

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

EXHIBITOR MANUAL

Working Schedule



06 - 08 MARCH 2024
SMESCO Exhibition Hall, Jakarta - Indonesia



MANUFACTURING



MACHINERY



PACKAGING



INGREDIENTS

WORKING SCHEDULE

1. BUILD UP

Installation Period	Date	Time	
		Start	End
Access for Bus, Truck & Large Equipment	March 4, 2024	09.00 am	01.00 pm
Booth Construction for Special Design, Outside Contractor	March 4, 2024	09.00 am	09.00 pm
	March 5, 2024	09.00 am	09.00 pm
Access for Floor Only Exhibitors	March 4, 2024	09.00 am	09.00 pm
	March 5, 2024	09.00 am	09.00 pm
Access for Standard Stand Exhibitors	March 5, 2024	09.00 am	09.00 pm
Switching on Power Supply for Test Run Exhibit	March 5, 2024	03.00 pm	09.00 pm

2. SHOW DAY

Show Day	Date	Time
Hall Opens for Exhibitors	March 6, 2024	08.00 am - 06.00 pm
	March 7, 2024	09.00 am - 06.00 pm
	March 8, 2024	09.00 am - 09.00 pm
Hall Opens for Visitors	March 6, 2024	10.00 am - 06.00 pm
	March 7, 2024	10.00 am - 06.00 pm
	March 8, 2024	10.00 am - 05.00 pm
Switching off Power Supply during Show Days	March 6 - 8, 2024	06.00 pm

3. Dismantling Period

Dismantling Period	Date	Time
Switching Off Power Supply and Dismantling Electrical Equipment	March 8, 2024	06.00 pm
Move-out of Small Exhibits and Stands by 4 Wheels Car/Truck		05.00 pm - 07.00 pm
Move out of Heavy or Large Exhibits, Stand Fitting Material by Truck Over 6 Wheels		07.00 pm - 09.00 pm
Hall Closes		09.00 pm

Please take note of the following points :

- a. During the exhibition period, exhibitors are allowed to enter the hall an hour before the opening time and remain in the hall until 06.30 pm. Exhibitors without any activities can remain not more than an hour after the closing time.
- b. Doors at the main entrance will be closed after the official closing hour at 6 pm. However, visitors are allowed to be inside the hall to join the function or party organized by exhibitors until 6.30 pm.
- c. Large & heavy machines need to enter the exhibition hall on the first day of the construction.
- d. Only trolleys must be used for move-in and move-out of any exhibits or decoration items at the loading doors of the exhibition hall.
- e. In case of set up or teardown over than specified time as in-hall operation schedule, it will cause overtime charges (IDR 1.000.000/hour/ booth) and other charges incurred by organizer
- f. Exhibitors are advised to commence packing their exhibits as soon as the exhibition ends on March 8, 2024 at 06.00 pm. To avoid delay and traffic congestion, special arrangements have to be made in advance with the Official Freight Forwarders.
- g. Please fill out the leaving letter once you leave your display products from the booth. It must be signed and stamp by the organizer & security.
- h. Please fill outgoing letter once you move out the goods from ballrooms. It must be signed and stamp by the organizer & security.

CONTRACTOR BADGES (WORKING PASS)

- a. Contractor badges (working pass) can be taken at the Security Area. Contact Person : Talita (+62 838-7191-6326)
- b. Contractor badges (working pass) are valid for build up and breakdown period only.