

Indonesia's B2B Trade Show for  
**Manufacturing, OEM Services, Supplier**  
in Cosmetic, Herbal, Supplement & Fragrance Industries

# EXHIBITOR MANUAL

## Show and Booth Regulations



**06 - 08 MARCH 2024**

SMESCO Exhibition Hall, Jakarta - Indonesia



MANUFACTURING



MACHINERY



PACKAGING



INGREDIENTS

## SHOW AND BOOTH RULES & REGULATIONS

### 1. Standard Booth

#### Entitlement for Standard Booth

Booth Size (sq.m)	Reception Desk	Chair	Fluorescent Lamp	Socket	Electricity	Waste Basket
9 - 15	1	2	1	1	2 Amp	1
18 - 24	2	4	2	2	4 Amp	2
27 - 33	3	6	3	3	6 Amp	3

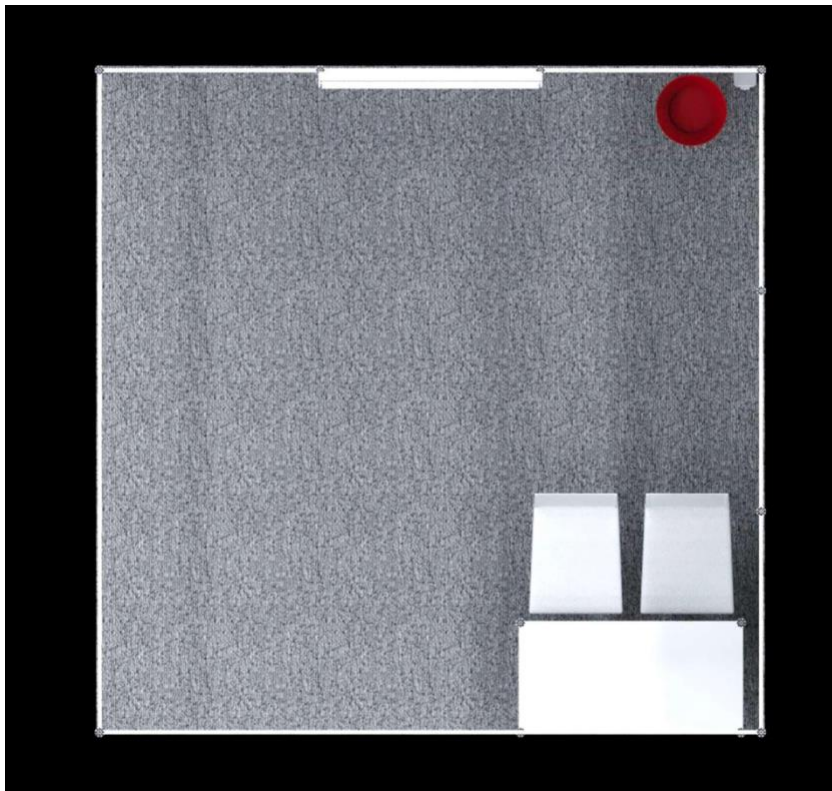
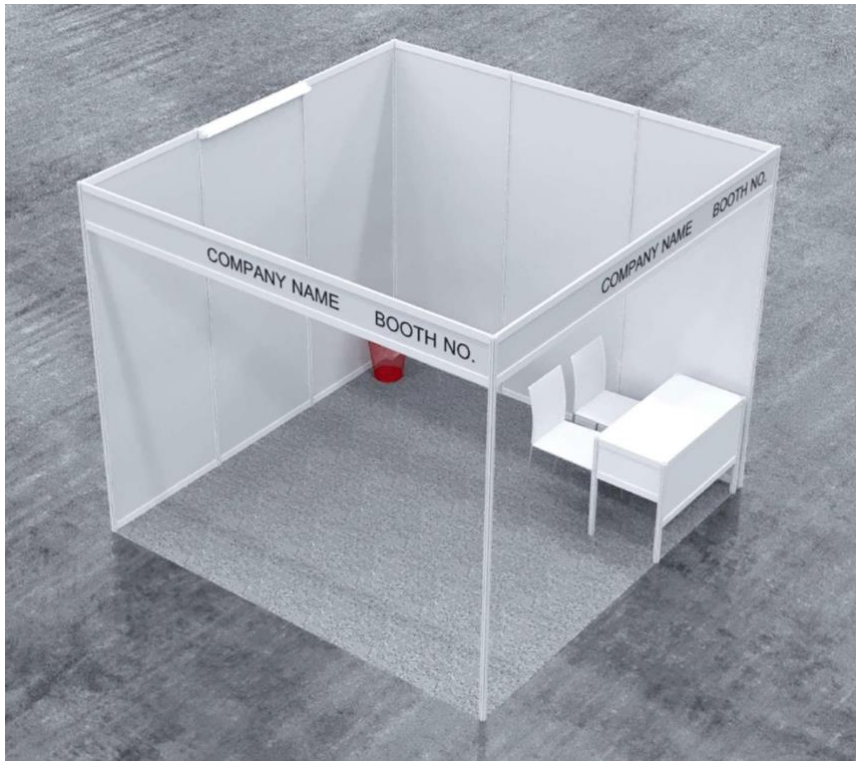


#### STANDARD SHELL SCHEME BOOTH

**All Booth include the following :**

- Octanorm R8 walling (Back and side walls)
- Grey carpet
- Fascia board
- 1 Counter table
- 2 Chairs
- 1 Fluorescent lamp
- 1 Power socket
- 1 Waste bin





**PLEASE NOTE :**

- a. It is strictly prohibited to affix nails, hooks, tacks, screws, adhesives, paint or similar items to the floors, walls, ceiling or other parts of the premises. Drilling holes into the floor is also strictly prohibited. The use of plastic packing tape, gaffer tape, masking tape or drafting tape on the floor will not be allowed. The contractor will charge the offenders for any damage to their stand panels.
- b. Exhibitors may affix lightweight photos, technical information, sheets, etc., direct to the shell stand walls with double sided adhesive pads or similar, provided such materials can be removed at the close of the Exhibition without damage to wall panels.

**2. FLOOR ONLY STAND**

Please pay careful attention to descriptions below to be sure you follow the correct guidelines for your booth space and note the following :

**a. BOOTH APPROVAL**

- Exhibitors that have made a Floor Only (Raw Space / Special Design) reservation need approval from the organizer for their booth design. Please submit the stand design in a 3-D sketch, showing the booth from all sides, also showing the equipment inside booth space before February 8, 2024. Without a written approval from the organizer before the event, the exhibitor and contractors would not be allowed and have no access to the halls.
- It is compulsory to cover floor with carpet before you build your stand
- It is compulsory to finish the outside of the approved walls (on the neighbouring side) from 2.5m upwards in a well organized, professional , and tidy way. Finishing have to be white only or natural color.

**b. BOOTH HEIGHT**

The maximum height of booth walls for Floor Only Stand is 3 meters.

**c. CONTRACTOR BADGES**

Contractor badges (working pass) are valid for build up and breakdown period only and it is compulsory to all contractor's staff to wear Contractor Badges during build up and breakdown period. Contractor badges (working pass) can be taken at the Security Area

**3. GENERAL**

**a. CARE OF EXHIBITS**

Management vacuums and cleans the aisles only. Exhibitors must, at their own expense, keep their spaces clean and their exhibits in good order. Cleaning is done during the early morning hours before the show opens. Exhibitors who generate unusually large amounts of scrap material in their booths should make special arrangements for its removal.

Exhibits must be staffed throughout the open hours of the show and must be kept in good order through the close of the show on Friday, March 8, 2024 at 5 pm.

**b. SECURITY FOR INDIVIDUAL STAND**

- i. Your staff will not allowed to stay overnight in the exhibition hall.
- ii. We strongly advise that cameras, telephone, souvenirs, valuable document, etc. are kept in secured cabinets or room.
- iii. On the last evening of the exhibition, once the show closes, remove all valuable for immediate packing and return to your office or factory.
- iv. Do not leave exhibits, souvenirs items, consumables, etc at your stand, not even locked cupboards as all furniture will be retrieved by suppliers once the show is over.
- v. Do not take chances with your valuable - once they are lost it will be almost impossible to recover them.

**c. Age Requirement**

No one under the age of 18 will be admitted, including infants.

**d. Aisles**

All aisle space belongs to Organizer. No exhibit or advertising will be allowed to extend beyond the space allotted to the exhibitor. Any demonstration or activity that obstructs an aisle or prevents ready access to neighboring booths may be suspended for a time by Organizer.

**e. Cameras / Photographs**

- i. Exhibitors may employ the show photographer or other professional photography service to photograph their exhibit or film within it. However, tripods or other equipment that can cause aisle obstructions, may not be used during open show hours.
- ii. Exhibitors are not permitted to photograph another company's display or equipment at any time without prior permission from that exhibitor.

**f. NOISE / MUSIC**

Noisy equipment used in demonstrations should be operated intermittently out of consideration for other exhibitors. Exhibitors will be requested to discontinue any noise which becomes objectionable to neighbouring exhibitors and interferes with the effectiveness of their exhibits.