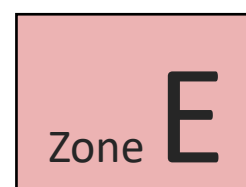
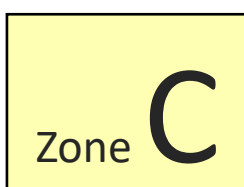
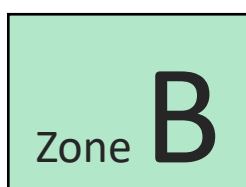
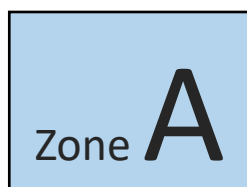




## In-hall Working Schedule (1/8)

### Hall 98, 99, 100



Organized by:



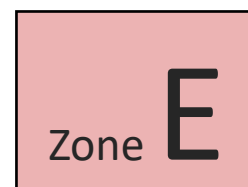
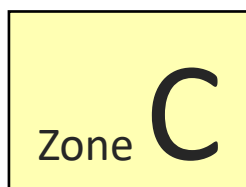
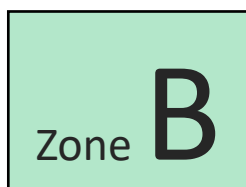
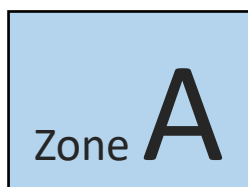
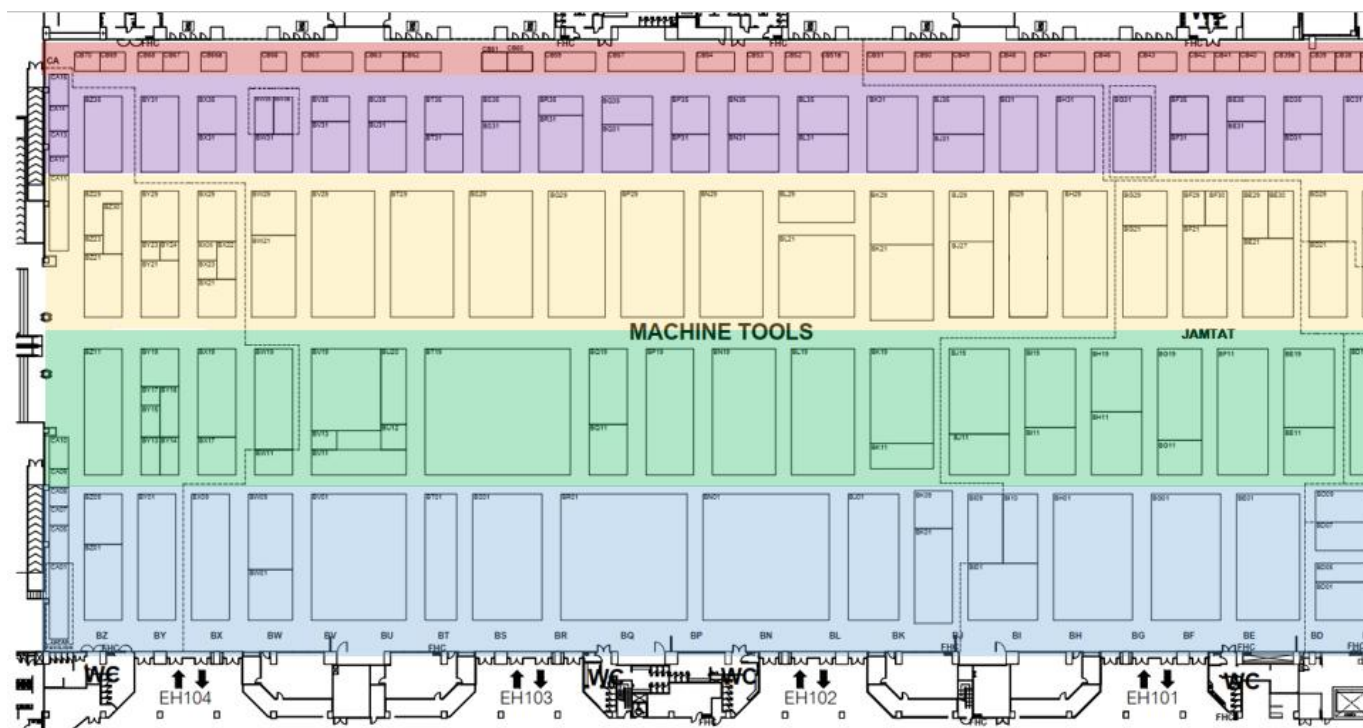
Co-located with:





## In-hall Working Schedule (2/8)

### Hall 101, 102, 103, 104



Please check your exhibition hall and zone.

Organized by:



Co-located with:

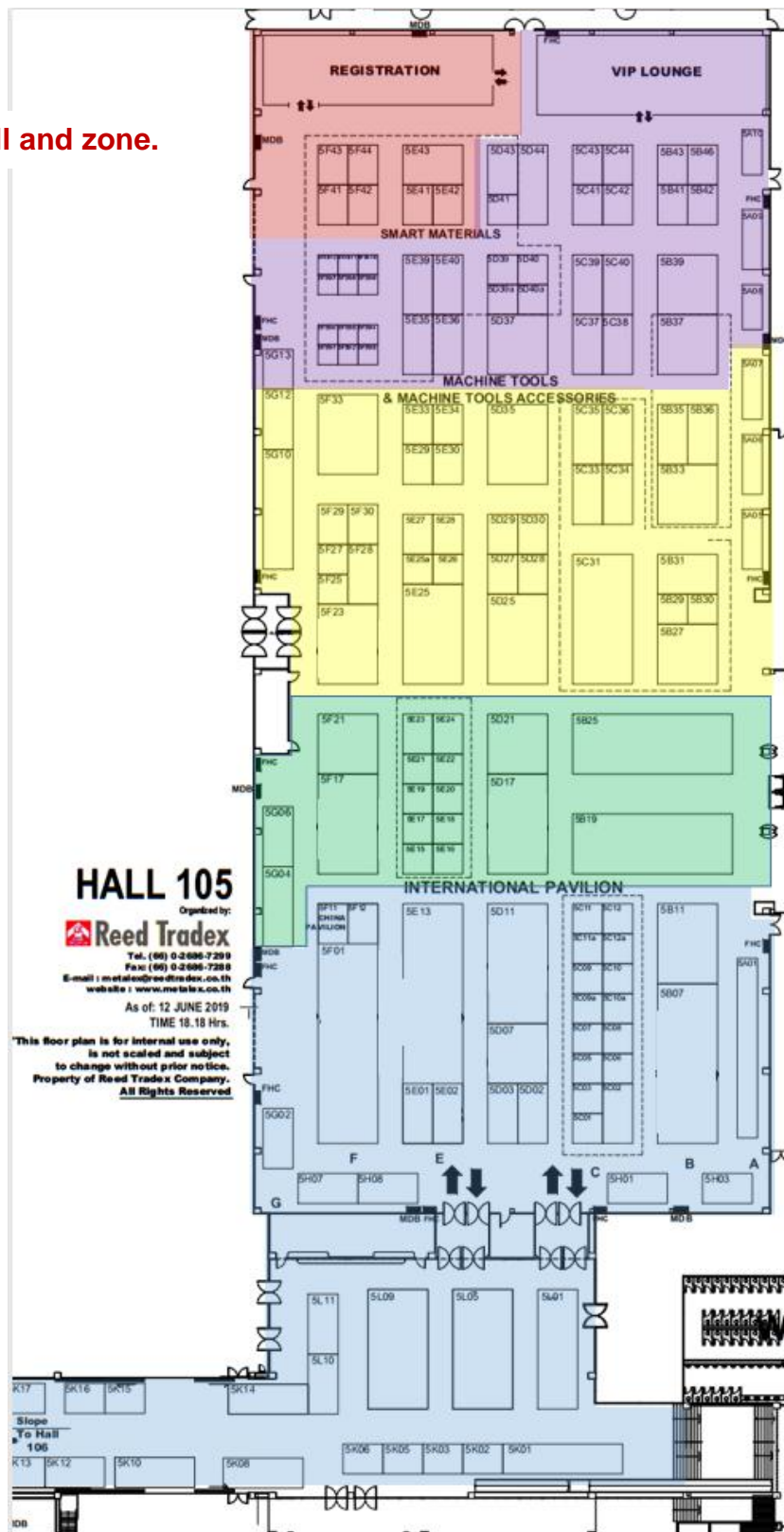
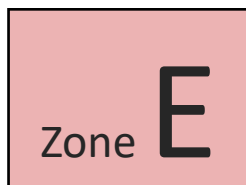
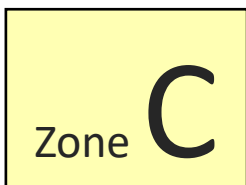
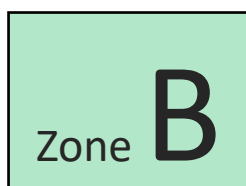
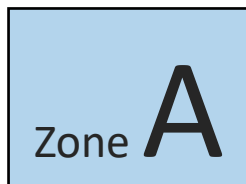




## In-hall Working Schedule (3/8)

### Hall 105

Please check your exhibition hall and zone.



### HALL 105

Organized by:

**Reed Tradex**

Tel: (66) 0-2686-7299

Fax: (66) 0-2686-7288

E-mail: metalex@reedtradex.co.th

Website: www.metalex.co.th

As of: 12 JUNE 2019

TIME 18.18 Hrs.

This floor plan is for internal use only, is not scaled and subject to change without prior notice. Property of Reed Tradex Company. All Rights Reserved

Organized by:



Co-located with:

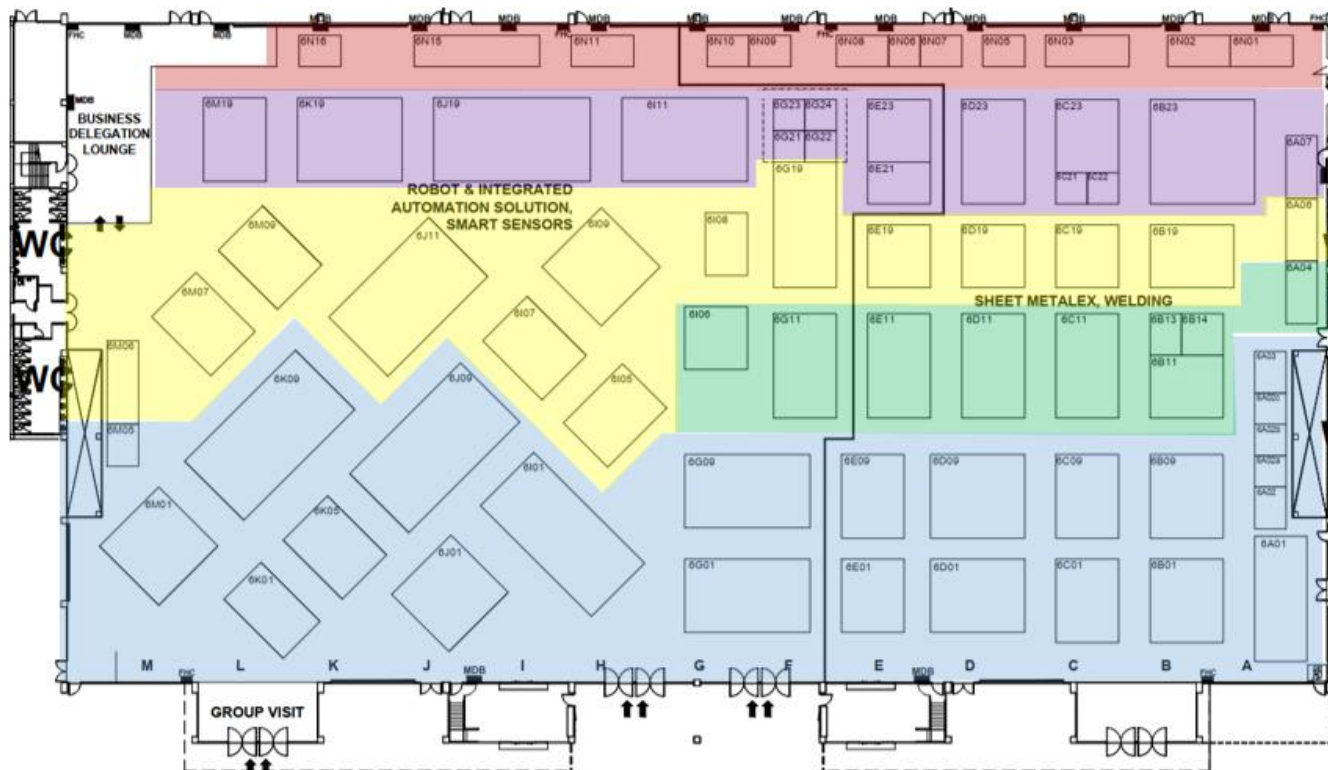




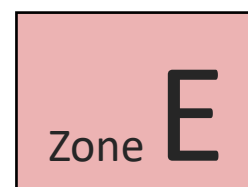
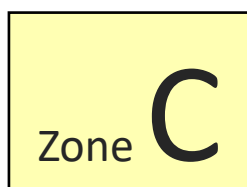
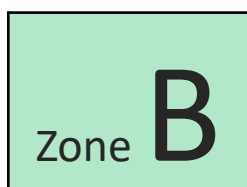
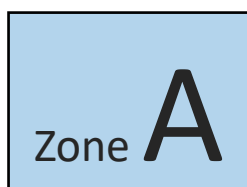


## In-hall Working Schedule (4/8)

### Hall 106



**Please check your exhibition hall and zone.**





## In-hall Working Schedule (5/8)

1. What hall are you in? 2. What would you like to do? 3. What zone are you in?

### MOVE-IN PERIOD: 16 - 19 NOVEMBER 2019

HALL	WORKING DETAIL	ZONE	DATE	TIME	PROCESS
98, 99, 100	Exhibitor Registration	A,B,C,D,E	16-19 NOV 19	08.00 - 18.00	Contact Registration Counter Hall 99
101, 102, 103, 104					Contact Registration Counter Hall 103
105, 106					Contact Registration Counter Hall 106
98,105	Heavy machine handling <u>by Crane</u>	A	16 NOV 19	11.00 - 18.00	Contact Official On-site Handling Agents:  <b>Hall 98 contact at parking <u>Coach Terminal</u></b>  <b>Hall 105 contact at parking <u>P1</u></b>
		B	16 NOV 19	13.00 - 18.00	
		C – D	16 NOV 19	15.00 - 18.00	
		C – D	17 NOV 19	08.00 - 14.00	
	Heavy machine handling <u>by Forklift and Hand lift</u>	A,B,C,D	16 NOV 19	13.00 - 18.00	
			17-18 NOV 19	08.00 - 18.00	
		E	19 NOV 19	08.00 - 12.00	
			19 NOV 19	08.00 - 12.00	
	Booth Construction	A,B	16 NOV 19	14.00 - 22.00	Contact Security Officer:  <b>At outdoor parking <u>P3</u></b>  <b><u>Truck is allowed to unload stuff at Loading area only.</u></b>
		A,B	17 NOV 19	08.00 - 22.00	
		C,D	17 NOV 19	14.00 - 22.00	
		A,B,C,D	18 NOV 19	08.00 - 22.00	
		A,B,C,D	19 NOV 19	08.00 - 20.00	
		E	19 NOV 19	15.00 - 20.00	
	Booth Construction Standard Booth Decoration and Hand carry	A,B,C,D	19 NOV 19	08.00 - 22.00	
		E	19 NOV 19	15.00 - 22.00	
	Electrical Power will start supplying at	A,B,C,D,E	18 NOV 19	10.00	
	Final Hall Cleaning and Gang Way Carpet Commences at	A,B,C,D,E	19 NOV 19	13.00	
	Security Deposit <i>(Not available on 16-18 NOV 19)</i>	A,B,C,D,E	19 NOV 19	18.00	Contact Security Counter Hall 99 and 103
	Exhibition Halls Closing Time	A,B,C,D,E	16-19 NOV 19	22.00	

#### IMPORTANT NOTES:

The exhibition halls will be opened for stand construction and dismantling purposes by follow time table of In-hall Working Schedule. If exhibitors need to work beyond these hours, they must submit the **OD. Requisition form** to the Customer Service Center by 18.00 Hrs. on the day in question. **There will be an extra charge for working hour extension.**

Working Schedule as of 14 June 2019.

Organized by:



Co-located with:





## In-hall Working Schedule (6/8)

### MOVE-IN PERIOD: 16 - 19 NOVEMBER 2019

HALL	WORKING DETAIL	ZONE	DATE	TIME	PROCESS
99,100 101,102 103,104 106	Heavy machine handling <u>by Crane</u>	A	16 NOV 19	11.00 - 18.00	Contact Official On-site Handling Agents:  <b>Hall 99,100 contact at parking Coach Terminal</b>
		B	16 NOV 19	13.00 - 18.00	
		C - D	17 NOV 19	15.00 - 18.00	
		C - D	18 NOV 19	08.00 - 14.00	
	Heavy machine handling <u>by Forklift and Handlift</u>	A,B,C,D	16 NOV 19	13.00 - 18.00	<b>Hall 101-106 contact at Parking P1</b>
			17-18 NOV 19	08.00 - 18.00	
			19 NOV 19	08.00 - 12.00	
		E	19 NOV 19	08.00 - 12.00	
	Booth Construction	A,B	16 NOV 19	18.00 - 22.00	Contact Security Officer:  <b>At outdoor parking P3</b>
		A,B	17 NOV 19	08.00 - 22.00	
		C,D	17 NOV 19	15.00 - 22.00	
		A,B,C,D	18 NOV 19	08.00 - 22.00	
		A,B,C,D	19 NOV 19	08.00 - 20.00	
		E	19 NOV 19	15.00 - 20.00	
	Booth Construction Standard Booth Decoration and Hand carry	A,B,C,D	19 NOV 19	08.00 - 22.00	<b>Truck is allowed to unload stuff at Loading area only.</b>
		E	19 NOV 19	15.00 - 22.00	
	Electrical Power will start supplying at	A,B,C,D,E	18 NOV 19	10.00	
	Final Hall Cleaning and Gang Way Carpet Commences at	A,B,C,D,E	19 NOV 19	13.00	
	Security Deposit <i>(Not available on 16-18 NOV 19)</i>	A,B,C,D,E	19 NOV 19	18.00	Contact Security Counter Hall 99 and 103
	Exhibition Halls Closing Time	A,B,C,D,E	16-19 NOV 19	22.00	

#### IMPORTANT NOTES:

The exhibition halls will be opened for stand construction and dismantling purposes by follow time table of In-hall Working Schedule. If exhibitors need to work beyond these hours, they must submit the **OD. Requisition form** to the Customer Service Center by 18.00 Hrs. on the day in question. **There will be an extra charge for working hour extension.**

Working Schedule as of 14 June 2019.

Organized by:



Co-located with:





## In-hall Working Schedule (7/8)

SHOW DAY PERIOD (20-23 November 2019)	DATE	TIME
Exhibition Hours	20-23 NOV 19	10.00-18.00
Exhibition Halls opened for Exhibitors	20 NOV 19	08.00-19.00
	21-22 NOV 19	09.00-19.00
	23 NOV 19	09.00-02.00
Security Deposit <i>(Not available on 23 NOV 19)</i>	20-22 NOV 19	18.00
Exhibition Halls Closing Time	20-22 NOV 19 23 NOV 19	19.00 02.00

### IMPORTANT NOTES:

1. On exhibition days, exhibitors are permitted to enter the exhibition hall as per In-hall Working Schedule. For security reasons, exhibitors who require admittance to their stands outside these hours must obtain permission from the Customer Service Center by 16.00 Hrs. on the same day and engage a security guard. **There will be an extra charge for working hour extension.**
2. Outside Contractor holding **Standby badge** is allowed to enter to exhibition halls at 10.00-18.00 Hrs. only. If the contractor needs to work beyond these hours, the exhibitor must submit the **OD. Requisition form** to the Customer Service Center to get permission from the organizer.

*Working Schedule as of 8 July 2019.*

Organized by:



Co-located with:







## In-hall Working Schedule (8/8)

TEAR-DOWN PERIOD (23-24 November 2019)	DATE	TIME
Disconnection / Cut-off of all utilities (Exhibitors who need to use electrical power after 19.00 Hrs. must inform Official Electrical Contractor at Customer Service Center <u>before 18.00 Hrs.</u> )	23 NOV 19	18.15
Collection of rental items from	23 NOV 19	18.15
Removal of hand-carried exhibit for <b>4 wheel truck ONLY</b> - Exhibitor in hall 98-106 register truck with Security Officer at <b>Outdoor Parking P1</b>  <i>Remark: All hand-carried exhibits must be moved out within 23 Nov 2019 only.</i>	23 NOV 19	<b>Zone E</b> 18.00-18.30 <b>Zone D</b> 18.30-19.00 <b>Zone C</b> 19.00-20.00 <b>Zone A,B</b> 20.00-21.00
Removal of hand-carried exhibit for <b>6-18 wheel truck</b> - Exhibitor in hall 98-100 register truck with Security Officer at <b>Outdoor Parking P3</b> - Exhibitor in hall 101-106 and Foyer 101-104 register truck with Security Officer at <b>Outdoor Parking P1</b>	23 NOV 19	<b>All Zones</b> 21.00-02.00
Heavy Exhibits Handling by On-site Handling Agents - Hall 98-100 register at <b>Outdoor Parking P3</b> - Hall 101-106 and Foyer 101-104 register at <b>Outdoor Parking P1</b>	23 NOV 19 24 NOV 19	21.00-02.00 08.00-18.00
Dismantle Booth Structure	23 NOV 19 24 NOV 19	18.00-02.00 08.00-18.00
Removal Booth Structure by <b>6 wheel truck</b> - Hall 98-100 register at <b>Outdoor Parking P3</b> - Hall 101-106 and Foyer 101-104 register at <b>Outdoor Parking P1</b>  <i>Remark: All booth structures in Zone C and D must be removed within November 23, 2019 only.</i>	23 NOV 19	<b>Zone C, D, E</b> 22.00-02.00
Removal Booth Structure <b>6 wheel truck</b> - Hall 98-100 register at <b>Outdoor Parking P3</b> - Hall 101-106 and Foyer 101-104 register at <b>Outdoor Parking P1</b>	23 NOV 19 24 NOV 19	<b>Zone A+B</b> 22.00-02.00 08.00-18.00

### IMPORTANT NOTES:

On closing night of **23 Nov 2019**, the exhibition halls will be opened until 02.00 Hrs. The removal of hand-carried goods starts during 18.00-22.00 Hrs. We strongly recommend that one staff member remain at your stand to ensure the safety of your displays while they are being dismantled.

*Working Schedule as of 14 June 2019.*

Organized by:



Co-located with:







## On-site Operations Schedule

### 1. Delivery of Exhibits

- 1.1 The exhibitor's and/ or his representative should be present at the stand to accept delivery. RTDX does not accept responsibility for delivery on behalf of exhibitors, nor will RTDX be responsible for the safekeeping of such items after delivery.
- 1.2 ***As access to the exhibition premises is restricted, exhibitors should ensure that the delivery, loading and unloading of goods is carried out at the designated loading/unloading bays. Vehicles at these bays will be under the supervision and direction of our official on-site handling agents and the exhibition security officers.***
- 1.3 To avoid congestion, only small items or goods that can be taken out of their cases without risk of damage can be unpacked in the Hall. For major item, exhibitors should arrange with their freight forwarder to unpack away from the exhibition premises.
- 1.4 Exhibits can then be delivered and immediately placed in position on the stand by the official on-site handling agents. Exhibitor is recommended not to be too late with their deliveries to the hall as they may face delay in having the exhibits move to the booth and thus delaying completion of their booth.

**Exhibits should NOT be sent to the Exhibition Hall until the stand has sufficiently progressed**

### 2. Clearance and On-site Handling

#### **Only Official On-site Handling Agents Are Permitted to Work in Hall**

For insurance reasons and to ensure proper control of freight, only the official on-site handling agents are permitted to work in-hall and operate lifting equipment. Any freight forwarders may deliver goods to the Exhibition Hall, but they must hand over to our official on-site handling agents for delivery to the booth, unless one man, without mechanical equipment, can carry the consignment. If the exhibit is particularly fragile, the freight forwarder making the delivery to the hall may appoint a supervisor to accompany and advise the official on-site handling agents on handling requirements.

**FAILURE TO NOTIFY US OF YOUR REQUIREMENTS AND TO OBSERVE THESE PROCEDURES MAY LEAD TO DELAYS ON SITE, AS ON-SITE HANDLING AGENT OPERATION WILL TAKE PRIORITY.**

#### **ATA CARNET CLEARANCE**

If you intend to merely display your products and take orders (no sales) then you may wish to use an ATA Carnet.

The following conditions apply to Carnet clearance: -

- a. Goods under a Carnet cannot be sold, given away, consumed or destroyed.
- b. Carnet goods must be re-packed exactly as they were originally shipped.  
Original outer packing including wrapping paper must be retained by the exhibitor and used at the time of re-packing.

Please be advised that the exhibits, brochures, etc. should arrive in Bangkok as shown in the following schedule: -



<b>Sea freight</b>	a) Arrival of <u>documents</u> in Bangkok	1 November 2019
	b) Arrival of <u>consignments</u> in Bangkok	7 November 2019
<b>Air freight</b>	a) Arrival of <u>documents</u> in Bangkok	7 November 2019
	b) Arrival of <u>consignments</u> in Bangkok	10 November 2019
Arrival of film and video tapes		10 November 2019

- c. Weight and piece count of goods to be re-shipped under a Carnet must be identical to the original weight and piece count of goods cleared.

Goods that will be given away (brochures, price lists, novelties, etc.) or goods that are consumed (example: photocopier paper) cannot be handled under a Carnet.

Procedure: An ATA Carnet is issued by a Chamber of Commerce in participating countries through an international arrangement known as the IBBC Chain, sponsored by the International Chamber of Commerce in Paris.

A Carnet must be secured by a pledge roughly approximate to 40% of the value of the merchandise. As different financial instruments may be used to acquire a Carnet, please check with your local authorities for details.

To obtain a Carnet please check with your local Carnet office, but estimate a minimum of 5-7 working days.

Approximately 40 nations participate in the ATA Carnet program. If your government does not, then you will have to clear your shipment and pay duty, consumption tax.

For further details and application procedure, please consult with your local International Chamber of Commerce representative.

### 3. Operation of Stands

All stands should be fully staffed and operational during the times the exhibition is open to visitors. The exhibitor **SHOULD NOT** participate in any activity, which, in RTDX's opinion, is likely to cause annoyance to visitors or other exhibitors. In particular, audio-visual display equipment should be positioned and the sound level should be adjusted to comply with this requirement.

All activities of the exhibitors and their staff should be confined to the stand/ site allocated. No advertising or canvassing for business may take place elsewhere in the Exhibition Hall, no staff recruiting may be carried out during the exhibition other than the search for local agencies for the sale of exhibitors products. No move-in or removal of exhibits to and from the stand is allowed during the show's opening hours.

### 4. Removal of Exhibits

Personal property and portable exhibits or hand carried items may be removed from the Exhibition Hall after show closed on the last day. While RTDX will maintain a security service, Exhibitors are reminded that goods will be most at risk at this time. Their stands should not be left unattended until all portable items have been removed, packed, and hired items and equipment collected by the appropriate suppliers.

The removal of exhibits requiring mechanical assistance will commence after show closed on teardown day as well as dismantling of stand-fitting and electrical installations.

### 5. Stand Cleaning

RTDX will arrange for the general cleaning of the Exhibition Hall. It is the responsibility of exhibitors to maintain their own stands in a tidy condition at all times. The cleaning contractors are not permitted to touch exhibits.

Organized by:



Co-located with:





## 6. Furniture

While exhibitors may obtain furniture from any source they wish, a full range of items is available for rental from the official stand contractors. Please submit your requirements on **Form 6A and 6B**.

## 7. Telephone Service

Public telephones are situated within the exhibition hall. Exhibitors may also hire temporary telephones for their stand. Orders can be made on **Form 9**

## 8. Temporary Manpower

Requests for temporary manpower should be directed to the Organizer using **Form 10**.

## 9. Catering

There are restaurants and a cafeteria offering an excellent quality of local and western food in the exhibition hall 103, 106, Basement 1 and 3<sup>rd</sup> Floor Hall 98.

## 10. Car Parking

Ample car parking space is available for exhibitors and visitors around the exhibition hall.

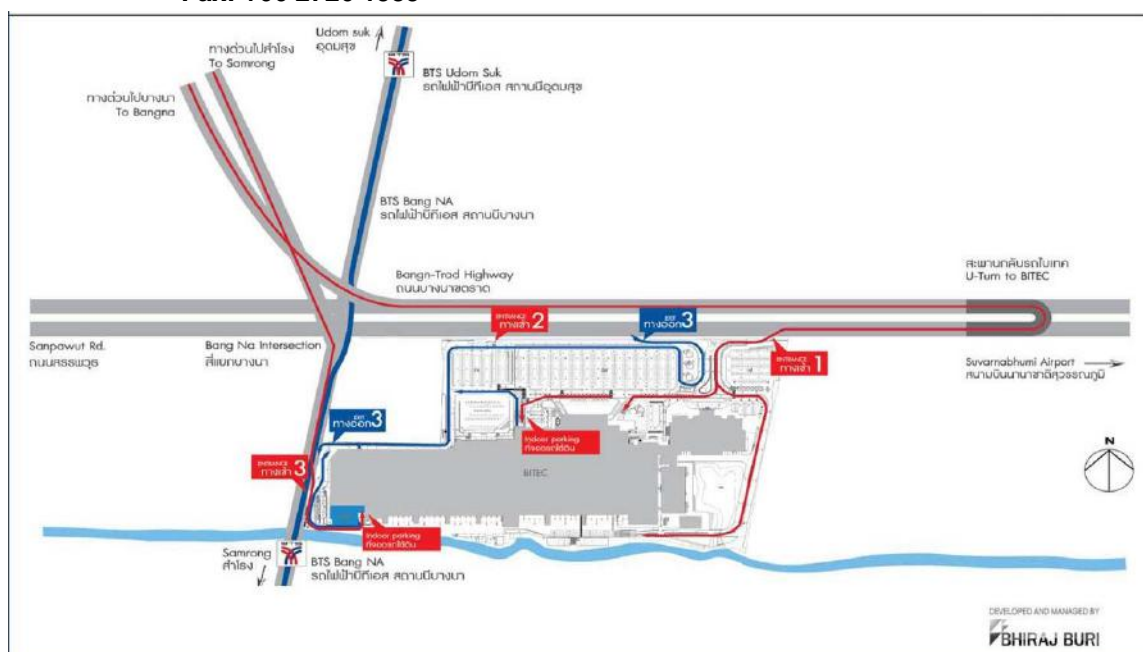
## 11. Air Conditioning

Air conditioning will be opening during the show.

## 12. Communications Facilities to Exhibitor Stand

During the show, any incoming telephone to exhibitors should bear the name of the exhibitors and stand number and be addressed to: -

**METALEX 2019**  
C/O **Bangkok International Trade and Exhibition Center (BITEC)**  
**88 Bangna-Trad (Km. 1) Bangna, Bangkok 10260, Thailand**  
**Tel: +66 2726 1999**  
**Fax: +66 2726 1939**



Organized by:



Co-located with:

