

BITC 2016

BRUNEI INTERNATIONAL TRADE & CONSUMER EXHIBITION

27 FEBRUARY 2016 -2 MARCH 2016

BRIDEX CENTRE
BANDAR SERI BEGAWAN



Exhibitors' Manual

In Collaboration with:



Ministry of Industry and Primary Resources

Event Consultant:




SHJ Consultant

Organised & Managed by:



Cityneon Displays & Construction Sdn Bhd

 www.bitc.com.bn

 bitc@cityneon.com.bn

 www.facebook.com/bitc

BITC 2016

BRUNEI INTERNATIONAL TRADE & CONSUMER EXHIBITION
BEIDEX HALL 1 ANS 2 BRUNEI DARUSSALAM
27 FEBRUARY - 2 MARCH 2016

Dear Exhibitor,

Greetings from BITC 2016!

This exhibitors' manual is provided with the purpose to assist you in preparing for your participation in Brunei International Trade and Consumer Exhibition (BITC) 2016. It includes all essential information and guidance to ensure a smooth and successful involvement throughout the event.

All exhibitors are recommended to read and fully understand the content of this exhibitors' manual. It covers the overview of the event's exhibition and basic practicalities involved inclusive of all aspects of onsite management of your stand in our endeavour.

It is advisable for exhibitors to appoint a representative from your esteem company to liaise your participation with the Organiser and adhere to the required deadlines. Please note that all relevant forms must be returned to the concerned offices within the deadlines mentioned in this exhibitors' manual.

Our aim is to coordinate well with all exhibitors and involved personnel to make BITC 2016 a successful and enjoyable event.

We would like to take this opportunity to thank you for your support and co-operation. Should you have any queries or need further assistance, please do not hesitate to contact the Operation Team, Cityneon Brunei.

Yours sincerely,

The Organiser
Dato' Jack Ting
BITC 2016

Important Contacts

In Collaboration with

Ministry of Industry and Primary Resources

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Organised & Managed by

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Event Consultant

SHJ Consultant

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Venue Provider

BRIDEX Centre

Jerudong Riding and Country Club
Jerduong
Negara Brunei Darussalam
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Official Contractor

Cityneon Brunei

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Official Freight Forwarder

BT Forwarding Company

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Freme Travel Services Sdn Bhd

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BITC 2016

BRUNEI INTERNATIONAL TRADE & CONSUMER EXHIBITION
HALL 1 & 2 BRIDEX CENTRE BANDAR SERI BEGAWAN
27 FEBRUARY - 2 MARCH 2016

How to get to BRIDEX Centre
22 minutes drive from Brunei International Airport

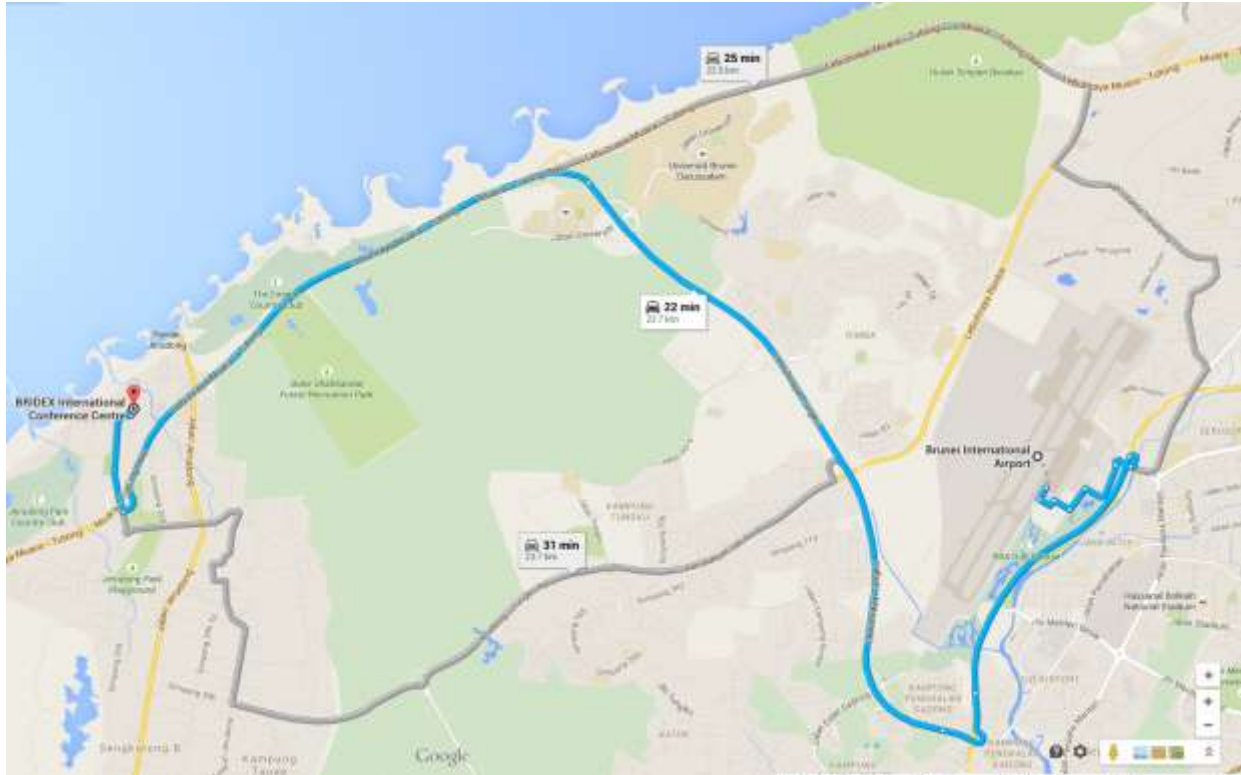


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A1 – Brunei International Trade & Consumer Exhibition (BITC 2016) Venue & Date

Venue : BRIDEX Centre
Jerudong BG3122
Brunei Darussalam

Date : 27th February – 2nd March 2016 (Saturday – Wednesday)

Time : 9am – 9pm

A2 – On-Site Operations Schedule

BUILD-UP PERIOD	DATE	TIME
Moving-in by Official Contractor - Floor marking - Construction of Shell Scheme Booths	22 February 2016 (Mon)	0900-2100 hrs
Moving-in of Special Design and Others Contractors	24-25 February 2016 (Wed - Thurs)	0900-2100 hrs
Interior booth decoration by participants (standard booths only)	26 February 2016 (Fri)	0900-2100 hrs
Completion of all displays & exhibits	26 February 2016 (Fri)	0900-2100 hrs
Exhibitors with Special-Design Booth are advised to check with their appointed stand contractors on the date and time that their stands will be ready to move in.		
Opening & Welcome Dinner (by Invitation only)	27 February 2016 (Sat)	1900-2100 hrs
Exhibition Hours (Open for Public)	27 February – 2 March 2016 (Sat - Wed)	0900-2100 hrs
TEAR DOWN PERIOD	DATE	TIME
Removal of portable property of exhibits and personal	2 March 2016 (Wed)	1800-2000 hrs
Removal of heavy items and/or equipments that required mechanical management	3-4 March 2016 (Thurs - Fri)	0900-1800 hrs
Dismantling of stand fittings and electrical installations	4 March 2016 (Fri)	0900-2100 hrs

Note: Overtime work may not be permitted for exhibitors and/or their authorised contractor. Should permission is acquired from the BITC 2016 secretariat, the exhibitors or their authorised contractors will be liable for covering the over-time penalty by the venue provider.

A3 – Admission

- A4.1 Only registered delegates and exhibitors with valid name badges will be allowed access to the exhibition hall during build-up to teardown period.
- A4.2 All badges must be collected at the registration counter.
- A4.3 Lost badges will be replaced with surcharge of B\$15.00 per badge for administrative fee.
- A4.4 For safety reason, minors below the age of 15 will not be allowed to accompany exhibitors nor visitors into the exhibition halls from build-up period to teardown period.

A4 – Exhibitor Delegate Registration

Venue : **Registration Counters @ Hall 1**
BRIDEX Centre
Jerudong Riding and Country Club
Jerudong BG3122
Brunei Darussalam

Date & Time	:	24 February 2016, Wednesday	1300-1800
		25 February 2016, Thursday	1000-1800
		26 February 2016, Friday	0830-1200
			1400-1800

A5 - Brunei International Trade & Consumer Exhibition (BITC 2016) Secretariat

Cityneon Brunei
Lot 42, Beribi Light Industrial Phase II
Jalan Gadong BE1118
Bandar Seri Begawan
Negara Brunei Darussalam

Tel: +673-2431204, 2455365/6

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Email: bitc@cityneon.com.bn

B1 – Registration for Participation

- B1.1 All exhibitors must submit the completed, original Official Registration Form for participation in the BITC exhibition under the management of Cityneon Brunei (hereinafter referred to as “Event Organizer”) to the event secretariat on or before 10 December 2015 or another date specified by the Event Organizer.
- B1.2 Exhibitors’ participation and exhibition booths booking will only be confirmed upon making full payment for such participation by or before the specified due date for payment.

B2 – Exhibit Space & Reservation of Space

- B2.1 Exhibitors may choose their preferred location of exhibit space at BITC 2016 once the full payment is settled. The “Event Organizer” will allocate exhibit space on behalf of exhibitors with unspecified choice of exhibit space.
- B2.2 Exhibit space may be reserved up to 10 days pending full payment. Each reservation will be held on a queue system. An extension of four (4) days thereafter is allowed, up exhaustion the space will be given to the next company in queue. Any amount of extension thereafter is at the discretion of the “Event Organizer”. Confirmation of exhibit space will be advised by the “Event Organizer” in writing or email within five (5) working days from the day full participating fee is received.

B3 – Allocation of Booth

- B3.1 The “Event Organizer” shall reserve the right to change the booth allocated to the exhibitor at any time prior to the commencement of the build up of the exhibition should exceptional circumstances demand, to transfer or close entrances or exits to the exhibition hall and to undertake other structural alterations as they deem fit. Such changes shall be at the sole discretion of the “Event Organizer” and the exhibitor shall have no claims for compensation because of these changes.

B4 – Furniture, Electrical Fitting & Electricity Supply

- B4.1 Special booth construction, electrical wiring and decorator services are available only through the Official Contractors appointed by the “Event Organizer”.
- B4.2 The exhibitor may request for extra furniture, electrical appliances, electrical fittings, wiring and the appointed Official Contractor at a charge prescribed in the said handbook shall install them. The Exhibitor, upon confirmation of the order with the contractor, is to pay for the job fully before completion of installation.

B5 – Advertising of Exhibit

- B5.1 Exhibitor may distribute handbills or other printed advertising matters from his booth vicinity only. In the event of any complaint resulting from such distribution, the matter shall be referred to the “Event Organizer” for resolution.

B6 – Cancellation Policy

- B6.1 In any cases that the exhibition spaces / booths booked and paid by exhibitors but were later cancelled at the exhibitors’ own accord, all deposits and money paid earlier for such booking will be forfeited automatically by the Event Organizer.

B7 – Exhibition Management Responsibility

B7.1 The Event Organizer, its employees, agents and partners will render reasonable assistance to the exhibitors as and when required; to keep them informed of / providing promotional materials for their use; and to promote publicity of the exhibitors via acceptable means of media such as local newspapers, RTB commercial, direct mails etc.

B8 – Liability & Losses

B8.1 The Event Organizer, its employees, agents, partners and associate connection with the exhibition will not be liable for any damages, losses resulting from fire, or any other causes whatsoever, including accident or injury to the exhibitors, their employees and agents during the course of the exhibition. On the other hand, the exhibitors are required to identify any parties concerned for any damage caused to the exhibition venue, equipment arising from the carelessness or negligence of the exhibitors' employees or agents.

B8.2 The "Event Organizer" will not be responsible in the event of any errors or mistakes in any promotional material.

B8.3 The Event Organizer will not be responsible for any damage / loss of the exhibitors' property and lost shipment arriving or leaving the local port or during the process of transferring / moving. Exhibitors are fully responsible for their own goods and property handling. In the event that the exhibitors fail to turn up for participation on commencement of the exhibition, they are still liable to payment of the exhibit space rental.

B9 – Safety & Fire Law

B9.1 All applicable fire and safety laws of the venue must be strictly observed by the exhibitors. Cloth decorations must be fire proof. Wiring must comply with Local Fire Department and Underwriters' Rules. Smoking in the exhibition area is forbidden. Exhibition must not block aisle and fire exits. No decorations of paper, pine boughs, leaf decoration or tree branches are allowed.

B10 – Termination of Exhibition

B10.1 In the event that the premises in which the exhibition is or is to be conducted shall become, in the sole discretion of the "Event Organizer", unfit for occupancy or in the event the holding of the exhibition or the performance of the "Event Organizer" under Application (of which these Term and Conditions are a part) area substantially or materially interfered with by virtue of any cause or causes not reasonably within the control of "Event Organizer", the said Application and /or the Exhibition (or any part thereof) may be terminated by the "Event Organizer". The "Event Organizer" shall not be responsible for delays, damage, loss, increased cost, or unfavourable conditions arising by virtue of causes not reasonably within the control of the "Event Organizer". If the "Event Organizer" terminates said Application and / or the Exhibition (or any part thereof) as foresaid, then the "Event Organizer" shall not be liable to the exhibitor other than for a prorated refund of such exhibit days remaining.

B11– Failure to Exhibit

B11.1 The organizer shall be at liberty to let out the booth(s) without reference to the defaulting exhibitor, in the event the exhibitor fails to exhibit.

B12– Insurance

B12.1 Exhibitors are advised to purchase their own insurance coverage (including extra-territorial coverage) against robbery, thefts, public liability and property damage. The Event Organizer, its employees, agents, partners and associates in connection with this exhibition will not be liable to any damage, losses or injury which may occur to the exhibitors, their employees or agents for any of the above or other causes whatsoever.

B13– Right of Possession

B13.1 In the event of an exhibitor owing the “Event Organizer” a sum still outstanding at the end of the payment due date, the “Event Organizer” reserves the right to prohibit and / or prevent the exhibitor from moving his goods, exhibits or chattels from the exhibition venue. The “Event Organizer” also reserves the right to remove exhibitor debtor’s exhibits to be stored at the premises of the “Event Organizer” until full settlement has been made.

B14 – Sub-Leasing

B14.1 Exhibitors must not sublet or subcontract the whole or part of his space without prior written permission of the “Event Organizer”.

B15 – Code of Business Ethics

B15.1 Exhibitors are to conduct their business in orderly manner so as not create unhealthy practices detrimental to the exhibition as a whole. Exhibitors must be properly attired. No T-shirt, short pants and slippers are allowed. No Personnel under the age of 15 Years old will be allowed in the exhibition hall.

B15.2 Children under 15 years old are strictly prohibited from entering the exhibition halls during moved in and tear down period.

B16 – Items on Exhibit

B16.1 All items exhibited by exhibitors must remain at the exhibit space for the whole duration of the exhibition and shall not be removed from the exhibition hall without prior written consent from the “Event Organiser”.

B16.2 Exhibitors are not allowed to display their bunting stands, pop up system, banners and others similar materials without the “Event Managers” consent. Organizer reserves the rights to remove it without further notice.

B17– Changes

B17.1 The “Event Organizer” reserves the right to change the venue and dates or duration of the exhibition should circumstances demand. In the event of such changes, the agreement to participate by the exhibitors shall remain in force. In the event of such change in venue and dates or duration or cancellation of the exhibition the exhibitors shall not be entitled to any claims for compensation in connection with their booking for participation.

B18 – Failure of Services

- B18.1 The “Event Organizer” shall not be liable for any damage or loss by the exhibitors directly or indirectly attributable to the cancellation, suspension or reduction of the exhibition from the period advertised or specified due to force majeure, acts of war, military, municipal statutory or civil authority, fire, floods, tempests, excessively, inclement weather, earthquake, or combination of sale, serial object/s aircraft, strikes, riots, civil commotions, lockouts, industrial disputes by workmen.
- B18.2 In the event the exhibition is cancelled, reduced or postponed, the fees paid to the “Event Organizer” or any part thereof may be refunded at the sole discretion of the “Event Organizer” but this shall not prejudice the “Event Organizer’s” right to appropriate the entire sum/s or any part thereof for their own purpose to defray administration and/ or other expenses.

B19– Legal Cost

- B19.1 It is agreed that the exhibitor will bear all legal costs and expenses incurred by the “Event Organizer” in the event legal action is taken against the exhibitor for any sum due or damages done to the “Event Organizer” under this contract.

B20– Rejected Display

- B20.1 The exhibitor agrees that his exhibit shall be admitted and shall remain from day to day solely in strict compliance with the Terms & Conditions herein laid down. The “Event Organizer” reserves the right to reject, eject or prohibit any exhibit in whole or in part of any exhibitor or his representatives, before or during the exhibition. The Event Organizer and their Agents shall not be liable for any damages or loss if an exhibit or exhibitor is ejected for violation of these Terms and Conditions for any other stated reason, and no refund shall be made.

C1– Exhibition Hall Technical Specifications

	Hall 1 – West Wing	Hall 2 – East Wing
Ceiling Height	4.5 – 9m	10m
Permitted Booth Height	4m **	5m

Note: certain areas in the hall may not allow booth height of more than 4 metres due to the low ceiling.

C2 – Standard Booth Features

Standard shell scheme booths will be built to a size of 3m(W) by 3m(D) by 2.44m(H), including the following:-

- a. Floor Covering Carpet over standard booth area
- b. Partition Rear and / or dividing walls of 2440mm high with 1000mm wide set in frames
- c. Fascia 2930mm long and 210mm high on each open frontage comprising with infill panels. Fascia will carry Exhibitor’s Organisation name and booth number
- d. Electrical 2 nos. of 40 watt fluorescent light
 1 nos. of 13amp socket outlet
- e. Furniture 1 information desk
 1 waste basket
 2 folding chairs

C3 – Standard Shell Scheme Booth Fitting Regulations

Cityneon Displays & Construction Sdn Bhd has been appointed as the Official Contractor for this event. The exhibitor may engage a contractor of his choice to construct and install any additional booth display and fittings that he may require. The name of the contractor must be given to the Exhibition Secretariat by completing **FORM 4** and that contractor must abide by the following regulations:-

- C3.1 The permitted booth height is 2.44m (8ft). Any design for a structure exceeding 2.44m in height is subject to approval by the Exhibition Secretariat. Please refer to C4.
- C3.2 The walls have white laminate finish. Hence, nailing, drilling or painting to 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.
- C3.3 Exhibitors who have engaged their own 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. Should damages be found on the existing panels, the cost of making good will be borne by the respective Exhibitor or their appointed Contractor.

- C3.4 All stand contractors when appointed by Exhibitors as their contractors are required to pay a non-refundable Administrative Fee of BND\$30.00 per square meter to the Cityneon Displays & Construction Sdn Bhd prior to move-in.
- C3.5 No part of any structure or exhibit may extend beyond the boundaries of the assigned booth area.
- C3.6 No false ceiling will be approved, unless the material used will allow water to flow freely (eg. Egg box or mesh netting). Approval from the Exhibition Secretariat must be obtained in writing.
- C3.7 Neon or flashing lights / signs will not be permitted, unless it forms an integral part of an Exhibitor's product. Sequence-lit displays may be used subject to Exhibition Secretariat's approval and the rate of light change
- C3.8 Aisle ways indicated on the floor plan must be kept clear of all exhibition goods or decoration materials in order to facilitate traffic.
- C3.9 Exhibitors occupying corner booths have the choice of a wall or an open side on the aisle. The wall must not obstruct the booths around them.
- C3.10 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 Bureau. All precautions must be taken by the Contractor or the Seller against fire and to protect the public.
- C3.11 Exhibitors and / or Contractors must clear out items not for display purposes (eg. containers, packing items) the day before Exhibition opens and remove all exhibits and decoration materials immediately after Exhibition period according to the schedule list under A2. The exhibitors will have to pay the Exhibition Secretariat for the cost of removing such articles from their booths if they fail to do so.
- C3.12 Keep the washroom clean and dry. Cleaning of paint containers or any other dirty items in the washroom is prohibited.
- C3.13 No financial credit will be given by the Exhibition Secretariat for package items not utilised.
- C3.14 No painting or sawing may be done to the exhibition centre fittings. The Exhibitor will be held responsible for any damage caused to the exhibition centre fittings by their staff or contractor.

C4 – “Special Design” Booth Fitting Regulations (Raw Space)

Exhibitors having “Special-Design” booth are advised to use the services of the Official Contractor appointed by the BITC 2016 Secretariat to undertake the job as this will facilitate convenient installation. Otherwise, exhibitors are required to obtain consent from BITC 2016 Secretariat before any of their own contractors are commissioned to work onsite and are subject to the following rules and regulations. BITC 2016 Secretariat reserves the right to reject any contractor and design that they find inappropriate.

C4.1 Exhibitors are to submit name, address and contact details of the appointed contractor, as well as booth layout plan and design (plan and perspective view) in duplicate, to Cityneon Displays & Construction Sdn Bhd no later than **8 January 2016** for approval. A copy of the drawings will be returned, authorizing the commencement of construction if the design is approved.

Failure to obtain written approval can result in costly alteration onsite such as when designs or installation contravene fire and safety, booth height and boundary or any space contract rules and regulations.

C4.2 All stand contractor appointed by Exhibitors as their contractors are required to pay a non-refundable Administration Fee of BND\$30.00 per sqm and a refundable performance Bond of BND\$5,000.00 to **Cityneon Displays & Construction Sdn Bhd** prior to move-in.

C4.3 Booth structure should not exceed the following height:-

	Hall 1 – West Wing	Hall 2 – East Wing
Ceiling Height	4.5 – 9m	10m
Permitted Booth Height	4m **	5m

Note: certain areas in the hall may not allow booth height of more than 4 metres due to the low ceiling.

Written approval must be obtained from the BITC Secretariat on all Special-Design booths.

C4.4 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 BITC 2016 secretariat 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 Secretariat, such back wall or sidewall obstruct the reasonable exposure of any adjacent booths.

C4.5 The Name and Booth Number of the Exhibitor must be prominently displayed.

C4.6 A suitable floor covering, such as carpet, must be provided for all booths by the Exhibitors who have opted for Raw Space.

C4.7 Where a “Special Design” booth is located adjacent to a “Shell Scheme” booth, the wall of the “Shell Scheme” booth is considered rented by that Exhibitor and may not be utilised by the “Special Design” booth.

C4.8 All exposed rear surfaces of designs and structures must be decorated unless it is against the actual walls of Exhibition halls.

- C4.9 No part of any structure may extend beyond the boundaries of the designated booth area.
- C4.10 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 Bureau. All precautions must be taken by the Contractor or the Exhibitor against fire and to protect the public.
- C4.11 Exhibitors and / or Contractors must clear out items not for display purposes (eg, containers, packing items) the day before Exhibition opens and remove all exhibits and decoration materials immediately after Exhibition period according to the schedule list under A2. The exhibitors will have to pay the Exhibition Secretariat for the cost of removing such articles from their booths if they fail to do so.
- C4.12 Neon or flashing lights / signs will not be permitted, unless it forms an integral part of an Exhibitor's product. Sequence-lit displays may be used subject to Exhibition Secretariat's approval and the rate of light change.
- C4.13 No false ceiling will be approved, unless the material used will allow water to flow freely (eg. Egg box or mesh netting). Approval from the Exhibition Secretariat must be obtained in writing, if a portion of a booth is to be covered for a video presentation.
- C4.14 Exhibitors are reminded that it is the responsibility of their appointed stand contractor to clean and vacuum the booth upon completion of construction, before handing over to the exhibitor.
- C4.15 Keep the washroom clean and dry. Cleaning of paint containers or any other dirty items in the washroom is prohibited.
- C4.16 Contractor admission: Passes enabling temporary contractors to enter Exhibition Halls during the build-up and tear down periods for construction and dismantling purposes will be issued only upon application to BITC 2016 Secretariat.
- BITC 2016 Secretariat reserves the right to reject any contractor and design they find inappropriate.
- C4.17 In the event of a dispute, BITC 2016 Secretariat's decision will be final.

C5 – Operation of Booth

- C5.1 No Business activity shall be conducted by the Exhibitors and / or his staff outside their booth boundaries such as the distribution of promotional material outside their booths.
- C5.2 Exhibitors are not allowed to display, distribute or promote any product / service that is located outside the pavilion. Exhibitors are also not allowed to display, distribute or promote any product / service other than the registered product/ service that appears in the booth signage and the Directory of Exhibitors.
- C5.3 Activities which will inconvenience or disturb the conduct of the business session will not be allowed, i.e. promotional gimmicks, raffles, picture taking, musical entertainment, use of animation and sound equipment.
- C5.4 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.
- C5.5 Without the special permission of BITC 2016 Secretariat, exhibits cannot be taken into the booth once Exhibition has officially opened, nor remove from the booth before the close of the event.
- C5.6 Stage shows will not be permitted.
- C5.7 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 BITC 2016 Secretariat, and any other Exhibitors in transportation, removal of exhibits, refuse and / or decoration works.
- C5.8 Unauthorised photo / video shooting in BITC 2016 area is not allowed.
- C5.9 Fire & Safety regulations require that no goods or packing materials may be stored in access areas behind or between booths. Exhibitors should design proper storage areas with adequate access within their own booth or approach the Official Freight Forwarder for storage.

C6 – Electrical Contractor and Installations

The Official Contractor, Cityneon Displays & Construction Sdn Bhd has been appointed to carry out all electrical work (wiring and connections, lighting, etc) on all booths (shell scheme and special design) BITC 2016 and all charges thereof shall be paid by the exhibitor.

For Safety reasons, no other electrical contractor will be permitted to carry out electrical work onsite.

- C6.1 The number and type of additional electrical fittings and installations required must be indicated by the Exhibitor on Electrical Supplies **FORM 7**. A quotation will be submitted on receipt of this form for unscheduled fittings or installations.
- C6.2 No electrical installation may be suspended from the roof of Exhibition Halls or affixed to any part of the building structure. No fitting may project beyond the boundaries of the installation and must be adequately protected against excess current.
- C6.3 Any design or plan of electrical installation must be submitted to the appointed contractor before the deadlines indicated. No installation work shall be carried out without the written permission of BITC 2016 Secretariat. BITC 2016 Secretariat reserves the right to disconnect electricity supply to any Exhibitor whose installations either violate BITC 2016 Secretariat's regulations or is deemed dangerous or is likely to cause annoyance to visitors or other sellers.
- C6.4 No Multi-Plugs are allowed. All sockets are for machine operation only and not for lighting. For safety reasons, please use one socket for one machine only.
- C6.5 Power supply to booths will normally be switched off immediately after the Exhibition area is closed each night. Exhibitors requiring to work late must inform BITC 2016 Secretariat and any costs involved must be borne by the Exhibitor.

C7 – Contractor Badge

Temporary access badges will be issued by the BITC 2016 Secretariat permitting those approved contractors and their workmen to enter Exhibition Halls during ingress and egress periods only. Please complete and submit **FORM 4** before the stipulated deadline.

A limited number of permanent badges will be issued for maintenance or remedial purposes at the BITC 2016 Secretariat's discretion.

C8 – Delivery of Exhibits

- a) Before Exhibition Commences
- b) During Exhibition Days
Delivery of exhibits and other exhibition stocks will not permitted during Exhibition sessions. Delivery of stock replenishment may only be carried out one hour before the start or immediately after the business sessions.

C9 – Removal of Exhibits

a) During Exhibition Days

If Exhibitors wish to remove any display item from the hall, a “**Clearance Form**” which can be obtained from the BITC 2016 Secretariat’s Office must be completed and submitted to the security personnel on duty. This shall apply at all times.

b) On Exhibition Closure

Exhibitors are strongly urged to remove valuable and portable exhibits from Exhibition Halls as soon as possible after 6:00pm on the final day of Exhibition.

In order to reduce the possibility of theft, it is strongly recommended that at least one person remains in the booth to oversee the process of moving-out of your exhibits.

Exhibitors are reminded that goods will be most at risk at this time and that booths should not be left unattended until all portable items have been removed and hired items and/or equipment collected by the appropriate suppliers.

While BITC 2016 Secretariat will maintain security surveillance at all times, no work will be permitted after 10:00pm on the last day of the Exhibition.

The removal of exhibits requiring mechanical assistance as well as the dismantling of stand fittings and electrical installations will commence at 3 March 2015.

Note: Electricity supply to booths will be terminated one hour after the business sessions end on the final day of Exhibition. Exhibitors needing electricity supply to turn off or lock their machines must arrange it within this period otherwise they will have to pay re-connection charges for electrical supply.

C10 – Film / Audio Visual Demonstration

Audio-Visual Equipment may be provided by the Exhibitor or hired from the Official Stand Contractor using **FORM 10**. When in operation, audio visual equipment must not disturb visitors or other exhibitors through excessive sound or by location.

BITC 2016 Secretariat reserves the right to discontinue any audio-visual presentation which, in their opinion, is detrimental.

C11 – Furniture & Other Rentals

Additional furniture (**FORM 5**), electrical fittings (**FORM 6**) and audio visual equipment (**FORM 10**) can be hired from the Official Stand Contractor. Please place your order by completing the respective forms and returning it by the required deadline.

C12 – General Cleaning

General Cleaning of the Exhibition area will be provided by BITC 2016 Secretariat who will also arrange for all booths to be cleaned prior to the Opening of Exhibition and daily thereafter, but it is the responsibility of the Exhibitor to maintain his booth clean at all times.

C13 – On-Site Freight Handling

BT Forwarding has been appointed the Official Freight Forwarder for this event and is responsible for the movement of all exhibits in the halls. No other freight forwarders will be allowed to work onsite.

You may wish to contact the Official Freight Forwarder directly should you require a set of the shipping manual before the required deadline.

No moving-in or removal of exhibits to and from the booth is allowed during the operation hours of Exhibition.

C14 – Fire Precaution

Exhibitors, who, because of the nature of their exhibits require specific fire protection, must make arrangement at their own cost for the provision of such equipment.

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 extinguishers and/or removal of goods in the vicinity.

C15 – Storage & Waste Materials

Arrangements for the safe-keeping of storage facilities in the halls for packing cases, surplus materials or other properties of the Exhibitors must be made with the Official Freight Forwarder. For fire and safety regulations, **Exhibitors are not permitted to store their empty cartons or packing materials behind or between booths.**

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.

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. BITC 2016 Secretariat reserves the right to charge Exhibitors for the cost of removal of excessive packing materials and discarded crates or cartons.

C16 – Damages

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, contractors or by any person or person employed or engaged on their behalf by such agents or contractors.

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 covering, light fittings, and/or any part thereof, whether caused by themselves or their agents, contractors or by any persons employed or engaged on their behalf by such agents or contractors.

The cost of making good any damages will be assessed by the Official Contractor and charged to the Exhibitor. The BITC 2016 Secretariat together with the hall owners will inspect the halls before and after Exhibition

C17 – Force Majeure

In the event, Exhibition is postponed, shortened or extended due to any case whatsoever outside/ beyond the control of BITC 2016 Secretariat, the Exhibition Secretariat shall not be held responsible for any losses incurred by the Exhibitors, directly or indirectly, attributable to the elements of nature, force majeure or orders and directives imposed by any government authority. Under such circumstances, the money paid by the Exhibitors, or any part thereof, is refundable at the sole discretion of BITC 2016 Secretariat.

The BITC 2016 Secretariat shall be responsible for and be entitled to act as the owners of the premises throughout the tenancy period. The decision of BITC 2016 Secretariat in any problem or dispute will be final.

D1 – ARRIVAL DATES

All exhibition cargoes forwarded by sea or air should arrive in Brunei by the following dates.

Air Freight: 2 weeks before the exhibition start.

Sea Freight: 2 weeks before the exhibition start.

It is best advised to confirm with the dates set above as additional charges may incur to expedite cargoes, arriving after these dates.

D2 – CONSIGNMENT INSTRUCTION

SEAFREIGHT SHIPMENT

All exhibition cargoes forwarded by sea should be consigned on the Bill of Lading to the following:-

Port of Destination: Muara

B/L consigned to: **Your company name**

C/o Organizer Name
Exhibition Name
Exhibitor's Name
Hall No:... Booth No...
Bandar Seri Begawan
Brunei Darussalam

Notify: B.T. Forwarding Company
Unit No: 43,44 & 4 F & Unit No: 30, Block D
Madang Complex, Mukim Berakas Bc3715
Brunei Darussalam
Attention: Ms yen / Mr Alameen
Phone: (673) 222 2933

Note:

- All documentations must be consigned and notified as indicated above and must be provided to us upon departure from origin (scan & e-mail to us).
- Pleases note that all shipment Must be Freight Prepaid.
- Freight Collect shipments will not be accepted.
- All bills of lading must be surrendered.
- All movement of exhibits or goods inward/outward of the exhibition hall shall be solely carry out by appointed official freight forwarder.

D3 – CONSIGNING INSTRUCTION

AIRFREIGHT SHIPMENT

All exhibition cargoes forwarded by Air should be consigned on the Air way bill to the following:-

HAWB consigned to: **Your Company Name**
C/o Organizer Name
Exhibition Name
Exhibitor's Name
Hall No:... Booth No...
Bandar Seri Begawan
Brunei Darussalam

HAWB must show under cargo description: Exhibition goods for "Name of Exhibition"

Note:

- All documentations must be consigned and notified as indicated above and must be provided to us upon departure from origin (scan & e-mail to us)
- Always issue MAWB and HAWB for airfreight consignment (even if only one exhibitor).
- Please note that all shipment Must Be Freight Prepaid.
- Freight Collect shipments will not be accepted.
- All movement of exhibits r goods inward/outward of the exhibition hall shall be solely carry out by appointed official freight forwarder.

D4 – DOCUMENTATION

Documents required for clearance are as follows:

		Original set	Copies
Air Freight	Commercial Invoices	One (1)	One (1)
	Packing List	One (1)	One (1)
	Insurance Policies	One (1)	
	Approval letter from exhibition promoter	One (1)	One (1)
	Master Airway bill	One (1)	One (1)
	Houses Airway bill	One (1)	One (1)
		Original Set	Copies
Sea Freight	Bill of Lading		One (1)
	Commercial Invoices	One (1)	One (1)
	Packing List	One (1)	One (1)
	Insurance Policies	One (1)	
	Approval letter from exhibition promoter	One (1)	One (1)

All the necessary documents should be couriered to us at least 10 working days prior to the arrival of your cargoes in Brunei.

D5 – MARKING ON CARGOES

Please clearly mark and label on the exterior of each of your shipment, the following:

Exhibitor Name	:	Your Company Name Here. C/o B.T. Forwarding Company Unit No: 43,44 & 45, Block F & nit No: 30 Block D, Madang Complex Mukim Berakas BC3715 Negara Brunei Darussalam
Booth No	:	
Case Number	:	
Measurements (cm)	:	
Gross Weight (kg)	:	
Net Weight {kg)	:	
Remarks	:	

D6 – INVOICES INSTRUCTIONS

1. All invoices shall be clearly stated as being consigned to the exhibitor's name, under the care of B.T. Forwarding Company.
2. Invoices shall include full descriptions of goods, including quantity and value. Values shall be in the currency of Origin where goods were exported.
3. The values shown on the invoice shall be a C.I.F. (Cost, Insurance and Freight) value up to Brunei Muara Port or Brunei International Airport. Please mark on the invoices the following.

'All Goods Are Temporarily For Exhibition Purpose. To Be Returned After the Exhibition Ends.'

4. Invoices must be clearly itemized in English version.

***Important Note:** Please use Commercial Invoices Only. Proforma Invoices and other forms of invoices will not be accepted by the Customs Authority of Brunei Darussalam

D7 - ADDITIONAL NOTES

D7.1 MEDIA ITEMS

All forms of media including Videos, Laser, Discs, Video CD, DVD and Cassettes are subject to censorship by the Brunei Censorship Board, upon Customs clearance at both Brunei International Airport and Muara Port.

It takes roughly two (2) to three (3) weeks, subject to Government approval, before they will be released for general public viewing upon the approval of the relevant authorities.

Kindly look at the other charges enclosed, relating to clearance of Media items.

D7.2 ISLAMIC/ARABIC WRITING

All Islamic/Arabic calligraphy and other forms of religious items are subject to inspections by the Brunei Ministry of Religious Affairs. All the mentioned items will only be released for general public viewing upon the approval of the relevant authorities.

D7.3 FOOD ITEMS

All food items including those perishable ones such as meat and dairy products with expiry dates should be authorized for approval with the Brunei Health Department. Without the proper/relevant Health Certificates and Manufacturing Permits, these items will not be released from Customs. Must provide the below mentioned documentations for Ministry of Health-Food Safety & Control Unit. Approval takes approximately 14 working days.

- 1) Exhibitor Approval Letter.
- 2) Commercial Invoices.
- 3) Covering Letter to Ministry of Health, Brunei (with description of imported goods).
- 4) Free sale/Health Certificate from origin country.
- 5) Manufacturing License from origin contry.

D7.4 TELECOMMUNICATION EQUIPMENT

All telecommunication equipments are subjected to approval by the Authority of Information Technology prior to being released for general use in Brunei Darussalam. Must provide the below mentioned documentations for Ministry Of Communications – AITI department. Approval takes approximately 7 working days.

- 1) Exhibitor Approval Letter.
- 2) Covering Letter to AITI (with Descriptions of Imported Goods).
- 3) Catalogue with complete specifications.

D7.5 DUTIABLE ITEMS

All dutiable items must be paid for prior to the items being exhibited.

For temporary importation of goods, Cash or Local Banker's Guarantee will be required for the dutiable amount by Brunei Customs. This will be returned to you after the goods have been exported back when the exhibition ends.

If temporary importation of goods is sold during exhibition, goods need to be re-declare and all dutiable items will be payable by cash to Brunei Custom,

Some of the dutiable items are listed at the back of this booklet

D7. 6 CONTROLLED ITEMS

Items such as cosmetic, arms, explosives, military equipment or replicas (including toys) of the mentioned are subject to Government approval before being released for general public viewing.

Kindly inform us well in advance if you intend to bring in any of the above-mentioned goods for your exhibition. This will allow us to advise you on how to expedite clearance of your shipment when t arrives in Brunei Darussalam.

D8 – INWARD MOVEMENT (AIR FREIGHT SHIPMENTS)

B.T. Forwarding Company as handling agents will provide you with all the following services:

- 1) Receiving and processing of temporary documentation for exhibition goods.
- 2) Arrangements of Custom bond for goods requiring additional inspections or censorship.
- 3) Customs clearance at the airport.
- 4) Payment of airline terminal handling charges. This excludes any import taxes, airport store rent, additional heavy lift charge and other charges (if any) at the airport.
- 5) Providing transportation from airport to exhibition site. Free 7 days warehousing can be arranged, if required.
- 6) Supply of labour and 'standard' equipment for unpacking and movement of exhibition cargoes at site to exhibition stand. This service excludes any assembly work of goods and the setting up the stand. Our experienced supervisor though will be on site to provide assistance, if needed.

Rates for unused cases and cartons from site to be transported to our warehouses

1 KG to 300 KGs	BND 2.20 Per KG
301 KGs to 500 KGs	BND 1.80 Per KG
500 KGs and above	BND 1.50 Per KG

NOTE:

There s a minimum charge of BND 300.00 per Inbound Air Shipments.

The above charges will be based on the chargeable weight stated on the Master Airway bill.

D9 – INWARD MOVEMENT – SEA FREIGHT SHIPMENTS

B.T. Forwarding Company as handling agents will provide you with all the following services.

- 1) Receiving and processing of temporary documentation for exhibition goods.
- 2) Arrangements of custom bond for goods requiring additional inspections or censorship.
- 3) Customs clearance at the port.
- 4) Payment of port terminal handling charges, delivery order fee and Port charges (warfare, LOLO). This excludes any agency fees, LCL charges, break-bulk charges, port storage charges, import taxes and other charges (if any) at Port.
- 5) Providing transportation from port to exhibition site. Free 7 days warehousing can be arranged, if required.
- 6) Supply of labour and 'standard' equipment for unpacking and movement of exhibition cargoes at site to exhibition stand. This service excludes any assembly work of goods and the setting up of the stand. Our experienced supervisor though will be on site to provide assistance, if needed.

Our rates for the above listed below:

LCL Shipments	
1 to 8 Cubic Metres	BND 120.00 Per Cubic Metre
9to 15 Cubic Metres	BND 100.00 Per Cubic Metre
18 Cubic Metres and above	BND 80.00 Per Cubic Metres

* **NOTE:** There is a minimum charge of BND 240.00 per Inbound LCL Sea Shipments. That chargeable weight will be based on either actual or volume weights, whichever greater.

FCL Shipments will be charged at BND 80.00 per Cubic Metres with the minimum measurement of the boxes fixed at:

20' FCL Container	25 Cubic METres
40' FCL Container	50 Cubic Metres

D10 – OUTWARD MOVEMENT – AIR FREIGHT SHIPMENTS

(for individual pieces not exceeding 3000 KGs)

B.T. Forwarding Company as forwarding agents will provide you with all the following services:

- 1) Obtaining your instruction for the specific exhibition goods u intend to export.
Documentation required – Commercial invoice, Packing List, insurance coverage and Approval letter to show that goods are temporarily imported for exhibition purposes.
- 2) Providing labour and ‘standard’ equipment to repack goods for export. This excludes any dismantling works of any goods or the stand.
- 3) Standby assistance and collection when exhibition ends.
- 4) Providing transportation for your goods from exhibition site to our warehouses. Free storage will be provided for 7 days.
- 5) Providing transportation from warehouse to airport.
- 6) Processing airway bill and customs documentations ready for export.
- 7) Payment of airline terminal handling charges. This excludes air freight charges, airway bill fee, insurance charges, security charges and other charges (if any)

Our rates for the above services are as follows:

1 KG to 300 KGs	BND 2.20 Per KG
301 KGs to 500 Kgs	BND1.80 Per KG
501 KGs and above	BND 1.50 Per KG

B.T. Forwarding Company is an authorized Cargo Sales agent for Royal Brunei Airlines and Singapore Airlines. Kindly enquire with our staff if you ned a quotation for air freight rates & destination Charges.

NOTE:

There is a minimum charge of BND 300.00 per Outbound Air Shipments

The above charges will be based on the weight stated on the master airway bill.
The chargeable weight will be either the actual or volume weight, whichever is greater.

All above charges are on prepaid basic and payment must be completed before goods depart from Brunei Darussalam.

D11 – OUTWARD MOVEMENT – SEA FREIGHT SHIPMENTS

(for individual pieces not exceeding 3000 KGs)

B.T. Forwarding Company as forwarding agents will provide you with all the following services:

- 1) Obtaining your instruction for the specific exhibition goods u intend to export.
Documentation required – Commercial invoice, Packing List, insurance coverage and Approval letter to show that goods are temporarily imported for exhibition purposes.
- 2) Providing labour and ‘standard’ equipment to repack goods for export. This excludes any dismantling works of any goods or the stand.
- 3) Standby assistance and collection when exhibition ends.
- 4) Providing transportation for your goods from exhibition site to our warehouses. Free storage will be provided for 7 days.
- 5) Providing transportation from warehouse to airport.
- 6) Processing Bills of Ladings, Packing List and Customs Documentations ready for export
- 7) Payment of airline terminal handling charges. This excludes air freight charges, airway bill fee, insurance charges, security charges and other charges (if any).

Our rates for the above services are as follows:

LCL Shipments	
1 to 8 Cubic Metres	BND 120.00 Per Cubic Metre
9 to 15 Cubic Metres	BND 100.00 Per Cubic Metre
16 Cubic Metres and above	BND 80.00 Per Cubic Metre

* NOTE: There is a minimum charge of Bnd 240.00 per Outbound LCL Sea Shipment. That chargeable weight will be based on either actual or volume, weight, whichever greater

FCL shipment will be charge at BND 80.00 per Cubic metres with the minimum measurement of the boxes fixed at:

20' FCL Container	25 Cubic Metres
40' FCL Container	50 Cubic Metres

We provide a wide range of shipping needs including offering competitive ocean freight rates and insurance coverage. Kindly enquire with our staff if you require a quotation in this area.

**Note: All above charges are on a prepaid basic and payment must be completed before goods depart from Brunei Darussalam.*

D12 – OTHER CHARGES

D12.1 CENSORSHIP OF MEDIA

Receiving the media format and submitting it to the censorship board for Government approval. Charges as below:

Per Pieces of Media (Minimum Charges of BND 80.00)	BND 50.00
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The above does not include payment of the Government censorship and public entertainment license fees.

D12.2 HEAVY-LIFT EQUIPMENT

Each individual piece exceeding the weight of 3000 KGs are subject to a heavy lift charge in addition to our handling. These charge cover crane usage at the port and exhibition site.

25 tons crane	BND 60.00 Per Hour
35 tons crane	BND 80.00 Per Hour

NOTE:

There is a minimum charge of 4 hours usage for the above.

D12.3 FORKLIFT CHARGES

Upon request, we can supply you forklift services. Our chargeable rates are listed below:

3 ton capacity	BND 45.00 Per Hour
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NOTE:

There is a minimum charge of 4 hours usage for the above. Rate exclude transportation of forklift to site.

D12.4 TRANSPORTATION CHARGES

Additional transportation can be provided within the Bandar Seri Begawan area, using the following rates:

Cargo Van	BND 35.00 Per Trip
3 ton Light Truck	BND 60.00 Per Trip
5 ton Truck	BND 80.00 Per Trip

NOTE:

Charges exclude the crane for loading and unloading.

D12. 5 SUPPLY OF HABOUR

In addition to the labour we supplied with our basic handling, we also provide you with the option of hiring extra labourers.

Full Day Usage (8 Hours)	BND 40.00 Per Man
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* Note: Pleases note that all equipment and labour rates quoted above are for usage during standard working hours, 8am to 5pm Additional charges may apply for usage outside these hours.

D12.6 INSURANCE COVERAGE

At B.T. Forwarding Company we offer a wide range of insurance coverage including those for third party risks. Pleases enquire on the competitive fates from any of our staff.

D13 – IMPORT CARGOES REQUIRING AP/IMPORT PERMITS

Items	Documents Require	Documents Detail	
Canned Food/Fruits	A + B + C + D	A	Origin Commercial Invoice + Packing List
Foodstuffs	A + B + C + D	B	Health Certificate From Original Country
Vegetable/Fruits	A + B + C	C	HACCP/GMP Certificate (Hazard Analysis & Critical Control Points/Good Manufacturing Practice Certificate)
Medicine	A + B + C + D + D	D	Product Ingredients
		E	Product Sample

- Remark:**
- 1) All the above are required to be submitted for applications at least ten (10) working days prior to the shipment's arrival in Brunei Darussalam.**
 - 2) All items are subject to approval from the relevant authorities, before being released from clearance.**

D14 – SAMPLE HS-CODE FOR DUTIABLE AND NON-DUTIABLE ITEMS

Item	HS Code	Description	Dutiable	Non Dutiable
01	21011110	INSTANT COFFEE & TEA	5%	-
02	24029020	CIGARETTES OF TABACCO SUBSTITUTES	0.25C/PE STICK	-
03	33079040	OTHER PERFUMERY OR COSMETICS	5%	-
04	39269090	PLASTIC WARES	-	YES
05	42022100	ALL KIND OF BAGS/SUITCASES	-	YES
06	49100000	CALENDARS	-	YES
07	49111000	TRADE ADVERTISING MATERIAL	-	YES
08	61091010	T SHIRTS	-	YES
09	62141000	SCRAVES, SHAWLS, MUFFLERS MANTILLAS, VEILS	-	YES
10	63001990	CURTAINS AND INTERIOR BLINDS	5%	-
11	64029190	ALL KIND OF BOOTS AND SHOES	5%	-
12	65040000	HATS AND OTHER HEADGEAR	10%	-
13	67021000	ARTIFICIAL FLOWERS OF PLASTICS	-	YES
14	69101000	BATHROOM ACCESS OF PORCELAIN	-	YES
15	69111000	TABLEWARE AND KITCHENWARE CERAMIC	-	YES
16	69139000	STATUETTES OTHER ORNAMENTAL CERAMIC ARTICLES-	-	YES
17	71131190	IMITATION JEWELLERY/SILVERWARE	5%	-
18	83017000	KEYS	-	YES
19	84702100	CALCULATING MACHINES	-	YES
20	84716090	COMPUTOR PARTS AND ACCESSORIES	-	YES
21	84798210	MACHINERY ELECTRICALLY OPERATED FOR INDUSTRY USE	20%	-
22	85102000	HAIR CLIPPERS	5%	-
23	85166010	RICE COOKERS	5%	-
24	85171800	TELEPHONE OTHERS (NEED PERMIT)	5%	-
25	85447090	CABLES	20%	-
26	87089999	CAR ACCESSORIES	20%	-
27	91029900	WATCHES	5%	-
28	94035000	WOODEN BEDROOM FURNITURES	5%	-
29	94049090	MATTRESS, CUSHIONS AND PILLOWS	5%	-
30	94051010	LIGHT C/W FITTINGS	5%	-
31	95030071	JIGSAW OR PUZZLE GAMES	5%	-
32	95030099	TOYS	-	YES
33	95059000	DECORATIVE ITEMS	10%	-
34	96138090	LIGHTERS	10%	-
35	42033000	BELTS AND BANDOLIERS	10%	-
36	09012220	COFFEE BEAN	0.22C/KG	-
37	09024090	TEA DUST	0.22C/KG	-

