



**VIV ASIA 2021**  
BANGKOK, THAILAND  
22-24 SEPTEMBER

## Stand construction regulations

This overview contains the following parts:

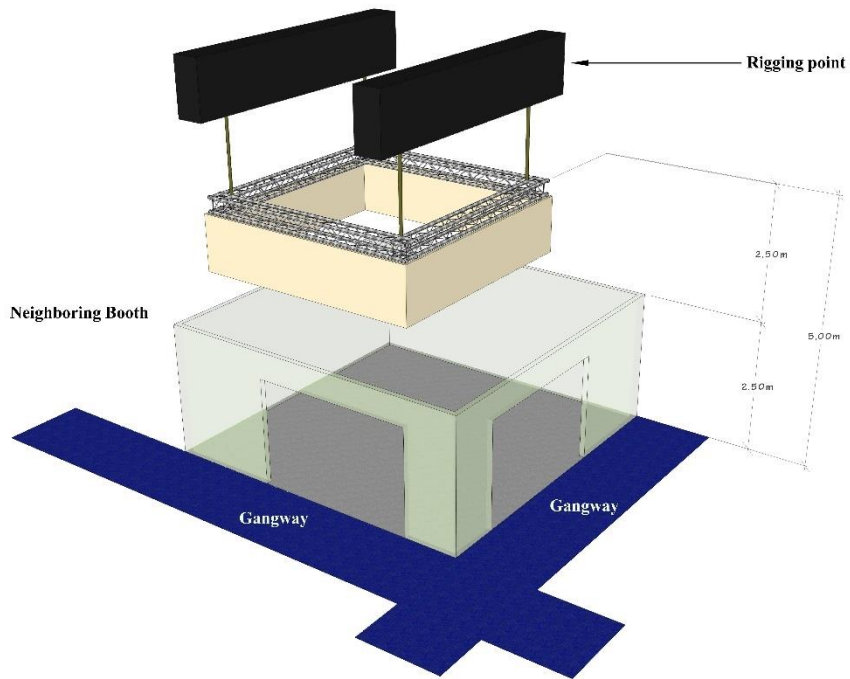
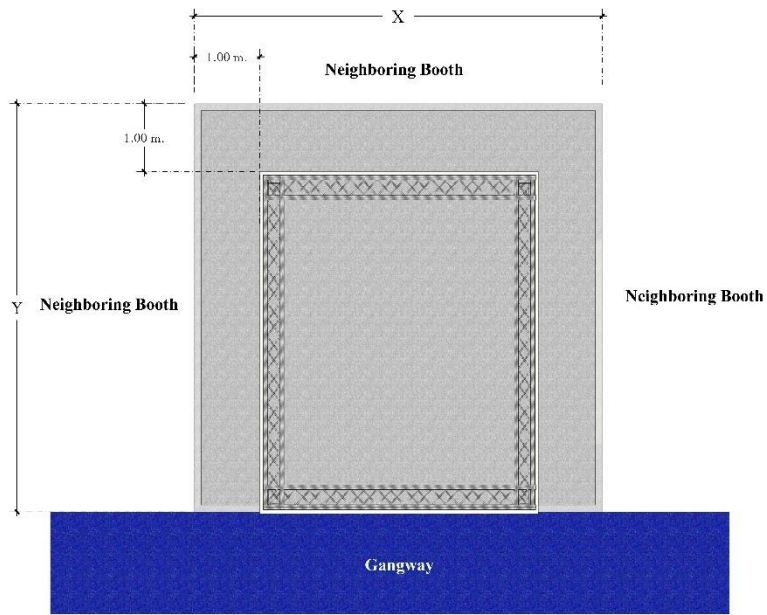
- Part 1: The design process,
- Part 2: The approval process,

### **PART 1: The design process.**

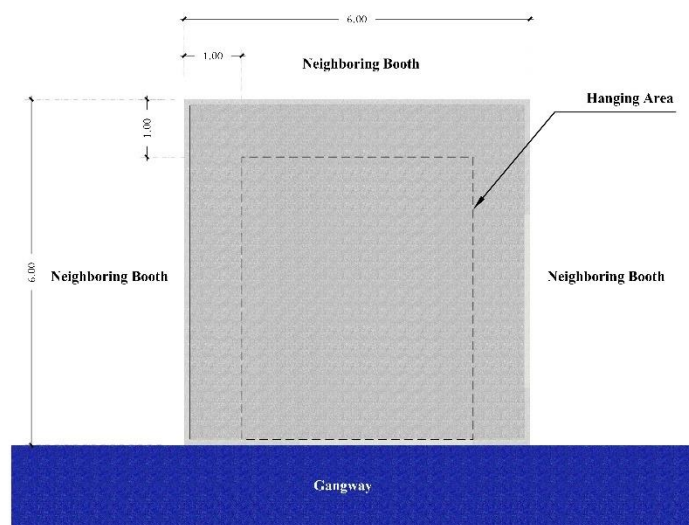
The stand construction regulations are listed in alphabetical order.

#### **Air space**

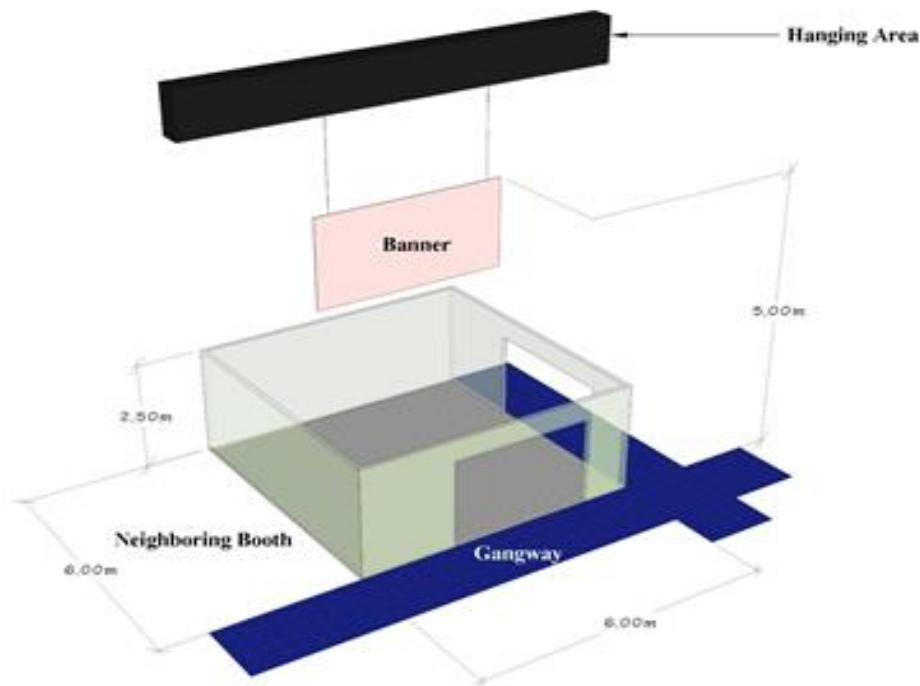
- Hanging STRUCTURE / TRUSS, suspended below, and not exceeding 5.0 m.
  - The structure must be hung at least 1m away from the wall of the neighboring stand. It may not extend beyond the contracted stand area on the side that is facing the aisle,
  - IMPACT has only limited hanging points. The stand approval team will check the availability of points above/near your booth,
  - The structure/truss must be hung from rigging points only and must not obstruct other exhibitors,
  - Hanging from the catwalk is not allowed (exceptions can be made by the organizer),
  - All structures require written approval from the organizer.
- Hanging STRUCTURE / TRUSS, suspended above, and exceeding 5.0 m up to 7.0 m.
  - This is subject to an air space usage / advertising fee per 1.0 m length for 50Euro, for example 10.0 m truss length will be charge 50 x 10 = 500Euro,
  - The fee is for advertising space only. The structure/ truss must be hung only by the exhibitor's assigned contractor,
  - The stand approval team will check the availability of points above/near your booth,
  - The structure/ truss must be hung only from rigging points within your stand area, due to limited hanging points at IMPACT exceptions can be made by the organizer,
  - Please submit graphic/drawing of the structure/ truss to [viv2021.nccimage@gmail.com](mailto:viv2021.nccimage@gmail.com) for approval,
  - On-site order is not available.



- Hanging BANNER, suspended below, and not exceeding 5.0 m.
  - The banner must be hung by the official contractor. Please refer to the order form in the exhibitor manual,
  - The stand approval team will check the availability of points above/near your booth,
  - The banner must be hung only from rigging points within your stand area, due to limited hanging points at IMPACT exceptions can be made by the organizer,
  - Maximum size 3 x 2 m vertical or horizontal oriented,
  - Material: with poles in vinyl welded or sewn sleeves,
  - Please submit graphic/drawing to [viv2021.nccimage@gmail.com](mailto:viv2021.nccimage@gmail.com) for approval,
  - The banner must arrive at NCC Image no later than September 16, 2021.
  - On-site order is not available.
  
- Hanging BANNER, suspended above, and exceeding 5.0 m up to 7.0 m.
  - This is subject to an air space usage / advertising fee per 250Euro/piece,
  - The fee is for advertising space only. The banner must be hung only by the official contractor.
  - The stand approval team will check the availability of points above/near your booth,
  - The banner must be hung only from rigging points within your stand area, due to limited hanging points at IMPACT exceptions can be made by the organizer,
  - Maximum size 3 x 2 m vertically or horizontally oriented,
  - Material: with poles in vinyl welded or sewn sleeves,
  - Please submit graphic/drawing to [viv2021.nccimage@gmail.com](mailto:viv2021.nccimage@gmail.com) for approval,
  - The banner must arrive at NCC Image no later than September 16, 2021.
  - On-site order is not available.



Important for both hanging structures and banners: it must be approved by the organizers, rigging points are limited, it is not allowed to hang heavy equipment or any other stand construction items, the organizers reserves the right to disallow, adjust or remove any decorative item deemed unsuitable or unsafe and inflatable objects using gas are prohibited.



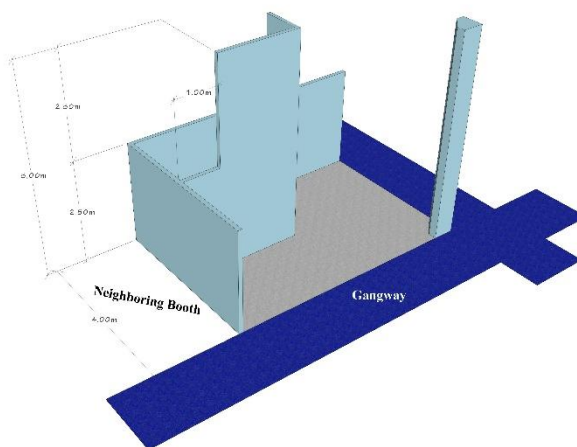
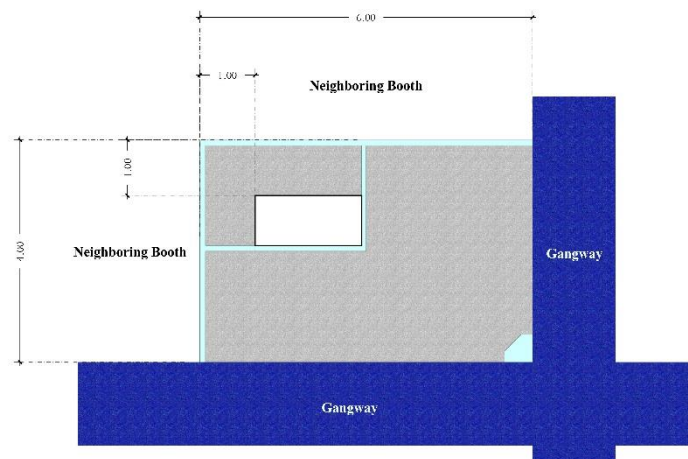
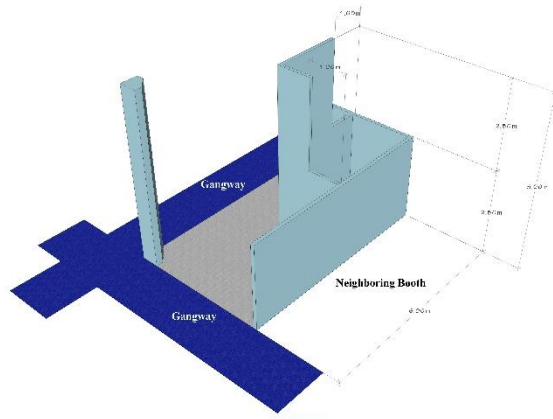
### Aisles

No part of any stand or exhibit, including any fascia, sign, corner post, etc. shall overhang or be over the aisle or obscure any fire or exit signs. It is strictly forbidden to build or hang any items across gangways.

### Maximum stand height

- Depending on the height of the hall, it may be possible to build stands higher than 2.5 m with a maximum of 5 m, on the condition that you have (as mentioned above) received approval from the stand approval team. This is very important, as the height in the hall can differ.
- In the interest of your neighbours, you can only build higher than the standard height of 2.5 m from the point 1 m from the neighboring stand. (With a maximum of 5 m.) The dividing walls always have to be 2.5 m high. This prevents any unwelcome surprises for you and your neighbours.
  - You are only allowed to deviate from these measures after receiving written permission from neighboring exhibitors. Remember that any finishing to the back of the wall needs to be done by your stand builder. (Finishing should be in white using high quality non transparent materials i.e. wood. It is not permitted for these to carry text, logo, or pictures.)

- To conclude; there are two options if you want to build higher than 2.5 meters (both cases need the have written approval from the stand approval team and have a maximum of 5 meters):
  - Build the higher wall 1m away from the neighboring booths.
  - Hand over written permission from all neighbours, that they allow you to build higher than 2.5 meters directly connected to them. Email communication suffices.



The height of the hall is given on your floor plan. If you are in doubt, contact the stand approval team department via email: [viv2021.nccimage@gmail.com](mailto:viv2021.nccimage@gmail.com)

**Minimum stand height**

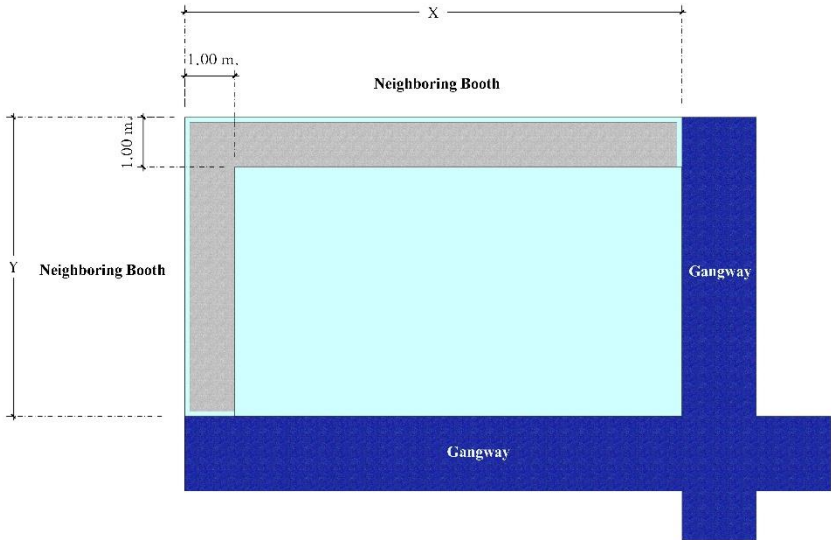
Exhibitors building their own stand are required to erect dividing walls at the back of the stand and the sides touching a neighboring stand. You are not allowed to use the back wall erected by your rear neighbour. The walls should be 2.5 m high. The floor area needs to be covered and own lighting needs to be arranged. Dividing walls between your stand and the neighboring stand should be 2.5 m high and the floor area should be covered.

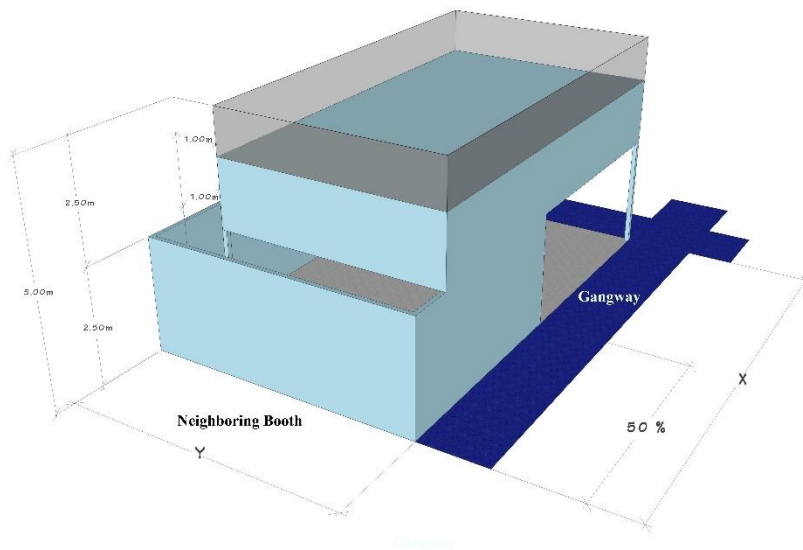
Attention! If you are putting down a raised floor and put a 2.5 m on top, your stand will be higher than 2.5 m. If you are putting down a raised floor, deduct the height from the total wall height. This ensures the wall not becoming too high.

**Multi-storey stands**

Multi-storey stands are always higher than 2.5 m and are allowed as long as you have informed us of your plans and build up the stand from the point 1 m from the neighboring stand with a maximum height of 5 m.

Additional approval from the exhibition centre and their fire department might be required. For more information contact the Organiser.





### **Obstacle plan**

Please check the floor plan for marks indicating obstacles in your stand. You will have to keep this in mind when designing your stand.

This floor plan was included with the confirmation of your participation. You can also request a detailed floor plan via the online floor plan. All obstacles are indicated on this floor plan.

You are allowed to build around the obstacles, as long as any fire hoses remain visible and accessible. For more information, contact Jaarbeurs /VNU Exhibitions Europe Backoffice department via email: [viv2021.nccimage@gmail.com](mailto:viv2021.nccimage@gmail.com).

### **Stand number**

The stand number must be prominently displayed. If this requirement is not observed, the Organiser reserves the right to affix stand numbers.

### **Technical facilities**

Technical facilities (electricity, water and compressed air) are located in the trays or holes in the floor. Make sure you know where they are located on your stand. This way, you prevent unnecessary wiring. Another solution is putting down a raised floor, which gives you the opportunity to hide wires underneath. Make sure you adjust your stand lay-out, to prevent loose-hanging cables and wires.

For more information about the technical facilities inside your booth area, please contact Exposition Technology via [vivasia@expotech.co.th](mailto:vivasia@expotech.co.th).

### **Technology**

You can find the specifications of the hall in the exhibition manual. The floor plan will also supply you with additional information about options and restrictions regarding your stand.

**Walls**

Stand construction should not obstruct accessibility from the aisles: every side of the stand facing the aisle should be open, unless otherwise approved in writing by the organizer. In such case, the stand side can be closed, but should have at least 50% visibility clearing from floor level up to the height restriction of each hall, and the closed part should not be over a total length of 5 m.

*Continue with PART 2 on the next page →*



## **PART 2: The approval process.**

### **Approval of the stand design**

The drawings for your stand need to be submitted for approval to the stand approval team. They will judge your design. With approval, you are ensured of a trouble-free set-up. Exhibitors are responsible and liable for their own appointed contractor's observance of all rules and regulations.

### **Submission procedure**

The drawings can be sent to: [viv2021.nccimage@gmail.com](mailto:viv2021.nccimage@gmail.com).

No separate contract with or payment to the exhibition centre is required.

### **IMPORTANT:**

- The deadline for stand approval is July 30, 2021.
- Without written approval from the organizer, contractors will not be allowed to access the hall.
- Late submissions may be subject to a longer period of approval.
- Any booth design that is modified after its initial submission must be resubmitted with details of all modifications for an official re-approval. Not building according to the approved stand drawing can result in a fine of € 100 per square meter.

### **Drawing specifications:**

Exhibitors and their selected contractors are requested to submit **their stands design and 3 dimensional sketch showing the width, height and equipment before July 30, 2021.**

The stand design drawings must compromise;

- *Perspective view*; showing the stand view from all sides, plus materials specifications and also the equipment inside.
- *Scaled floorplan*; utilities points showing the power and water supply and the location of larger equipment.
- *Dimensions plan*; showing the length, width and height of each part of the stand construction.

Any complex structure that is modified after its initial submission must be resubmitted with details of all modifications and a structural engineer's confirmation that the final overall design is safe for its purpose.