

EXHIBITOR'S MANUAL

OCEAN MARINA PATTAYA BOAT SHOW 2019

CALL CENTER ON SITE, PLEASE CONTACT

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Schedule	Year 2019	Time	Activities
Assembly	19 - 20 Nov	08:00 – 20:00 hr.	Exhibitors at Open Space, On-Water, Standard Booth, F&B
Show Time	21 Nov – 23 Nov	11:00 – 19:00 hr. 11:00 – 21:00 hr.	Exhibition Hours. All Booths For F&B Booth.
	24 Nov	11:00 – 18:00 hr. 11:00 – 18:00 hr.	Exhibition Hours. All booths. For F&B Booth.
Dismantle	24 Nov	18:00 – 22:00 hr.	Remove and disassemble
	25 Nov	09:00 – 18:00 hr.	

Remarks

- All exhibitors, contractors and suppliers must complete set up process before 10.00 hr. on 21 November 2019 in order that the inspection to be conducted before the show.
- Exhibitors will dismantle their booths on 24 November 2019 after 18:00 hr. No exhibitor will be permitted to remove products prior to this time. Move out process for exhibitors will commence once all guests have exited the venue.
- Pai-Ping Co., Ltd. on behalf of Ocean Marina Pattaya Boat Show will facilitate every exhibitor during the set-up and disassembling procedures, for further information, **please contact Khun Panee Jantarapornsilp (Boom)**
Mobile. 089-777-3971 Email: bum.paiping@gmail.com
- Exhibitors may store their goods and materials at store room provided by the event organizer. The freight elevator will be available from 09:00 – 20:00 hr. Ocean Marina Pattaya Boat Show will not accept or sign delivery of any goods on behalf of the exhibitors, nor will be responsible for the safety of any such items delivered to the site in the absence of exhibitor.

OTHER SERVICES AND FACILITIES

1. Name Badge Procedure

CONTRACTOR BADGE

- 1) Contractors must present ID Card or Driving License at the registration station and return the contractor badge upon setup completion.
- 2) Contractors must always have the Contractor Badge visibly worn. Contractors with no badge presented will be denied access to the event.

EXHIBITOR BADGE

- 1) Exhibitors are required to register and receive the Exhibitor Badge at the Registration Station by the main entrance to access the boat show and function areas.
- 2) 4 x badges per each booth including On-Water boats, Standard, F&B. 10 x badges per each Open Space booth.
- 3) Exhibitors must always have the Exhibitor Badge visibly worn. Exhibitors with no badge presented will be denied access to the event.

2. Installation and Dismantling

SET UP AND INSTALLATION

- 1) Trucks or other delivery vehicles must park at the entrance. Ocean Marina Pattaya Boat Show Staff will be there to regulate for traffic arrangement and assist with loading onto the loading dock. Small vehicles be allocated parking time of 45 minutes, large vehicles (6-wheels and up) will be allocated 60 minutes.
- 2) Delivery vehicles must park in the parking area after completing delivery process.
- 3) No vehicles are allowed to park in the loading area.
- 4) No delivery vehicles are allowed to enter the show area. Exhibitors incurring damage resulting from non-compliance will be fined 5,000 THB.
- 5) All motorized vehicles, including forklifts, are prohibited to drive over the grass.

DISMANTLING

- 1) Trucks or other delivery vehicles must park at the entrance. Ocean Marina Pattaya Boat Show Staff will be there to regulate for traffic arrangement and assist with loading onto the loading dock. Small vehicles be allocated parking time of 45 minutes, large vehicles (6-wheels and up) will be allocated 60 minutes.
- 2) Delivery vehicles must move away from the loading area immediately after completing the process.
- 3) No delivery vehicles are allowed to enter the show area. Exhibitors incurring damage resulting from non-compliance will be fined 5,000 THB.
- 4) All motorized vehicles, including forklifts, are prohibited to drive over the grass.

3. Installation and Decoration

Exhibitors may install the available booth stands. Should the exhibitor wish to install the booth on their own, they must conform to the following details.

1) Raw Area Booth

- 1 table + 2 chairs with cover
- Wooden floor or equivalent with carpet topping
- Company Name Sign
- 1 trash bin
- 1 Fluorescent Light
- 1 Electric Socket (5 Amp.) with unmovable spot

2) Standard Booth

- 1 table + 2 chairs with cover
- 3 sides partition (3 m x 2.4 m)
- Wooden floor or equivalent with carpet topping
- Company Name Sign
- 1 trash bin
- 1 Fluorescent Light
- 1 Electric Socket (5 Amp.) with unmovable spot

3) F&B Booth

- 1 table + 2 chairs with cover
- 3x3 m tent with gutter and 4 x side cover sheets
- Company Name Sign
- 1 trash bin
- 1 Fluorescent Light
- 1 Electric Socket (5 Amp.) with unmovable spot

3) Any unwanted items cannot be refunded nor substituted for other items.

4) Exhibitors are required to recheck the booth installation and decoration including furniture. Notification is required beforehand, exhibitors otherwise may be responsible for any damage incurred.

EXHIBITOR ADMITTANCE

- Exhibitors are not permitted to leave stock at any of the doorways as doors must be kept clear at all times.
- Exhibitors are not permitted to nail or attach any printed material in their own stand or any other part of the Exhibition area. Damage resulting from installation will be directly charged to the exhibitors.

4. Additional Stand Structures

- 1) Exhibitors with additional stand structures will need to submit plans for preliminary approval by 5th November. Structures deemed as unstable will need to be modified or removed from the exhibition.
- 2) Exhibitors must inform the additional electric equipment by 5th November. A fee will be applied after the mentioned date.

RULES & REGULATIONS

1. Exhibitors must present at their own stand during the show hours.
2. Access to the Boat Show event will strictly be permitted only during the operational hours.
3. Exhibitors will be responsible for the action of their company representatives.
4. Ocean Marina Pattaya Boat Show will not hold any responsibility for any unprecedented situations.
5. Exhibitors are not permitted to display their own goods or leaflets in any other parts of the stand.
6. Ocean Marina Pattaya Boat Show will not be responsible for loss or damage of all goods and equipment in the stand area. Exhibitors and owners are held responsible for the safety and protection of their own goods.

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Official Daily Program

Thursday 21st November		Where
11:00 – 19:00 hr.	Exhibition Show time (except F&B Booths can open until 21:00 hr.)	Exhibition Zone
11:00 – 18:30 hr.	-Free Cruising on Yacht (11:00/11:30/12:00/12:30/13:00/13:30/14:00/14:30 hr.) -Paid Cruising on Yacht (15:00/15:30/16:00/16:30/17:00/17:30/18:00/18:30 hr.) -Sunset Cruise (17:00 – 19:00) -Paid Helicopter Ride (10:00 – 11:30/13:00 – 14:30/16:00 – 17:30)	Daily Register for cruise at Cruise on Yacht Tent
16:00 – 17:00 hr.	Grand Opening Ceremony	On Stage
Friday 22nd November		
11:00 – 19:00 hr.	Exhibition Show time (except F&B Booths can open until 21:00 hr.)	Exhibition Zone
11:00 – 19:00 hr.	-Free Cruising on Yacht (11:00/11:30/12:00/12:30/13:00/13:30/14:00/14:30 hr.) -Paid Cruising on Yacht (15:00/15:30/16:00/16:30/17:00/17:30/18:00/18:30 hr.) -Sunset Cruise (17:00 – 19:00) -Paid Helicopter Ride (10:00 – 11:30/13:00 – 14:30/16:00 – 17:30) -Fashion Show (17:00 – 18:00)	Daily Register for cruise at Cruise on Yacht Tent
19:00 – 21:00 hr.	OMPBS'19 Networking Cocktail Party (by Invitation Only)	Beer Garden
Saturday 23rd November		
11:00 – 19:00 hr.	Exhibition Show time (except F&B Booths can open until 21:00 hr.)	All booths
11:00 – 19:00 hr.	-Free Cruising on Yacht (11:00/11:30/12:00/12:30/13:00/13:30/14:00/14:30 hr.) -Paid Cruising on Yacht (15:00/15:30/16:00/16:30/17:00/17:30/18:00/18:30 hr.) -Sunset Cruise (17:00 – 19:00) -Paid Helicopter Ride (10:00 – 11:30/13:00 – 14:30/16:00 – 17:30) -Fashion Show (17:00 – 18:00)	Daily Register for cruise at Cruise on Yacht Tent
Sunday 24th November		
11:00 – 18:00 hr.	Exhibition Show time	All booths
11:00 – 19:00 hr.	-Free Cruising on Yacht (11:00/11:30/12:00/12:30/13:00/13:30/14:00/14:30 hr.) -Paid Cruising on Yacht (15:00/15:30/16:00/16:30/17:00/17:30/18:00/18:30 hr.) -Sunset Cruise (17:00 – 19:00) -Paid Helicopter Ride (10:00 – 11:30/13:00 – 14:30/16:00 – 17:30)	Daily Register for cruise at Cruise on Yacht Tent
17:50 – 18:00 hr.	Boat Show Closing Ceremony	On Stage

***Official daily program is subject to change without prior notice.**