a wall with another booth must not be built higher than 4 meters.
- 3) The maximum height, for standard booth, permitted for any sign, product, fixture or decoration is 3 meters. Any items exceeding 3.5 meters in height must be set back at least 0.5 meter from the aisles or be at least 1 meter from any neighboring wall.



- 4) Double deck booth at the OCSC International Education Expo is not allowed.
- 5) All materials used for decorating or covering of booths must be non-flammable material. Exhibitors must comply with any instruction given by the relevant authority in order to avoid any risk of fire.
- 6) All amenities listed power, lighting/electrical equipment, internet LAN and other IT services can only be obtained through Royal Paragon Hall.
- 7) All electrical installations on stands must comply through the official utility contractor (A PLUS UTILITY MANAGEMENT Co., Ltd.) with the regulations and requirements currently in force of the relevant authorities and the additional regulations issued by Royal Paragon Hall.
- 8) No exhibitors may alter or interfere with the structure of the exhibition premises without the written consent of the show manager.
- 9) Exhibitors must obtain from the show manager the necessary passes for their executives, representatives, booth personnel, workmen or contractors during the installation, exhibition and dismantling periods.
- 10) It is not permissible for the exhibitor to place objects outside the booth area or to obstruct fire safety devices, emergency exits, air-conditioning units and electrical control cabinets.
- 11) Use of the hall ceiling by any exhibitors is only allowed after receiving written permission by the show manager to have any hanging signs or materials.

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- 12) An exhibitor, who has bulky exhibits which cannot be transported freely along the aisles of the exhibition, shall contact the show manager and the official freight forwarder (**APT SHOWFREIGHT**) in good time prior to the set-up and show days in order to plan their inward/outward transport.
- 13) The show manager may make arrangements for any objects left on the booth after the final clearance date to be removed at the risk and expense of the exhibitor. As security against the discharge of all obligations to the show manager which the exhibitor has or may have, the organiser shall be entitled to retain the exhibitor's property until such time as payment in full has been effected. The show manager shall enjoy the same entitlement referred to above in the event of the exhibitor having left behind objects after the final clearance date.
- 14) **The condition of payment must be fully completed in every respect prior to the build-up date (20 October 2023).**
- 15) **If an exhibitor fails to pay any sum due to the organiser/show manager or contravenes or fails to comply with the rules and regulations the organiser/show manager reserve the right to revoke his allotments of space and prohibit his participation in the exhibition. Such action by the show manager shall not prejudice any other remedy, which they shall have against the exhibitor nor reduce the amount paid or owing by him.**
- 16) The official logo of the OCSC International Education Expo can't be used without prior permission from the organiser/show manager.
- 17) In the event of a special tax or some other duty being imposed on undertaking made in accordance with this contract, the exhibitors shall pay the sum in question.
- 18) A booth may only be occupied by the exhibitor to whom it has been allocated and by his accredited agents as approved by the show manager.
- 19) Exhibitors **must** only display exhibits manufactured by themselves or by an associated or subsidiary company or by a company for which they are the accredited agents or distributors.
- 20) **Sub-contracted exhibiting company is not allowed and will be penalized by the show manager at his own discretion.**
- 21) There must be a competent representative of the exhibitor in charge of exhibits at all times that the exhibition is open to visitors.
- 22) The exhibitors during the exhibition period are required to wear the badge designated by the show manager and must attend the booth in order to welcome visitors and administer the exhibits.
- 23) Exhibitors must not operate or put in motion any exhibits without prior permission from the show manager.
- 24) Written permission from the show manager is required for exhibits or demonstrations, which are likely to emit dust, fumes, loud noises or strong odors.
- 25) Guidance and approval should be obtained from the show manager when the exhibits contain motor spirit, oils, calcium, acetylene gas apparatus or any combustible or flammable material.
- 26) The exhibitors shall keep their booth safe and in the best possible condition and shall at the request of the show manager and at the exhibitor's own expense improve the stand if the show manager considers it unsafe or if it creates a poor impression. Exhibited products may not be

removed during the period of the exhibition without the special authorization of the show manager.

- 27) Without the authorisation of the fire authorities and the show manager it is not permissible for the exhibitor to use a naked flame and to store gasses and flammable liquids within the exhibition area.
- 28) **Written consent is required from the show manager for the use of audio, video and lighting equipment (including video bulletins), live music and performances. "Special effects" lighting (disruptive for the neighboring stands), smoke machines and laser projection must not be used in the booth without prior written consent from the show manager.**
- 29) **All exhibitors are asked to keep noise levels to a minimum as not to disrupt other exhibitors during the event. In case of any complaints in regards to noise levels, the exhibitor must reduce the volume as per the show manager instructions.**
- 30) Literature on display and promotional "give-away" items shall be limited to reasonable quantities. Reserve supplies shall be kept in closed containers and stored in a neat and compact manner. **Distribution will not be permitted outside of the booth.**
- 31) The exhibitors are responsible for all personal injury or damage to property arising in connection with the erection and dismantling of the booth on anything permitted, omitted or done thereon or there from during the period of exhibition or the construction and dismantling periods.
- 32) The exhibitors will indemnify the show manager in respect to each and every such claim and all actions proceedings, costs, claims and demands in respect thereof. The exhibitors must take out adequate insurance in respect to such claims.
- 33) The show manager shall not be responsible in any way for the personal injury to the exhibitor or his contractors, invitees, or licensees, cause nor for the loss of or damage to exhibits or to property of the exhibitor.
- 34) Each exhibitor exhibits entirely at his own risk and must insure himself to cover the above mentioned conditions.
- 35) Exhibitors are advised to insure against costs and losses, which may incur in the event of the exhibition being abandoned, cancelled or suspended in whole or part for clauses not within the show manager's control, since the show manager accept no liability in such an eventuality.
- 36) **Although security will be provided for the overall protection of the exhibition, exhibitors are entirely responsible for the security of any goods or personal belongings brought to the exhibition.**
- 37) Smoking is strictly prohibited in the exhibition hall at all time.
- 38) If, for any reasons over which the show manager has no control, restrictions occur in respect to cooling or the supply of electricity and water, the exhibitor shall not be entitled to receive a refund of the stand or part thereof. The exhibitors shall also not be entitled to any form of compensation.
- 39) All exhibits, products or displays must be placed within the exhibit area. In all case, exhibitors must keep the aisle around their booth clear, except by the arrangement with the show manager.
- 40) Carrying in/out, and administration of exhibits must be done by the exhibitor at his own risk and expense.

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- 41) It is not permissible for the exhibitors to damage partitions, floor, or any other goods supplied by the contractors and the venue.
- 42) **Each exhibitor is bound in all respects by these rules and regulations. The show manager reserves the right to waive, add, or alter any of these rules and regulations in the interest of the exhibition either generally or in any particular case.**
- 43) Should any questions arise whether provided for in these rules and regulations or not, the decision of the show manager is final.
- 44) **The exhibitors should take note of matters mentioned in this Exhibitor Manual, or communicated to him in any other way.**

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SERVICES & FORMS

Please return all necessary forms within the stated deadlines.

Form	Title	Deadline	Return to
1	Exhibitor Passes/Badges	8 September 2023	Cityneon
2	Non-Official Contractor	8 September 2023	Cityneon
3	Booth Assistant / Interpreter	22 September 2023	Cityneon
4	Furniture & Accessories Service	22 September 2023	Cityneon
5	Electrical Items	22 September 2023	A Plus Utility Management
6	Electrical for Set-up Booth	22 September 2023	A Plus Utility Management
7	A/V & Computer Equipment	8 September 2023	Cityneon
8	Hotel Reservation	8 September 2023 (Subject to Room Availability)	Novotel Bangkok on Siam Square
9	Shipping	29 September 2023	Cityneon

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FORM 1: EXHIBITOR PASSES/BADGES

Deadline: 8 September 2023

Each exhibitor will be receiving the online Exhibitor Passes/Badges order form website link from the organiser.

Note:

- Number of badges will be provided to the exhibitors according to the exhibiting space.
- Additional or replacement for badges will cost 150 Baht each.

SPACE	BADGES
Space of 6 m ²	5 badges
Space of 12 m ²	10 badges
Space of 18 m ² and over	15 badges

Please return this form to:

CITYNEON NETWORK CO., LTD.

436/36-39 Soi 20 Mithuna 11, 20 Mithuna Road.,

Huaykwang Bangkok 10310 Thailand

Tel: +66 2 690 2682-4 Ext 30

Contact: Ms. Pratchayaporn Phonwaritkul

E-mail: op@cityneonthailand.com

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FORM 2: NON-OFFICIAL CONTRACTOR

Deadline: 8 September 2023

Exhibitor's name _____ Booth No.: _____

Address: _____

Contact Person: _____ Tel: _____ Email: _____

If you are using a contractor other than the official exhibition contractor (Cityneon Network Co., Ltd.), please state the company name, address and telephone numbers below. Please ensure compliance to all the rules regarding non-official contractors (see "Raw Space: Special Design Booth" regulations). Please submit the following requests;

1. Design of the stand with perspective view
2. Mechanical and electrical drawing
3. Specification of the materials used in the drawing
4. **Fully refundable deposit for performance bond of USD 29.00/THB 1,000 per square meter must be placed (minimum levy of USD 261.00/THB 9,000 to maximum of USD 4,350.00/THB150,000).**
5. Cashier cheque addressed to Cityneon Network Co., Ltd or Cash must be placed at Cityneon (at exhibition service center) before/by the first day (1 November 2019)

Contractor's name _____ Booth No.: _____

Address: _____

Contact Person: _____ Tel: _____ Email: _____

Please return this form to:
CITYNEON NETWORK CO., LTD.
436/36-39 Soi 20 Mithuna 11, 20 Mithuna Road.,
Huaykwang Bangkok 10310 Thailand
Tel: +66 2 690 2682-4 Ext 30
Contact: Ms. Pratchayaporn Phonwaritkul
E-mail: op@cityneonthailand.com

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FORM 3: BOOTH ASSISTANT /INTERPRETER

Deadline: 22 September 2023

Exhibitor's name _____ Booth No.: _____

Address: _____

Contact Person: _____ Tel: _____ Email: _____

If you require temporary staff during the exhibition, please fill out the form below for a quotation. The daily rate for an exhibition attendant is not fixed and can be changed depending on the individual requirement.

Requirements /Main Duty: ___ Booth Assistance or ___ Interpreter

Position	Candidate Qualification
Reporting to	Age
Job description	Gender
	Education
	Special skills
	Language skills
	Computer skills
	Working experience
Working days and hours	
Description of the company	
Remarks:	

Date	Service rate (English - Thai) (THB/Person/Day)		No. of Order (Person)	Amount (THB)
	General Booth Assistance	Interpreter		
	4,000	8,000		
	4,000	8,000		
Date	Service rate (Japanese - Thai / Chinese - Thai) (THB/Person/ Day)		No. of Order (Person)	Amount (THB)
	6,500	15,000		
	6,500	15,000		
Remarks: 1. No refund for cancellation 2. Order or request upon show day is subject to management's discretion. 3. Remitting bank charges are to be borne by the exhibitor.			Sub Total	
			7% VAT	
			Grand Total	

Please return this form to:
CITYNEON NETWORK CO., LTD.
 436/36-39 Soi 20 Mithuna 11, 20 Mithuna Road.,
 Huaykwang Bangkok 10310 Thailand
 Tel: +66 2 690 2682-4 Ext 30
 Contact: Ms. Pratchayaporn Phonwaritkul
 E-mail: op@cityneonthailand.com

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FORM 4: FURNITURE AND ACCESSORIES SERVICE

Deadline: 22 September 2023

Exhibitor's name _____ Booth No.: _____

Address: _____

Contact Person: _____ Tel: _____ Email: _____

No.	Code	Description	Dimension (WxLxH cm.)	Until 31 August (THB)	1 September (THB)	QTY	Amount (THB)
Table							
1	CN-05	Square Table	70x70x75	1,455.00	1,720.00		
2	CN-06	Round Table	75x75	1,212.00	1,433.00		
3	CN-07	Long table with white drape	75x150x75	1,455.00	1,720.00		
4	UT-115A	White Bistro Table	60x106	1,576.00	1,863.00		
5	UT-123	Glass Round Table	70x72	2,425.00	2,865.00		
6	UT-143	Glass Bistro Table	600 x1050	1,680.00	2,400.00		
7	UTG-210	Rectangular Coffee Table	60x100x42	2,500.00	3,250.00		
8	UTG-229	Glass Coffee Table	50x55	2,200.00	2,600.00		
9	UTW-239	White Table (wood)	60x74	2,500.00	3,250.00		
Chair							
10	CN-07	Square Chair	50x50x80	691.00	817.00		
11	UC-019W/B	White/Black Chair	63x50x79	650.00	845.00		
12	UCF-219W	White Chair (wood)	38x46x81	1,576.00	2,050.00		
13	UC-124	Barstool (White) adjustable	40x44.5x66-87	1,070.00	1,400.00		
14	UCL-212W	Square Barstool adjustable	44x46x92-113	1,800.00	2,350.00		
15	UCL-257W	Square Barstool adjustable	44x35x66-86	2,000.00	2,600.00		
16	US-117W	White Leather Sofa (1 seat)	74x71x82	1,800.00	2,400.00		
17	US-121W	White Leather Sofa (1 seat)	85x87x69	2,000.00	2,600.00		
18	US-122W	White Leather Sofa (3 seats)	84x192x68	6,000.00	7,800.00		
19	USL-304	White Leather Sofa (3 seats)	62x160x68	3,000.00	3,900.00		
System							
20	CN-001	Information Desk	50x100x75	2,425.00	2,865.00		
21	CN-002	Lockable Cabinet	50x100x75	1,818.00	2,149.00		
22	CN-005	Slope Wall Shelf	30x100	642.00	835.00		
23	CN-004	Flat Wall Shelf	30x100	642.00	835.00		
Other							
24	CN-08	Plant & Basket	80-100 H	550.00	715.00		
25	CN-09	Brochure Stand (A)	40x30x170	1,650.00	2,145.00		
26	CN-10	Brochure Stand (B)	30x40x150	1,700.00	2,210.00		
27		Needle Punch Carpet – Standard Color	1 Sq.m.	300.00	430.00		

Sub Total (THB)

7% VAT (THB)

Grand Total (THB)

Please return this form to:
CITYNEON NETWORK CO., LTD.
 436/36-39 Soi 20 Mithuna 11, 20 Mithuna Road.,
 Huaykwang Bangkok 10310 Thailand
 Tel: +66 2 690 2682-4 Ext 30
 Contact: Ms. Pratchayaporn Phonwaritkul
 E-mail: op@cityneonthailand.com

All orders must be submitted with full payment in favor of:

Orders are valid only when accompanied with full remittance. Cheque or tele-graphic transfer must be made payable to:

A/C Name: Cityneon Network Co., Ltd
A/C No.: 733-102-9887
Bank Name: Kasikorn Bank (Thiam Ruam Mit Branch)

The above items are supplied to exhibitors on rental basis.

- Exhibitors will receive a 30% refund for cancellation before the built-up day. There will be no refund after the first built-up day.
- Please fax transfer slip or receipt to Cityneon Network Co., Ltd. for information.
- Please note that 7% VAT is applicable in Thailand and must be included in your payment.
- Payment by credit card, 3% additional charge will be applied.
- All bank charges (including beneficiary) must be borne by the exhibitor.

FURNITURE REFERENCE

CN-01



CN-02



CN-03



CN-04



CN-05



CN-06



UT-115 A



UT-123



UT-143



CN-07



UTG-210



UTG-229



UTW-239



CN-08



UC-019 W



UC-019 B



FURNITURE REFERENCE

UCF-219W



UC-124



UCL-212W



UCL-257W



US-117W



US-121W



US-122W



USL-304



CN-09



CN-10

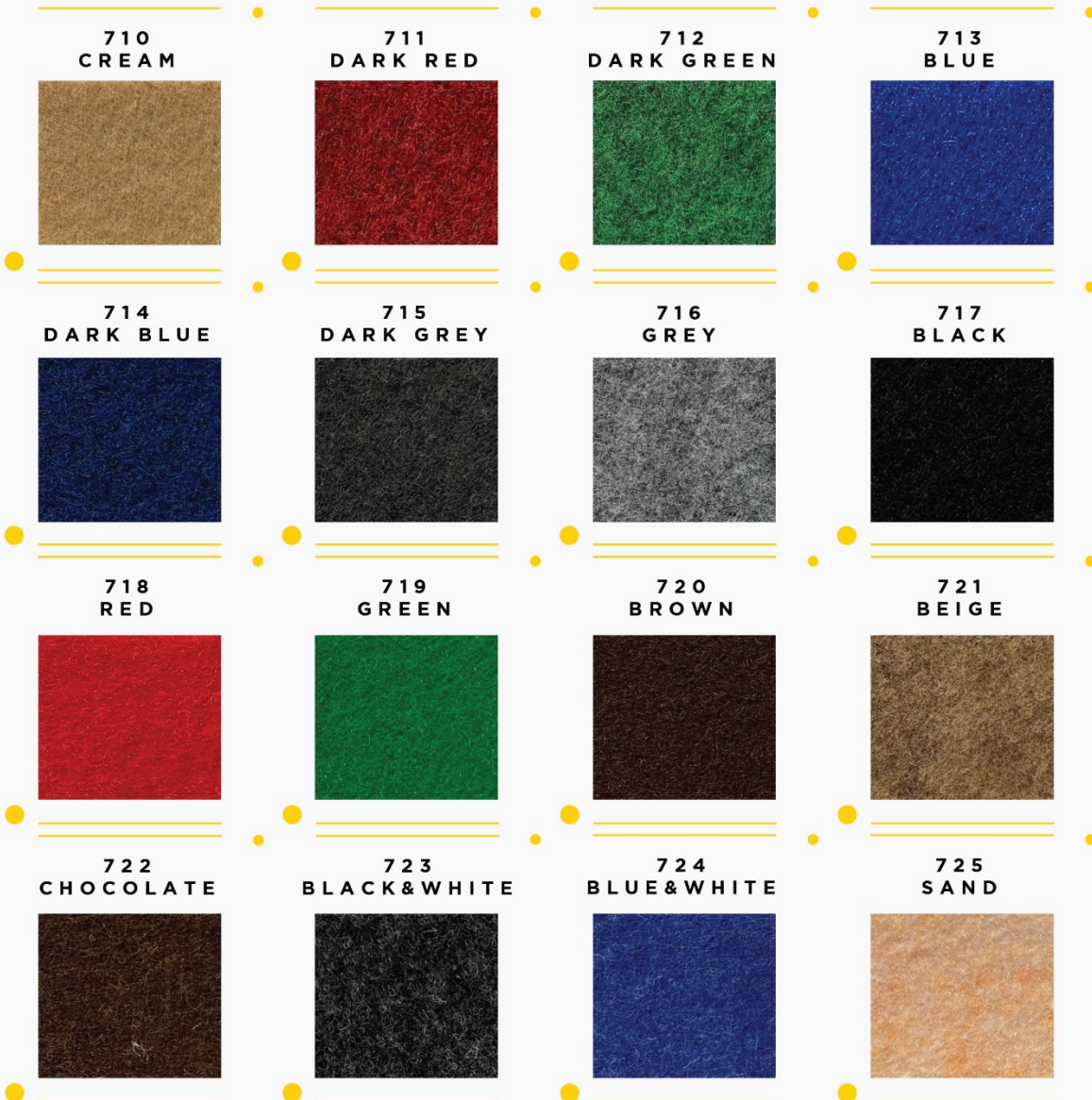


CN-11



FURNITURE REFERENCE (CARPET)

NEEDLE PUNCH CARPET



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FORM 5: ELECTRICAL ITEMS & SERVICE LOCATION PLAN (Page 1/2)

Deadline: 22 September 2023

Exhibitor's name _____ Booth No.: _____

Address: _____

Contact Person: _____ Tel: _____ Email: _____

Items	Until 31 August (THB)	1 September (THB)	QTY	Amount (THB)
Section A: Equipment rental/plus individual fitting, inclusive of power consumption				
Spotlight LED 12W. standard white light	805.00	1,151.00		
Spotlight LED 12W. with arm 25cm white	805.00	1,151.00		
LED tube light 1.2m. 40W. white light	690.00	987.00		
Down Light 60W.	805.00	1,151.00		
Down Light Halogen 50W.	920.00	1,316.00		
Spotlight Halogen 50W. with arm	920.00	1,316.00		
Halogen Lamp 500W. 220V.	3,220.00	4,605.00		
Section B: Breaker for exhibits (NOT for lighting), inclusive of power consumption				
5Amp Socket (w/5Amp fuse) 220V, 50	874.00	1,139.00		
15Amp/220V. Single Phase 50Hz.	3,042.00	3,968.00		
15Amp/380V. Three Phase 50Hz.	8,729.00	11,351.00		
30Amp/220V. Single Phase 50Hz.	5,820.00	7,567.00		
30Amp/380V. Three Phase 50Hz.	17,457.00	22,696.00		
Section C: Breaker for lighting / power point charge for exhibitors using their own				
15Amp/220V. Single Phase 50Hz.	6,107.00	7,947.00		
30Amp/220V. Single Phase 50Hz.	12,220.00	15,882.00		
Connecting (by exhibitor) per unit of 100W.	437.00	627.00		
Connecting (by A Plus) per unit of 100W.	506.00	725.00		

Orders are valid only when accompanied with full payment in favour of

A/C Name: A PLUS UTILITY MANAGEMENT Co., Ltd.

A/C No: 328-241850-6 (savings account)

Bank Name: SIAM COMMERCIAL BANK PUBLIC CO., LTD.

SWIFT Code: SICOTHBK

Sub Total	
7% VAT	
Grand Total	

Remarks:

- On site payment could only be made by cash
- All item will be energized on the last set-up date 1.00 PM
- Early Discount rate is for orders and payments received before deadline; late orders may not be accommodated. If accepted, Standard Rate will be in effect from deadline and On-Site Rate applies during set up.
- The customer will receive only a 30% refund for any cancellation during set up time. There will be no refund for cancellation during show days.
- One socket must be used for one exhibit only at a time. Multipoint connection is not allowed to prevent the risk of power overload.
- The standard supplies are 220V and 380V with approximately 10% voltage fluctuation. For the safety of your equipment, please use a stabilizer.
- The wire transfer fee for payment from oversea shall be the customer's responsibility.
- A surcharge of 100% of electrical equipment will be added for 24-hour operating services.

Please return this form to...

A PLUS UTILITY MANAGEMENT Co., Ltd.

50/259 Moo 9 Bangpood, Pakkred, Nonthaburi,

11120 Thailand

Tel: +66 2 090 2542-46

Contact: Ms. Phiangrudee Srinamuang

Email: info@aplusutility.com



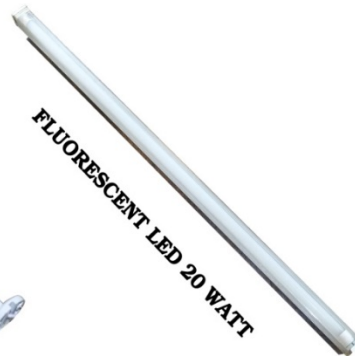
ELECTRICAL EQUIPMENT



SPOTLIGHT 100 WATT STANDARD



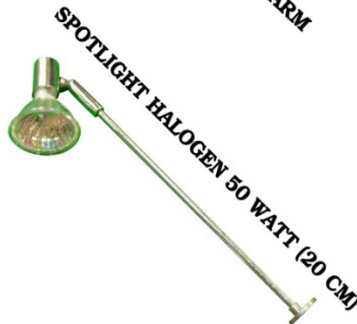
SPOTLIGHT 100 WATT WITH ARM



FLUORESCENT LED 20 WATT



DOWNLIGHT 60 WATT



SPOTLIGHT HALOGEN 50 WATT (20 CM)



SPOTLIGHT HALOGEN 500 WATT



METAL HALIDE 150 WATT



**SOCKET (5 AMP FUSE) 220V, 50 Hz .
(NOTV FOR LIGHTING)**



**SOCKET FOR CONNETING
BY EXHIBITOR PER UNIT 100 WATT**



**CIRCUIT BREAKER
SINGLE PHASE 200 V. 50 Hz.**

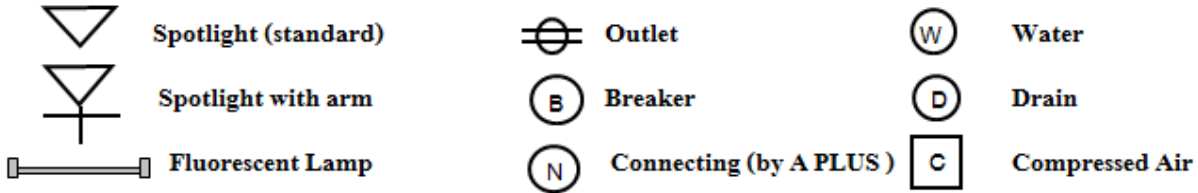


**CIRCUIT BREAKER
THREE PHASE 380 V. 50 Hz.**

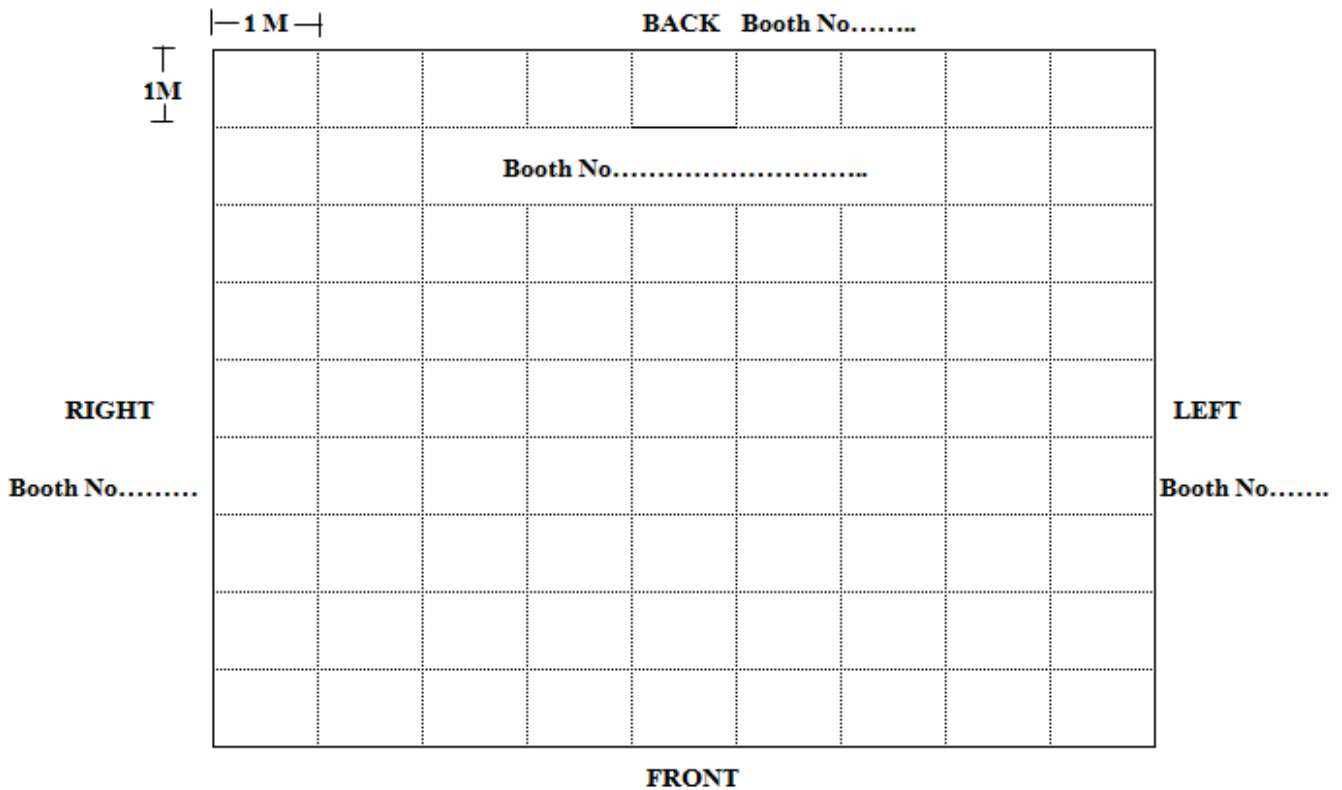
PLEASE INDICATE THE LOCATIONS OF YOUR ELECTRICAL REQUIREMENTS ON BELOW TABLE

If not specified otherwise all your requested utility points will be placed upon to the contractor's discretion.

Any relocated will be charged THB500 –THB1,000 per point for breaker and THB200 per point for lighting equipment



PLAN OF BOOTH



Please return this form to...
A PLUS UTILITY MANAGEMENT Co., Ltd.
 50/259 Moo 9 Bangpood, Pakkred, Nonthaburi,
 11120 Thailand
 Tel: +66 2 090 2542-46
 Contact: Ms. Phiangrudee Srinamuang
 Email: info@aplusutility.com

The OCSC International Education Expo 2023, Bangkok

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FORM 6: ELECTRICAL FOR BOOTH SET UP

Deadline: 22 September 2023

Exhibitor's name _____ Booth No.: _____

Address: _____

Contact Person: _____ Tel: _____ Email: _____

Item	Description	Cost/Day	Qty.	Date	Amount
1	15 Amp/220 V. 1 P 50 Hz.	2,000.00			
2	15 Amp/380 V. 3 P 50 Hz.	5,000.00			
3	30 Amp/220 V. 1 P 50 Hz.	3,200.00			
4	30 Amp/380 V. 3 P 50 Hz.	9,600.00			

Orders are valid only when accompanied with full payment in favour of

A/C Name: A PLUS UTILITY MANAGEMENT Co., Ltd.

A/C No: 328-241850-6 (savings account)

Bank Name: SIAM COMMERCIAL BANK PUBLIC CO., LTD.

SWIFT Code: SICOTHBK

Sub Total

Grand Total

7%VAT

Remarks

- On site payment could only be made by cash
- There will be no refund for any cancellation
- The standard supply is 110V. ,220V or 380 V. with approximately 10% fluctuation. For the safety of your equipment, please use a stabilizer.
- A surcharge of 100% of electrical equipment will be added for 24-hour operating services

Please return this form to...

A PLUS UTILITY MANAGEMENT Co., Ltd.

50/259 Moo 9 Bangpood, Pakkred, Nonthaburi,

11120 Thailand

Tel: +66 2 090 2542-46

Contact: Ms. Phiangrudee Srinamuang

Email: info@aplusutility.com

RULES AND REGULATIONS ON ELECTRICAL SERVICES

The organizer has officially appointed A PLUS UTILITY MANAGEMENT to take a full responsible for these following services.

1. Standard electricity supply

- 1.1 There are two main power supply circuits: "Lighting Power Circuit" and "For Exhibit Power Circuit."
- 1.2 The standard supply is a single-phase AC 220V, 50Hz with approximately 10% voltage fluctuation. For the safety of your equipment, please use a stabilizer.
- 1.3 Other requirements such as single phase 110V, 50Hz or three phase 220V, 50Hz can be specially arranged up on request, please contact our representatives.
- 1.4 All electrical motors must have independent automatic protection against excessive current surge. The Following starter systems should therefore be used:
 - 1.4.1 Direct on line: for up to 5 Hp motor
 - 1.4.2 Star delta: for 5 to 25 Hp motor
 - 1.4.3 Auto transformer: for above 25 Hp motor

2 Standard shell scheme booth electricity

- 2.1 The electrical system provided by the organizer in a 3.00 x 3.00 m standard shell scheme booth comprises of 2 (two) sets of 40 W fluorescent lamps and 1 (one) 5 Amp socket point with all electrical consumption charges included.
- 2.2 The Electrical Services Order Form is divided into 4 sections.

Section A: for exhibitors who need electrical services for their exhibits only.

Section B: for exhibitors who require individual light fittings.

Section C, D: for exhibitors using their own special light fittings, either installed by themselves or by A PLUS UTILITY MANAGEMENT Co., Ltd.
- 2.3 Additional electrical requirements have to be ordered through the Electrical Services Order Form with locations for installation specified. Please read the terms.
- 2.4 It is mandatory for those exhibitors who have been authorized to use their own special lighting to order electrical sources using Section C or D on the Electrical Order Form.
- 2.5 The organizer reserves the right to disconnect the electrical supply to any installations, which in the opinion of A PLUS UTILITY MANAGEMENT Co., Ltd., could be harmful or likely to cause annoyance to visitors or other exhibitors.
- 2.6 Power supplies to the exhibits will be switched off at source 30 minutes after the exhibition closes every evening and 60 minutes after closing on the final day of the exhibition. Exhibitors who require 24 hours electricity supply to their specific requirements should apply accordingly to A PLUS UTILITY MANAGEMENT Co., Ltd. before the deadline.
- 2.7 Any illegal connection or adaptation, using of multiple outlet adaptors, or any extension from the socket point found would yield electrical disconnection without prior notification.

3. Special design booth or raw space electricity

- 3.1 Exhibitors who apply for “Space Only” to build up special designed stands must submit their electrical order together with their layout plan before the deadline.
- 3.2 General Hall lighting will be provided by organizer. All power supplies within the booths as well as for demonstrations can be installed by your own electrical contractors upon the organizer’s approval. Exhibitors should complete and return the order form with full payment to A PLUS UTILITY MANAGEMENT Co., Ltd. within the stated deadline. For safety’s sake, exhibitors are strictly not allowed to connect their exhibits or lighting to the building’s main distribution. The organizer reserves the right to stop power supply in case of improper connections.
- 3.3 The contractors appointed by exhibitors must submit details of electrical installations, layout and specifications to the organizer within the deadline indicated on the Order Form. The following requirement must be stated, otherwise, the application may not be considered.
 - 3.3.1 Company name of the contractor.
 - 3.3.2 Names and identification card / passport number of the attending electrical personnel.
 - 3.3.3 Specification and rating in watts per unit of the light fitting.
 - 3.3.4 Layout drawings made by the contractor.
 - 3.3.5 Completed Electrical Order Form
- 3.4 Approved electricians can collect their personal badges/working permits from the organizer’s show manager office in the exhibition hall by providing their own identification cards in exchange.
- 3.5 All proper power input terminals must be installed by the approved contractor for inspection by A PLUS UTILITY MANAGEMENT Co., Ltd. prior to connection to the supply line.
- 3.6 Priority will be given to those exhibitors who order their electrical from A PLUS UTILITY MANAGEMENT Co., Ltd.
- 3.7 Any illegal connection or adaptation, using of multiple outlet adaptors, or any extension from the socket point found would yield electrical disconnection without prior notification.
- 3.8 No flashing lights will be permitted unless they from an integral part.
- 3.9 The organizer reserves the right to disconnect the electrical supply to any installations, which in the opinion of A PLUS UTILITY MANAGEMENT Co., Ltd., could be harmful or likely to cause annoyance to visitors or other exhibitors.
- 3.10 All electrical installations must conform strictly to the required standard safety regulations without exception.

Violation of these rules may result in the immediate disconnection by authorized agents.

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FORM 7: A/V & COMPUTER EQUIPMENT

Deadline: 8 September 2023

Exhibitor's name _____ Booth No.: _____
 Address: _____

Contact Person: _____ Tel: _____ Email: _____

CODE	ITEMS	Rental per day (THB)	QUANTITY	AMOUNT (THB)
E01	TV 42" + HDMI (USB display) without TV stand	4,000.00		
E02	TV 50" + HDMI (USB display) without TV stand	5,000.00		
E03	TV 55" + HDMI (USB display) without TV stand	5,500.00		
E04	TV 60" + HDMI (USB display) without TV stand	8,000.00		
E05	TV 65" + HDMI (USB display) without TV stand	9,000.00		
E06	TV 70" + HDMI (USB display) without TV stand	12,000.00		
E07	TV STAND + installation	2,000.00		
E08	Wall mount + installation	3,000.00		
E09	Laptop	2,400.00		
E10	Apple iPad Pro 12.9" 128GB Wi-Fi-Cellular	3,000.00		
E11	5G Wi-Fi Router + Internet Sim	4,000.00		
Please indicate the date required: From: ___/___/___ To: ___/___/___ Total: _____ day(s)			TOTAL	
			7% VAT	
			GRAND TOTAL	

Remarks:

1. The above prices are for a rental basis only (not exceed than 5 show days).
2. After the deadline, late orders may not be accommodated. If accepted, a surcharge of 10% after deadline and 30% for onsite orders will be charged and are subject to availability.
3. The customer will receive a 30% refund for any cancellation during set up time. There will be no refund for cancellation during show days.
4. The standard supply is 110V, 220V or 380V with approximately 10% fluctuation. For the safety of your equipment, please use a stabilizer.
5. A surcharge of 100% of electrical equipment will be added if you require 24-hour operating services.
6. No Modification on equipment is allowed. In case of damage, exhibitor will be liable for penalty at 20 times of listed prices.
7. The wire transfer fee from oversea payment or any additional transfer fee shall be the customer's responsibility.
8. Payment made upon presence; we accept cash only.
9. Payment by credit card, 3% additional charge will apply.
10. All payment is subject to 7% VAT. Any exhibitors who need the tax invoice should submit the company name and address according to VAT registration document.
11. **Withholding Tax 3% were applicable when the amount of orders above 1,000 Bath. Exhibitor needs to provide an official Withholding Tax Form together with payments. **

Orders are valid only when accompanied with full remittance. Cheque or tele-graphic transfer must be made payable to:

A/C Name: Cityneon Network Co., Ltd
A/C No.: 733-102-9887
Bank Name: Kasikorn Bank (Thiam Ruam Mit Branch)

Please return this form to:
CITYNEON NETWORK CO., LTD.
 436/36-39 Soi 20 Mithuna 11, 20 Mithuna Road.,
 Huaykwang Bangkok 10310 Thailand
 Tel: +66 2 690 2682-4 Ext 30
 Contact: Ms. Pratchayaporn Phonwaritkul
 E-mail: op@cityneonthailand.com

TV & EQUIPMENT (socket and power consumption are not included) **PAGE 1/1**



- E 0 1 TV 42" + HDMI (USB DISPLAY) WITHOUT TV STAND
- E 0 2 TV 50" + HDMI (USB DISPLAY) WITHOUT TV STAND
- E 0 3 TV 55" + HDMI (USB DISPLAY) WITHOUT TV STAND
- E 0 4 TV 60" + HDMI (USB DISPLAY) WITHOUT TV STAND
- E 0 5 TV 65" + HDMI (USB DISPLAY) WITHOUT TV STAND
- E 0 6 TV 70" + HDMI (USB DISPLAY) WITHOUT TV STAND

E 0 7



E 0 8



E 0 9



E 1 0



E 1 1



The OCSC International Education Expo 2023, Bangkok

21 – 22 October 2023

OFFICIAL & PREFERRED HOTEL

NOVOTEL BANGKOK ON SIAM SQUARE



SPECIAL RATE FOR OCSC EXHIBITORS

Room with breakfast: Single and Twin or Double

Superior Room (single stay): THB 3,600 net

Superior Room (double stay): THB 3,900 net

The rates are net, per room per night inclusive of 17.7% government taxes & service charge, including buffet breakfast.

ONLINE BOOKING is available at <https://novotelsiam.hotels-boutique.com/product/ocsc-expo-2023/>

ROOM TYPES:



Superior room



Deluxe room



The SQUARE

For further assistance please contact:

Ms. Pan Panmareng

Sales Manager

Tel: +66 2 209 8888 Ext. 2415

E-mail: H1031-SL2@accor.com

The OCSC International Education Expo 2023, Bangkok

21 – 22 October 2023

SHIPPING INSTRUCTIONS

OFFICIAL FREIGHT FORWARDER

We have appointed APT as the official freight for the event. If you need to use its shipping service, you can contact them at:

APT SHOWFREIGHT (THAILAND) LIMITED

11/24, Ratchadapisek road, Chongnonsee, Yannawa, Bangkok 10210, Thailand

Tel : (66)(2) 285 3060 (auto)

Fax : (66)(2) 285 3068

E-mail : hasnai@aptshowfreight.com

Mr. Hasnai Kongkaew

SMALL TO MEDIUM PARCEL COURIER

If you have a small to medium parcel(s) to be sent to the exhibition, please do send it to us and we will bring to your booth on Friday 20 October.

Please make on the box your institution name and booth number. Our office address is:

CITYNEON NETWORK CO., LTD

436/36 - 39 SOI 20 MITHUNA 11, 20 MITHUNA ROAD,
HUAYKWANG BANGKOK 10310 THAILAND

Tel : +662 690 2682 - 4 EXT. 17

E-mail : ladda@cityneonthailand.com

Ms. Ladda Chairprasert

Tel : +662 690 2682 - 4 EXT. 30

E-mail : op@cityneonthailand.com

Ms. Pratchayaporn Phonwaritkul

DEADLINE: the parcel(s) must be arrived in our office by 29 September 2023.