



hello asean

24 OCTOBER - 23 NOVEMBER 2011
Peninsula Island & Westin Hotel
BALI

Exhibitor's Manual



BACKGROUND

Hello ASEAN is the theme for 2011 ASEAN Fair which will be held on 1-23 November 2011. This event will present multiproduct from exhibitors of ASEAN countries. There are 2 (two) locations in joint area of Westin Hotel and Peninsula Island.

TO ALL HELLO ASEAN PARTICIPANT

EVENT LAUNCHING

This event is officially launched on 24th of October 2011.

REGISTRATION

Registration is officially launched on 17th October 2011 and will be closed on 28th October 2011.

Barcode ID CARD for Exhibitors can be collected on
28th October 2011 : Quad Secretariat, Bali

For further information about registration, you may contact our personnel at email address
reg.helloasean@yahoo.com

* Please note that there may be some changes to the schedules listed above.

BOOTH:

1. No customized design for booth
2. All construction about standard booth is free of charge
3. Organizer is to appoint the booth location for every participant

SECRETARIAT OFFICE

Perum real estate Taman Mumbul Jl. Pulasari no.225T, Bali
Tel 0361 8432773, 0361 8432731, Fax 0361 773 248

Thank you very much for your participation in HELLO ASEAN

Seno Adhi Damono
Organizer



This Exhibitor's Manual has been compiled as guidance for Exhibitor. The Organizer reserves the right to edit and modify part(s) of the information contained therein whenever deemed necessary.

hello asean

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map exhibition & floorplan

map



aerial view



manual index

Enclosed are all the information and arrangements for HELLO ASEAN

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4	:	REGISTRATION FORMS
5	:	STANDARD BOOTH
6	:	LIGHTING AND SOUND SPESIFICATION
7	:	ELECTRICAL RENTAL & FURNITURE & MULTIMEDIA
8	:	STAGE ACTIVITIES
9	:	DISPLAY RULES & REGULATION



general exhibition information

A. PROTECTION EQUIPMENT

Exhibition area is fully equipped with fire protection and detection system including automatic water sprinklers, fire hose, fire detection and alarms, fireman intercom, public address, portable fire extinguishers and external hydrant systems.

B. CLEANING AND SANITATION

Organizer will provide cleaning and sanitation services in the Exhibition Areas for Exhibition and Meeting Rooms during the duration of the Exhibition.

The above services include:

- Daily cleaning of the general circulation areas and the public conveniences during period of the event.
- Provision of agreed quantity of ashbins/waste receptacles for public use.
- Cleaning services of stand fittings and stands are available from JCC at their scale of charges.

C. DANGEROUS MATERIALS

The following items are not allowed in the complex:

- Naked Flames
- Temporarily electrical fittings
- Explosives, petrol, dangerous gases (including gas filled balloons) or highly inflammable substances.

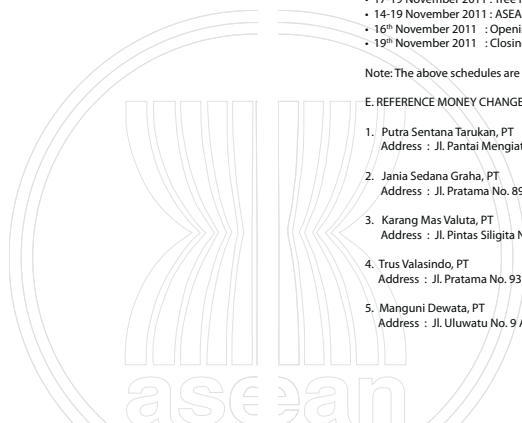
D. GENERAL ITINERARY

- 24th October 2011 : ASEAN FAIR Soft Launching – BTDC, Bali
- 24th October 2011 : Website HELLO ASEAN launching, Jakarta
- 25th October 2011 : ASEAN Textile Exhibition at Alun Alun Indonesia, Jakarta (tentative event)
- 30th October 2011 : ASEAN Flag Parade and Funwalk, Jakarta
- 1st November 2011 : Opening HELLO ASEAN and Pangan Nusa, Bali
- 17-19 November 2011 : Tree Plantation by ASEAN delegations, Bali (tentative date)
- 14-19 November 2011 : ASEAN conference
- 16th November 2011 : Opening Westin Exhibition Area, Bali
- 19th November 2011 : Closing HELLO ASEAN, Bali

Note: The above schedules are subject to changes at the discretion of HELLO ASEAN

E. REFERENCE MONEY CHANGER

- Putra Sentana Tarukan, PT
Address : Jl. Pantai Mengiat Kios No. 17 Nusa Dua - Bali
- Jania Sedana Graha, PT
Address : Jl. Pratama No. 89 Nusa Dua, Badung
- Karang Mas Valuta, PT
Address : Jl. Pintas Siligita No. 11 Nusa Dua – Bali
- Trus Valasindo, PT
Address : Jl. Pratama No. 93 Tanjung Benoa - Nusa Dua - Bali
- Manguni Dewata, PT
Address : Jl. Uluwatu No. 9 A Jimbaran - Bali



F. LIST OF REFERENCE CLINIC

Bali Nusa Dua Emergency Clinic
Jl Pratama No. 81, Telp. 62-361-771324

Dental Clinics
Dr Indra Guizot,
Jl. Patimura 19, Denpasar, Tel: 62-361-222445, 62-361-234375

DDS, Ritjie Rihartinah,
Jl Pratama No. 81, Nusa Dua Tel : 62-361-771324

Kuta Clinic
Jl. Raya Kuta. Tel: 62-361-753268

SOS International
Opened in 1999, offers International SOS members and visitors to Bali comprehensive primary health care and 24-hour emergency medical services
Jl. By Pass Ngurah Rai, Denpasar, Bali - Indonesia Tel. 62-361-710505, Fax. 62-361-764530

Ubud Clinic
Jl Raya Ubud No. 36 Campuhan. Tel : 62-361-974911

MAJOR HOSPITALS :

Rumah Sakit Umum Sanglah (Public Hospital),
Jl. Diponegoro, Sanglah, Denpasar, Tel: 62-361-227911, 62-361-227912, 62-361-227913.

Rumah Sakit Wongaya (Public Hospital; Psychiatric Unit),
Jl. Kartini, Denpasar, Tel: 62-361-222142

Rumah Sakit Dharma Husada, (Private)
Jl. Sudirman No 50, Denpasar, Tel: 62-361-227560, 62-361-234824

Rumah Sakit Kasih Ibu (Private Hospital with special maternity unit),
Jl. Teuku Umar No 120, Tel: 62-361-223036, 62-361-237016

Surya Husadha Hospital (Private)
Jalan Pulau Serangan 7 Denpasar - Bali, Tel: 62-361-233787, Fax: 62-361-231177 info@suryahusadha.com

Rumah Sakit Prima Medika (Private Hospital)
Jl. Pulau Sarangan, Denpasar, Tel: 62-361-236225 Fax: 62-361-236203

BIMC Hospital Bali (24 hours)
Jalan Bypass Ngurah Rai 100 X, Kuta 80361, Bali, Indonesia
T: (+62 361) 761263 F: (+62 361) 764345

Rumah Sakit Umum Manuaba
Pemecutan Kaja, Denpasar (0361) 426393

Surya Husadha International (SHI) Bali
Jalan Pulau Serangan No. 7 Denpasar
Bali - Indonesia
Email : ops@shibali.com
Phone : +62 361-265 165
Fax : +62 361-231 177

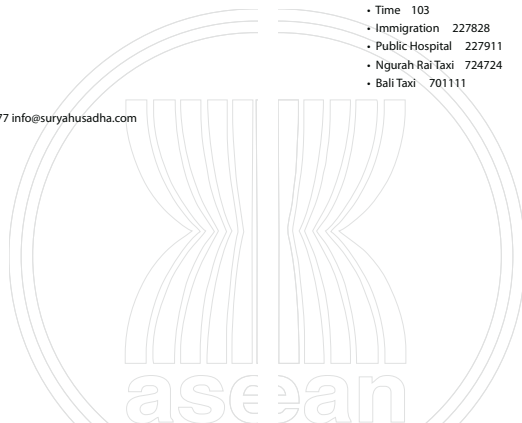
Bali Royal Hospital
Address: Jalan Letda Tantular No.6 Renon Denpasar – Bali
Phone: +62 361 247 499, 222 588
Fax: +62 361 226 051

Merdeka Medical Centre (MMC)
Jl Merdeka VIII 2, Sumerta Klod, Denpasar Timur Denpasar 80235
Phone: 0361 233790 - 0361 233814 - 0361 236284 - 0361 263912
Fax: 0361 233814

BALI HAS A NEW EMERGENCY RESPONSE CENTRE - DIAL 112

G. EMERGENCY PHONE NUMBER IN BALI Phone Number :

- Fire 113
- Police 110
- Indonesian Red Cross 226465
- Ambulance 118
- Rescue Coordination Office 115,751,111
- Directory Enquiries 108
- International Operator 101
- Telemarketing Service Information 162
- Post Service Information 161
- Time 103
- Immigration 227828
- Public Hospital 227911
- Ngurah Rai Taxi 724724
- Bali Taxi 701111





H. IMMIGRATION OFFICE

Central Office
Jl. DJ Pandjaitan Niti Mandala Renon - Denpasar - Bali
Tel: (62 361) 227828

Ngurah Rai International Airport
Jl. Ngurah Rai Kuta - Bali
Tel: (62 361) 751038

I. POLICE CONTACT

Police Office of Bualu / Nusa Dua
Jl. By Pass Nusa Dua Nusa Dua - Bali
Tel: (62 361) 772110

Police Office of Denpasar
Jl. A Yani Denpasar - Bali
Tel: (62 361) 225456

Police Office of Gianyar
Jl. Ngurah Rai Gianyar - Bali
Tel: (62 361) 943110

Police Office of Sanur
Jl. By Pass Ngurah Rai Sanur - Bali
Tel: (62 361) 288597

Police Office of Tabanan
Jl. Pahlawan Tabanan - Bali
Tel: (62 361) 811210

Polres Bangli
Jl. Merdeka 98 Bangli - Bali
Tel: (62 366) 91116

J. LIST OF REFERENCE TAXI

Bali Van
Jl. Pulau Buru No. 4 Denpasar - Bali
Tel : (62 361) 228271

Ngurah Rai Taxi
Jl. By Pass Ngurah Rai - Denpasar - Bali
Tel : (62 361) 724724

Praja Taxi
Jl. By Pass Ngurah Rai - Denpasar - Bali
Tel : (62 361) 289090

Pan Wirti Taxi
Jl. By Pass Ngurah Rai - Denpasar - Bali
Tel : (62 361) 723366

K. LIST OF REFERENCE OF CAR RENTAL

Rasta Bali Rent Car
Jl. Siligita No. 25 A Nusa Dua Bali
Phone : 0812-3971-833 (Bp.Komang Diarsa)

1First Rent Car
Jl. Uluwatu I No.88 Jimbaran Bali
Phone : 0361-709-955

Rent Car Domestik
Perumahan Bhumi Jimbaran Asri
Jl. Giridahari No. 3 Jimbaran Bali
Phone : 0361-704 390

Cheap Rent Car
Puri Jimbaran
Phone : 0817-347-132

Dewata Car Rental
Jl. Kubu Anyar No 14 Tuban
Phone : 0361-8787-932 , 0813-5323-3040

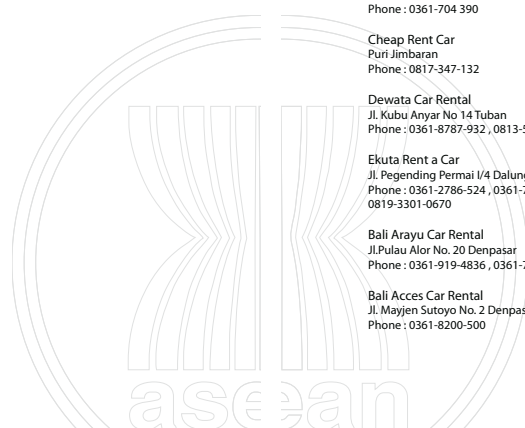
Ekuta Rent a Car
Jl. Pegending Permai I/4 Dalung,Kuta
Phone : 0361-2786-524 , 0361-7977-824
0819-3301-0670

Bali Arayu Car Rental
Jl.Pulau Alor No. 20 Denpasar
Phone : 0361-919-4836 , 0361-757-166

Bali Acces Car Rental
Jl. Mayjen Sutoyo No. 2 Denpasar
Phone : 0361-8200-500

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L. LIST OF REFERENCE HOTEL

5-STAR
Ayodya Resort Bali
Jalan Pantai Mengiat
Nusa Dua 80363
Bali, Indonesia
Phone Number: +62-361-771102
Fax Number: +62-361-771616

Ayodya Resort Bali
Jimbaran Bay Denpasar 80362 Bali Indonesia
Phone Number: +62-361-701010
Fax Number: +62-361-771020

4 STAR:
Novotel
Jl. Pratama, Tanjung Benoa
Nusa Dua 80361 - Bali - Indonesia
Telephone number: +62 361 77 22 39
Facsimile number: +62 361 77 22 37

The Oasis Beach
Jalan Pratama 68A Tanjung Benoa,
Nusa Dua 80363, Bali - Indonesia
Tel: +62 361 770126, Fax: +62 361 778426

3-STAR:
Nirmala Hotel
Jl. Uluwatu II No. 10 Jimbaran, Kuta
Denpasar - Bali Indonesia
Post Code - 80361

HARRIS Hotel Tuban - Bali
Jl. Dewi Sartika - Tuban, Bali - 80361
Tel: +62 361 765 255
Fax: +62 361 766 258

M. MOVE IN MOVE OUT SCHEDULE

MULTIPRODUCTS EXHIBITION 6-11 NOVEMBER 2011
• 5th November 2011 : Move in - 20:00 until 23:00
• 11th November 2011 : Move out - 19:00 until 20:00

MULTIPRODUCTS EXHIBITION 12-17 NOVEMBER 2011
• 11th November 2011 : Move in - 20:00 until 23:00
• 17th November 2011 : Move out - 19:00 until 20:00

MULTIPRODUCTS EXHIBITION 18-23 NOVEMBER 2011
• 17th November 2011 : Move in - 20:00 until 23:00
• 23rd November 2011 : Move out - 19:00 until 23:00

WESTIN AREA EXHIBITION 16-19 NOVEMBER 2011

- 14th November 2011 : Move in - 20:00 until 23:00
- 15th November 2011 : Clear area for security
- 19th November 2011 : Move out - 19:00 until 23:00

PENINSULA AREA EXHIBITION 1-23 NOVEMBER 2011

- 30th October 2011 : Move in - 12:00 until 17:00
- 31st October 2011 : Clear area for security
- 23rd November 2011 : Move out - 19:00 until 23:00

N. OFFICIAL CONTRACTOR :

PENTAWIRA
Kota Baru Bandar Kemayoran
Arena PRJ Kemayoran
Jakarta 19620
Phone : 62-21-645 0030
Email : pentawira@dnet.net.id

O. DRESS CODE INFORMATION

All participants shall prepare semi formal attire for below important dates

- Opening Day
- Closing Day
- ASEAN Summit conference

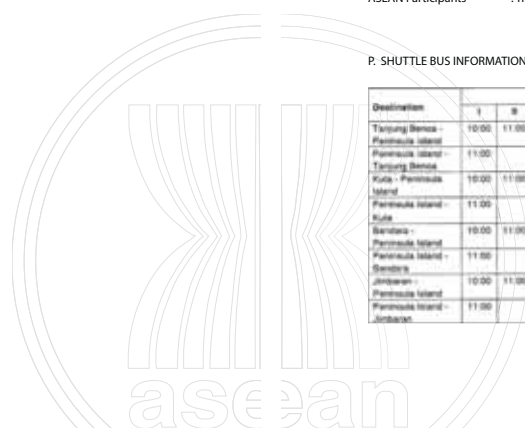
Local Participants : Semi formal / Batik
ASEAN Participants : Traditional attire

P. SHUTTLE BUS INFORMATION

Destination	Time (WITA)											
	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII
Tanjung Benoa - Peninsula Island	10:00	11:00		13:00	14:00	15:00	16:00	17:00		19:00	20:00	21:00
Peninsula Island - Tanjung Benoa	11:00		13:00	14:00	15:00	16:00	17:00		19:00	20:00	21:00	22:00
Kuta - Peninsula Island	10:00	11:00		13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00	21:00
Peninsula Island - Kuta	11:00		13:00	14:00	15:00	16:00	17:00		19:00	20:00	21:00	22:00
Benoa - Peninsula Island	10:00	11:00		13:00	14:00	15:00	16:00	17:00		19:00	20:00	21:00
Peninsula Island - Benoa	11:00		13:00	14:00	15:00	16:00	17:00		19:00	20:00	21:00	22:00
Benoa - Jimbaran	10:00	11:00		13:00	14:00	15:00	16:00	17:00		19:00	20:00	21:00
Peninsula Island - Jimbaran	11:00		13:00	14:00	15:00	16:00	17:00		19:00	20:00	21:00	22:00

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custom information

In order to facilitate the delivery of the goods for "HELLO ASEAN" participating countries, the following information and instructions to be noticed :

1. Customs Clearance

- 1.1 Bill (s) of Lading
There are three compulsory points on B/L or AIRWAYBILL

Seafreight
Consignee
Dirjen PEN
Kementerian Perdagangan Republik Indonesia

Notify Party
Pt. Lorimas Tiara Mulia
Komp. Ruko Gading Kirana Timur Ix Blok B 10. No. 35

Port Of Discharge
Tanjung Perak, Surabaya

Final Destination
Tanjung Benoa, Bali

Airfreight
Consignee
Dirjen PEN
Kementerian Perdagangan Republik Indonesia

Notify Party
Pt. Lorimas Tiara Mulia
Komp. Ruko Gading Kirana Timur Ix Blok B 10. No. 35

Airport Of Destination
Denpasar, Bali, Indonesia

- 1.2 Packing List Detail
Please provide the information in accordance with the draft attached in the file "Packing List Draft.xlsx"

2. Shipping

- 2.1 Shipments from the country of origin
- Participating countries should ship the goods using their nominated shipping line and/or freight forwarder
- Kindly emphasize the nominated shipping line and/or freight forwarder these are exhibition goods, therefore any rollover is not tolerated
- The Port of discharge is Tanjung Perak, Surabaya
- Kindly ask the nominated shipping line and/or freight forwarder to contact us once shipment has already departed

- 2.2 Transportation from Surabaya to the location of exhibition
- We will prepare special vessel for shipment from Surabaya to the location of the exhibition.
- Sailing time is approximately 24 hours. However there will be waiting time of at least 36 hours in Surabaya.
- Customs clearance will be done in maximum 24 hours. This is one of our many areas of expertise.
- Considering the above, the latest arrival date has to be October 25th 2011
- We have 60 units of truck ready for any urgent shipment. In this case, we need to shift the goods from container to the truck(s).
- Recommended dimension for van/pallet/crate : 1.8m x 2m x 2.1 m (Length x Width x Height)
- Recommended weight per van/pallet/crate: 6 tons
- Should there be any over dimension and/or over weight cargo, your earlier information will be highly appreciated

3. Quotation

We will submit quotation after we have received the Packing List details

4. Reference Forwarder

PT. Lorimas Tiara Mulia
Komp. Ruko Gading Kirana Timur IX Blok B10 No.35
Kelapa Gading, North Jakarta
Tel : +62-21 45847570
Fax : +62-21 45847571, 45850544, 45850644
E-mail : suparno@lorimas.com, aam@lorimas.com, camelia@lorimas.com

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BOOK FAIR FORM REGISTRATION

EXHIBITOR INFORMATION

COMPANY NAME (FACIA BOARD)

ADDRESS

COUNTRY

ZIPCODE

TELEPHONE NUMBER

EMAIL ADDRESS

PARTICIPANT INFORMATION

Only 2 participants are entitled for Opening day

PIC (FOR DAILY CONTACT AND ARRANGEMENT)

SALUTATION

FIRST NAME

LAST NAME

TITLE

MOBILE NUMBER

OPENING

YES ☐ NO ☐

OTHER PARTICIPANTS

SALUTATION

FIRST NAME

LAST NAME

TITLE

MOBILE NUMBER

OPENING

YES ☐ NO ☐

SALUTATION

FIRST NAME

LAST NAME

TITLE

MOBILE NUMBER

OPENING

YES ☐ NO ☐

CONTACT US: reg.helloasean.yahoo.com

BOOK FAIR FORM REGISTRATION

BOOK INFORMATION

TYPE	QUANTITY (PCS)	OWN PUBLISH	OTHER PUBLISH	YEAR OF PUBLISH
FICTION		☐	☐	
NON FICTION		YES ☐ NO ☐	☐	
RELIGION		YES ☐ NO ☐	☐	
HISTORY		YES ☐ NO ☐	☐	
ROMANCE		YES ☐ NO ☐	☐	
SCIENCE		YES ☐ NO ☐	☐	
BUSINESS		YES ☐ NO ☐	☐	
MOTIVATION		YES ☐ NO ☐	☐	
EDUCATION		YES ☐ NO ☐	☐	
POLITICS		YES ☐ NO ☐	☐	
ART		YES ☐ NO ☐	☐	
DESIGN		YES ☐ NO ☐	☐	
OTHER (DESCRIBE)		YES ☐ NO ☐	☐	

BOOK INFORMATION

ARRIVAL DATE DD MM YY
SENT BY
AIR CARGO
SEA CARGO
VEHICLE

GENERAL INFORMATION

- Booth location is appointed by organizer
- Books shall be in english language
- Used books are not allowed
- One Booth for each ASEAN Country only

CONTACT US: reg.helloasean.yahoo.com

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standard booth for book fair

- No. Facilities
1. Bamboo construction Alang Alang roof
 2. Display table 50x50x50 (1 unit)
 3. Display table 50x100x75 (1 unit)
 4. Display table 50x50x100 (1 unit)
 5. Basket (1 unit)
 6. Facia name (1 unit)
 7. Spot Light (2 units)
 8. Needle Punch Carpet Stage 300x300x10
 9. MCB 2Amp/Ph



Authorized by : _____ Title : _____
 Name : _____
 Company : _____
 Address : _____
 City/State : _____
 Post Code : _____ Country: _____
 Tel : _____ Fax: _____ Email : _____
 Signature : _____ Date : _____

Return to :

QUAD MICE MANAGEMENT
 Jl. Bangka Raya No. 98
 Jakarta 12720 - Indonesia
 Tel : (62-21) 7179 2480
 Fax : (62-21) 719 1422
 Email: reg.helloasean@yahoo.com

PLEASE KEEP A PHOTOCOPY OF THIS FORM FOR YOUR OWN RECORD



MULTI PRODUCTS FORM REGISTRATION

EXHIBITOR INFORMATION

COMPANY NAME (FACIA BOARD) _____
 ADDRESS _____
 COUNTRY _____
 ZIPCODE _____
 TELEPHONE NUMBER _____
 EMAIL ADDRESS _____

PARTICIPANT INFORMATION

Only 2 participants are entitled for Opening day

PIC (FOR DAILY CONTACT AND ARRANGEMENT) _____
 SALUTATION _____
 FIRST NAME _____
 LAST NAME _____
 TITLE _____
 MOBILE NUMBER _____
 OPENING YES ☐ NO ☐

OTHER PARTICIPANTS _____
 SALUTATION _____
 FIRST NAME _____
 LAST NAME _____
 TITLE _____
 MOBILE NUMBER _____
 OPENING YES ☐ NO ☐

SALUTATION _____
 FIRST NAME _____
 LAST NAME _____
 TITLE _____
 MOBILE NUMBER _____
 OPENING YES ☐ NO ☐

CONTACT US: reg.helloasean.yahoo.com

MULTI PRODUCTS FORM REGISTRATION

PRODUCTS DETAILS INFORMATION

Describe your Products according to below specifications :

TYPE	NAME	QUANTITY	ORIGIN OF PRODUCT
DESCRIBE	_____	_____	_____
DESCRIBE	_____	_____	_____
DESCRIBE	_____	_____	_____
DESCRIBE	_____	_____	_____
DESCRIBE	_____	_____	_____
DESCRIBE	_____	_____	_____
DESCRIBE	_____	_____	_____

PRODUCT INFORMATION

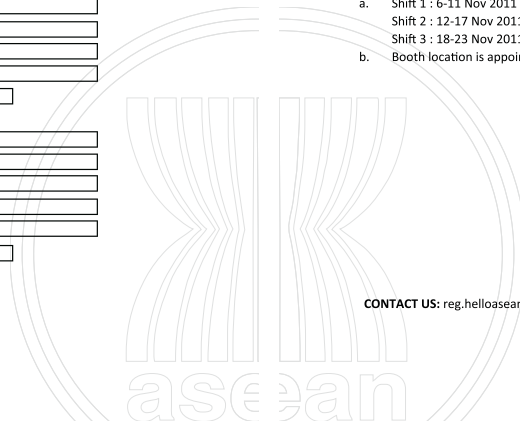
ARRIVAL DATE DD ☐ MM ☐ YY ☐
 SENT BY _____
 AIR CARGO _____
 SEA CARGO _____
 VEHICLE _____

SHIFT 1/2/3

GENERAL INFORMATION

- Shift 1 : 6-11 Nov 2011
Shift 2 : 12-17 Nov 2011
Shift 3 : 18-23 Nov 2011
- Booth location is appointed by organizer

CONTACT US: reg.helloasean.yahoo.com



standard booth for multiproducts

- No. Facilities
1. Fascia Panel
 2. Reception Desk (1 unit)
 3. Folding Chair (1 unit)
 4. Poster Display (1 unit) : Lockable, Shelving, Long Arm Spotlight
 5. Bamboo Curtain (1 unit)
 6. Waste Basket (1 unit)
 7. MCB 2 Amp/1Ph (1 unit)
 8. Fluorecent DL (2 units)



Authorized by : _____ Title : _____
 Name : _____
 Company : _____
 Address : _____
 City/State : _____
 Post Code : _____ Country: _____
 Tel : _____ Fax: _____ Email : _____
 Signature : _____ Date : _____

Return to :
QUAD MICE MANAGEMENT
 Jl. Bangka Raya No. 98
 Jakarta 12720 - Indonesia
 Tel : (62-21) 7179 2480
 Fax : (62-21) 719 1422
 Email: reg.helloasean@yahoo.com

PLEASE KEEP A PHOTOCOPY OF THIS FORM FOR YOUR OWN RECORD



ART & CRAFT FORM REGISTRATION

EXHIBITOR INFORMATION

COMPANY NAME (FACIA BOARD) _____
 ADDRESS _____
 COUNTRY _____
 ZIPCODE _____
 TELEPHONE NUMBER _____
 EMAIL ADDRESS _____

PARTICIPANT INFORMATION

Only 2 participants are entitled for Opening day
 PIC (FOR DAILY CONTACT AND ARRANGEMENT) _____

SALUTATION _____
 FIRST NAME _____
 LAST NAME _____
 TITLE _____
 MOBILE NUMBER _____
 OPENING YES ☐ NO ☐

OTHER PARTICIPANTS
 SALUTATION _____
 FIRST NAME _____
 LAST NAME _____
 TITLE _____
 MOBILE NUMBER _____
 OPENING YES ☐ NO ☐

SALUTATION _____
 FIRST NAME _____
 LAST NAME _____
 TITLE _____
 MOBILE NUMBER _____
 OPENING YES ☐ NO ☐

CONTACT US: reg.helloasean.yahoo.com

ART & CRAFT FORM REGISTRATION

ART & CRAFT INFORMATION

Describe your product according to below specifications :

TYPE	QUANTITY (PCS)	OWN PRODUCT	OTHER PRODUCT
JEWELRY		YES ☐ NO ☐	
ACCESSORIES		YES ☐ NO ☐	
HOME INTERIOR		YES ☐ NO ☐	
FURNITURE		YES ☐ NO ☐	
TOYS		YES ☐ NO ☐	
PAINTINGS		YES ☐ NO ☐	
OTHER (DESCRIBE)		YES ☐ NO ☐	

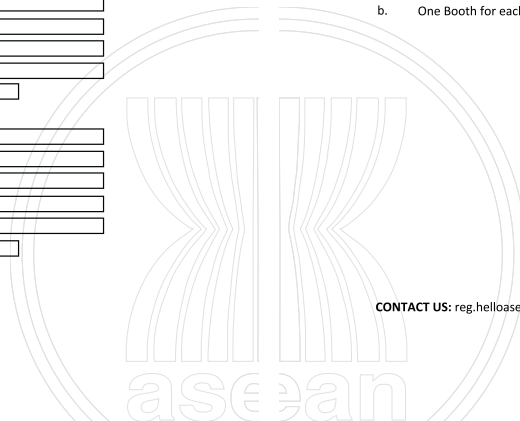
PRODUCT INFORMATION

ARRIVAL DATE DD MM YY
 SENT BY _____
 AIR CARGO _____
 SEA CARGO _____
 VEHICLE _____

GENERAL INFORMATION

- Booth location is appointed by organizer
- One Booth for each ASEAN Country only

CONTACT US: reg.helloasean.yahoo.com



standard booth for art & craft

- No. Facilities
1. Bamboo construction Alang Alang roof
 2. Display table 50x50x50 (1 unit)
 3. Display table 50x100x75 (1 unit)
 4. Display table 50x50x100 (1 unit)
 5. Basket (1 unit)
 6. Facia name (1 unit)
 7. Spot Light (2 units)
 8. Needle Punch Carpet Stage 300x300x10
 9. MCB 2Amp/Ph

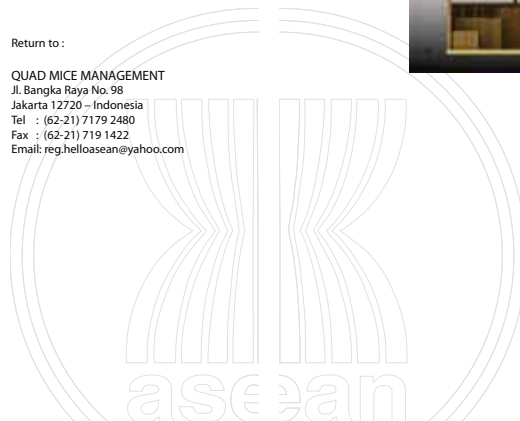


Authorized by : _____ Title : _____
 Name : _____
 Company : _____
 Address : _____
 City/State : _____
 Post Code : _____ Country: _____
 Tel : _____ Fax: _____ Email : _____
 Signature : _____ Date : _____

Return to :

QUAD MICE MANAGEMENT
 Jl. Bangka Raya No. 98
 Jakarta 12720 – Indonesia
 Tel : (62-21) 7179 2480
 Fax : (62-21) 719 1422
 Email: reg.helloasean@yahoo.com

PLEASE KEEP A PHOTOCOPY OF THIS FORM FOR YOUR OWN RECORD



F&B FORM REGISTRATION

EXHIBITOR INFORMATION

COMPANY NAME (FACIA BOARD) _____
 ADDRESS _____
 COUNTRY _____
 ZIPCODE _____
 TELEPHONE NUMBER _____
 EMAIL ADDRESS _____

PARTICIPANT INFORMATION

Only 2 participants are entitled for Opening day

PIC (FOR DAILY CONTACT AND ARRANGEMENT) _____
 SALUTATION _____
 FIRST NAME _____
 LAST NAME _____
 TITLE _____
 MOBILE NUMBER _____
 OPENING YES ☐ NO ☐

OTHER PARTICIPANTS
 SALUTATION _____
 FIRST NAME _____
 LAST NAME _____
 TITLE _____
 MOBILE NUMBER _____
 OPENING YES ☐ NO ☐

SALUTATION _____
 FIRST NAME _____
 LAST NAME _____
 TITLE _____
 MOBILE NUMBER _____
 OPENING YES ☐ NO ☐

CONTACT US: reg.helloasean.yahoo.com

standard booth for food & beverages

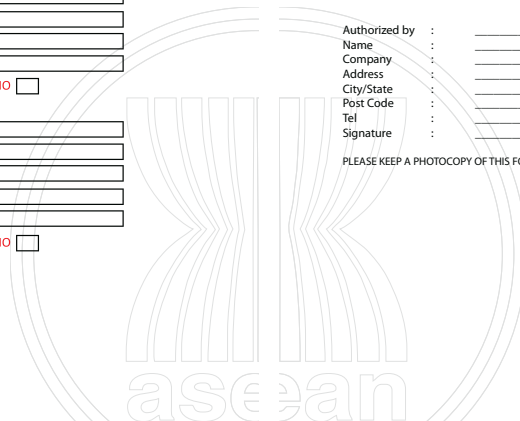
- No. Facilities
1. Bamboo construction Alang Alang roof
 2. Flooring
 3. Spot Light (2 units)
 4. We do not provide cleaning service for dishes

Authorized by : _____ Title : _____
 Name : _____
 Company : _____
 Address : _____
 City/State : _____
 Post Code : _____ Country: _____
 Tel : _____ Fax: _____ Email : _____
 Signature : _____ Date : _____

PLEASE KEEP A PHOTOCOPY OF THIS FORM FOR YOUR OWN RECORD

Return to :

QUAD MICE MANAGEMENT
 Jl. Bangka Raya No. 98
 Jakarta 12720 – Indonesia
 Tel : (62-21) 7179 2480
 Fax : (62-21) 719 1422
 Email: reg.helloasean@yahoo.com



standard booth for asean culinary



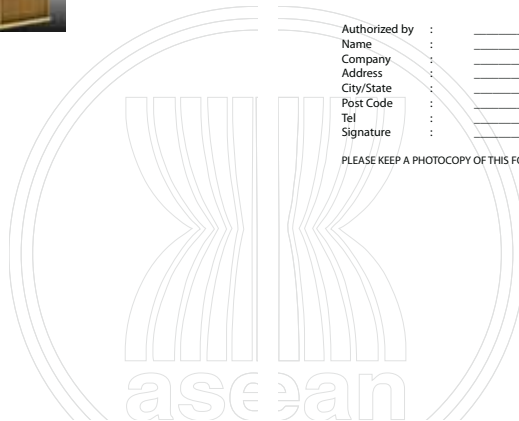
- No. Facilities
1. Bamboo construction Alang Alang roof
 2. Display table 200x50x100 (1 unit)
 3. Basket (1 unit)
 4. Facia name (1 unit)
 5. Spot Light (2 units)
 8. Needle Punch Carpet Stage 200x200x10
 9. MCB 2Amp/Ph
 10. We do not provide cleaning service for dishes

Authorized by : _____ Title : _____
 Name : _____
 Company : _____
 Address : _____
 City/State : _____
 Post Code : _____ Country: _____
 Tel : _____ Fax: _____ Email : _____
 Signature : _____ Date : _____

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WESTIN HOTEL FORM REGISTRATION

EXHIBITOR INFORMATION

COMPANY NAME (FACIA BOARD) _____
 ADDRESS _____
 COUNTRY _____
 ZIPCODE _____
 TELEPHONE NUMBER _____
 EMAIL ADDRESS _____

PARTICIPANT INFORMATION

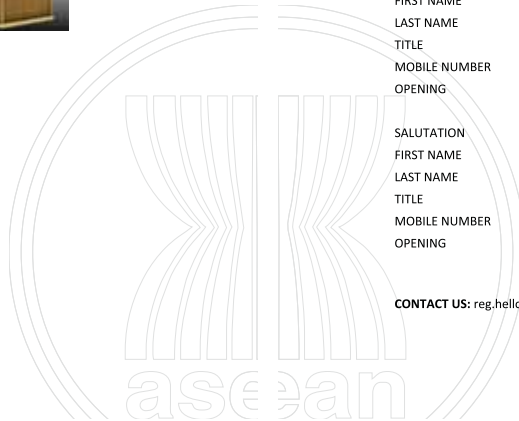
Only 2 participants are entitled for Opening day

PIC (FOR DAILY CONTACT AND ARRANGEMENT) _____
 SALUTATION _____
 FIRST NAME _____
 LAST NAME _____
 TITLE _____
 MOBILE NUMBER _____
 OPENING YES ☐ NO ☐

OTHER PARTICIPANTS
 SALUTATION _____
 FIRST NAME _____
 LAST NAME _____
 TITLE _____
 MOBILE NUMBER _____
 OPENING YES ☐ NO ☐

SALUTATION _____
 FIRST NAME _____
 LAST NAME _____
 TITLE _____
 MOBILE NUMBER _____
 OPENING YES ☐ NO ☐

CONTACT US: reg.helloasean.yahoo.com



WESTIN HOTEL FORM REGISTRATION

PRODUCT INFORMATION

Describe your product according to below specifications :

TYPE	QUANTITY (PCS)	OWN PRODUCT	OTHER PRODUCT
HANDYCRAFT		YES ☐ NO ☐	
FASHION & ACCESSORIES		YES ☐ NO ☐	
FOOD		YES ☐ NO ☐	
OTHER (DESCRIBE)		YES ☐ NO ☐	
OTHER (DESCRIBE)		YES ☐ NO ☐	
OTHER (DESCRIBE)		YES ☐ NO ☐	
OTHER (DESCRIBE)		YES ☐ NO ☐	

PRODUCT INFORMATION

ARRIVAL DATE DD MM YY

SENT BY

AIR CARGO

SEA CARGO

VEHICLE

GENERAL INFORMATION

- 1st Floor consist of retail exhibitions, one booth for each ASEAN Country only
- 2nd Floor consist of textile showcase not for sale, one booth for each Asean country only
- Booth location is appointed by organizer

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standard booth for westin

- No. Facilities Spec 1st Floor
1. MCB 12A/1PH
 2. Carpet Grey 3x4m List Black
 3. Fascia Panel 50 cm / Fascia Panel 30 cm
 4. Hi Showcase 2 Units Square
 5. Box Display 50x200x75cm 2 units
/ Display 50x200x75cm 1 unit & Box 50x100x75cm 2 units
- No. Facilities Spec 2nd Floor
1. MCB 12A/1PH
 2. Carpet Grey 3x4m, Black 7x3m
 3. Fascia Panel 50 cm
 4. Hi Showcase 2 Units Circle, 2 Units Square
 5. Box Display 50x50cm x (t) 1 m 6 units
 8. Box Display 50x50cm x (t) 0.75m 4 units

Authorized by : _____ Title : _____

Name : _____

Company : _____

Address : _____

City/State : _____

Post Code : _____ Country: _____

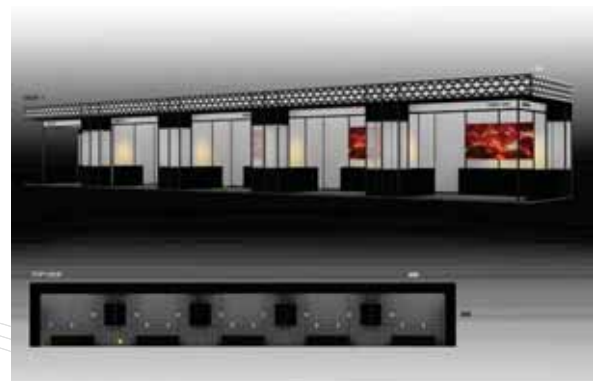
Tel : _____ Fax: _____ Email : _____

Signature : _____ Date : _____

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Jakarta 12720 - Indonesia
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IMEX FORM REGISTRATION

EXHIBITOR INFORMATION

COMPANY NAME (FACIA BOARD)	
ADDRESS	
COUNTRY	
ZIPCODE	
TELEPHONE NUMBER	
EMAIL ADDRESS	

PARTICIPANT INFORMATION

Only 2 participants are entitled for Opening day

PIC (FOR DAILY CONTACT AND ARRANGEMENT)	
SALUTATION	
FIRST NAME	
LAST NAME	
TITLE	
MOBILE NUMBER	
OPENING	YES ☐ NO ☐

OTHER PARTICIPANTS	
SALUTATION	
FIRST NAME	
LAST NAME	
TITLE	
MOBILE NUMBER	
OPENING	YES ☐ NO ☐

SALUTATION	
FIRST NAME	
LAST NAME	
TITLE	
MOBILE NUMBER	
OPENING	YES ☐ NO ☐

CONTACT US: reg.helloasean.yahoo.com

IMEX FORM REGISTRATION

PRODUCT INFORMATION

TYPE	QUANTITY (PCS)	OWN PRODUCT	OTHER PRODUCT
MUSIC TOOLS		YES ☐ NO ☐	
MUSIC GADGET		YES ☐ NO ☐	
DVD		YES ☐ NO ☐	
CD		YES ☐ NO ☐	
OTHER (DESCRIBE)		YES ☐ NO ☐	

PRODUCT INFORMATION

ARRIVAL DATE	DD MM YY
SENT BY	
AIR CARGO	
SEA CARGO	
VEHICLE	

GENERAL INFORMATION

- Booth location is appointed by organizer
- One Booth for each ASEAN Country only

CONTACT US: reg.helloasean.yahoo.com

ASEAN KIDS PAINTING FORM REGISTRATION

PAINTING INFORMATION

Describe your paintings to below specifications :

TYPE	NAME OF PAINTER	SCHOOL	OTHER NOTE
LANDSCAPE			
NATURE			
CLASSIC			
CONTEMPORER			
CARTOON			
ARCHITECTURE			
FASHION			
OTHER (DESCRIBE)			
OTHER (DESCRIBE)			
OTHER (DESCRIBE)			
OTHER (DESCRIBE)			
OTHER (DESCRIBE)			
OTHER (DESCRIBE)			
OTHER (DESCRIBE)			
OTHER (DESCRIBE)			

RULES

- Paintings are created by children of ASEAN
- Theme of painting is about the culture of respective Asean Country
- No pornography allowed
- No quota for quantity per participants, as long as the space is still available
- Painting placement is determined by organizer

CONTACT US: reg.helloasean.yahoo.com

STREET ART FORM REGISTRATION

PAINTING INFORMATION

Describe your paintings to below specifications :

TYPE	QUANTITY (PCS)	NAME OF PAINTER	INSTITUTION	OTHER NOTE
LANDSCAPE				
NATURE				
CLASSIC				
CONTEMPORER				
CARTOON				
ARCHITECTURE				
FASHION				
OTHER (DESCRIBE)				
OTHER (DESCRIBE)				
OTHER (DESCRIBE)				
OTHER (DESCRIBE)				
OTHER (DESCRIBE)				
OTHER (DESCRIBE)				
OTHER (DESCRIBE)				
OTHER (DESCRIBE)				

GENERAL INFORMATION

- Paintings are created by public
- No specific criteria for painting theme
- No pornography allowed
- No quota for quantity per participants, as long as the space is still available

CONTACT US: reg.helloasean.yahoo.com

equipment for main stage

SPECIFICATION LIGHTING ASEAN FAIR

- 12 unit Fresnel
- 10 par bar
- 10 moving wash
- 8 moving spot
- 2 follow 2.4 K
- 4 sky teacher
- Par for lightup rigging
- Spot moving 12

SOUND SYSTEM SPECIFICATION EAW KF 740 30.000 watt

- 8 box Speaker EAW KF 740
- 8 box SUB LA 280 HP
- 2 unit Power Labgruppen FP 6000Q
- 2 unit Power Labgruppen FP 10000Q
- 4 unit Power Studio Due PA 1.3
- 2 unit Loudspeaker Management XTA DP426
- 4 unit Wireless Handheld Sennheiser G2
- 1 unit Mixer Allen & Heath GL 2800 48 ch
- 8 unit Speaker Monitor RCF 725A
- 1 set Accessories
- 1 set Instrument Band: as per Riders
- Every performance must send all Riders to Quad MICE Management

ELECTRICAL SERVICES RENTAL

No.	Item	Unit Cost per day (IDR)	Quantity	Amount (IDR)
1.	100W spotlight	550.000		
2.	100W long arm spotlight	750.000		
3.	Fluorescent light @40 watt	550.000		
4.	Metal Highlight @ 70 watt	220.000		
5.	Multi plug/Adaptor	100.000		
6.	MCB 2 Amp Single Phase	750.000		
7.	10Amp 220V Single Phase Power Point	300.000		
8.	16Amp 220V Single Phase Power Point	500.000		
9.	10Amp 380V 3-Phase Power Point	1.145.000		
10.	16Amp 380V 3-Phase Power Point	1.300.000		
11.	32 Amp 380V 3-Phase Power Point	2.600.000		
12.	60 Amp 380V 3-Phase Power Point	5.135.000		
13.	24 hours power supply	To be advised		

Total	
Late Order Fee 30%	
On Site Order 50%	
10% Ppn (Vat) Tax	
Total Amount Payable	

ELECTRICAL LAYOUT PLAN



- LEGENDS:
- Spotlight lamp
 - Single phase power point
 - Three phase power point
 - Fluorescent lamp

PAYMENT :

- All orders must be accompanied with full payment.
- Orders without payment will not be executed
- As stocks are limited, late orders cannot be guaranteed, and if accepted will be subject to a 30% surcharge after 28 Oktober 2011 and 50% surcharge for on site orders.

Authorized by : _____ Title : _____
 Name : _____
 Company : _____
 Address : _____
 City/State : _____ Country: _____
 Post Code : _____
 Tel : _____ Fax: _____ Email : _____
 Signature : _____ Date : _____

Return to :

QUAD MICE MANAGEMENT
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ADDITIONAL FURNITURE RENTAL

Should you require any additional furniture that is not provided in the Standard Shell Scheme package, please make your order below:

No.	Item Amount	Unit Cost per Day(IDR)	Quantity
1.	Reception Desk (w/l/h : 50cm/90cm/75cm)	200.000	
2.	Lockable Cabinet (w/l/h : 40/180/85)	250.000	
3.	Round table (diameter 60cm, height 75cm)	200.000	
4.	Round dealing table (diameter 90cm, height 75cm)	250.000	
5.	Bar Stool without backrest (height 100cm)	200.000	
6.	Refrigerator (medium) excl. power point & electrical consumption (length 50cm, width 50cm, height 120cm)	100.000	
7.	Folding Chair	100.000	
8.	Shavon Chair (height 72 cm)	250.000	
9.	Standing Brochure holder with A4 rack	200.000	
10.	Waste paper basket	50.000	
11.	Hot and Cold Dispenser (incl. 19 liters of mineral water and 200 of disposable cups)	750.000	
12.	Others (please describe)	To be advised	

Total	_____
Late Order Fee 30%	_____
On Site Order 50%	_____
10% Ppn (Vat) Tax	_____
Total Amount Payable	_____

PAYMENT:

1. All orders must be accompanied with full payment
2. Orders without payment will not be executed
3. As stocks are limited, late orders cannot be guaranteed, and if accepted, will be subject to a 30% surcharge AFTER 28th October 2011 and 50% surcharge for on site orders.

Authorized by : _____ Title : _____
 Name : _____
 Company : _____
 Address : _____
 City/State : _____
 Post Code : _____ Country: _____
 Tel : _____ Fax.: _____ Email : _____
 Signature : _____ Date : _____

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AUDIO VISUAL EQUIPMENT RENTAL

No.	Item	Unit Cost per Day (IDR)	Quantity	Day	Amount
1.	Frameless 46" Size 58cm x 103 cm	1,200,000			
2.	LCD 19" (XGA)	500,000			
3.	LCD 32" (XGA)	500,000			
4.	LCD 42" (UXGA)	750,000			
5.	XGA LCD Projector 2000 ansi Lumen	1,200,000			
6.	XGA LCD Projector 3000 – 3500 ansi	2,400,000			
7.	XGA LCD Projector 4500 - 5500 ansi	3,000,000			
8.	Pull Down Screen 70"	300,000			
9.	200" Screen Fast fold rear/front	750,000			
10.	300" Screen Fast fold rear/front	1,800,000			
11.	VCD/DVD Player	300,000			
12.	1000 Watt Set sound system, including 2 unit speaker w/tripod, wireless microphone and small mixer.	1,500,000			

Total	_____
Late Order Fee 30%	_____
On Site Order 50%	_____
10% Ppn (Vat) Tax	_____
Total Amount Payable	_____

PAYMENT:

- PAYMENT:
- 1) All orders must be accompanied with full payment
 - 2) Orders without payment will not be executed
 - 3) As stocks are limited, late orders cannot be guaranteed, and if accepted, will be subject to a 30% surcharge after 28 October 2011 and 50% surcharge for on site orders.

Authorized by : _____ Title : _____
 Name : _____
 Company : _____
 Address : _____
 City/State : _____
 Post Code : _____ Country: _____
 Tel : _____ Fax: _____ Email : _____
 Signature : _____ Date : _____

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[Return to:](#)

QUAD MICE MANAGEMENT
Jl. Bangka Raya No. 98
Jakarta 12720 – Indonesia
Tel : (62-21) 7179 2480
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Email: req.helloasean@yahoo.com

SCHEDULE STAGE ACTIVITIES
1 – 23 November 2011

Please choose one from this two stage :

- ☐ Main Stage
- ☐ Existing Stage

Please choose the date and time :

[illegible]

STAGE ACTIVITIES

In order to ensure the best possible environment for exhibitors and attendees, please indicate here-below the activities that you intend to hold during the exhibition, and return to Quad MICE Management.

BOOTH ACTIVITY

Description	Hall	Day	Time
Entertainment :			
* Acoustic			
* chamber music			
* performer			

Operational equipment, audiovisual presentations, and other sound may not create noise levels objectionable to neighboring exhibitors. Any sound that exceeds 85 decibels measured at the edge of an exhibitor's booth is considered objectionable and will not be allowed. In the event of justifiable complaints from other exhibitors, the Organizer reserves the right to restrict and determine the acceptable sound level and extent of demonstrations.

Deadline to submit : 20th October 2011
Email to reg.helloasean@yahoo.com

Note : You shall pick the available date and time based on the above stage activities schedule



H. DEMONSTRATIONS

DEFINITION

The part of the exhibit program involving the interaction of exhibit personnel and their audience through corporate presentations, product demonstrations or sampling.

Regulation

Demonstration areas must be organized within the exhibitor's space so as not to interfere with any traffic aisle and sampling or demonstration tables must be placed a minimum of 3'0" (91cm) from the aisle line. Should spectators or samplers interfere with the normal traffic flow in the aisle or overflow into neighboring exhibits, exposition management will have no alternative but to request that the presentation or sampling be eliminated.

Aisles

The aisles are the property of the entire show and each exhibitor has the responsibility to ensure proper flow of traffic through the entire show. When large crowds gather to watch a demonstration or for sampling and interfere with the flow of traffic down aisles or create excessive crowds in neighboring booths, it is an infringement on the rights of other exhibitors. Aisles must not be obstructed at any time.

Sound

Exhibitors must police their own booths to be sure the noise levels from demonstrations or sound systems is kept to a minimum and does not interfere with others. Remember the use of sound systems or equipment producing sound is an exception management reserves the right to determine at what point sound constitutes interference with others and must be discontinued.

Safety Precautions

All product demonstrations involving any moving and potentially hazardous machines, displays or parts. Must have hazard barriers to prevent accidental injury to spectators. Demonstrations must always be supervised by exhibitor personnel who can stop the demonstration in the event of an emergency and all demonstrations involving potentially hazardous by products, such as dust, fumes, sparks or flames, must be approved in writing by exposition management 60 days prior to the show.

