

MYANMAR INTERNATIONAL TOURISM EXPO 2018

Exhibitor Preparation Myanmar International Tourism Expo 2018

1. Exhibition Space Contract Signed for confirmation
2. ICVeX Team will send out the username and password for logging in the Online Exhibitor Manual system to the person in charge of exhibition's email as indicated in the exhibition space contract
3. Exhibitor are required to fill in and return the form in Online Exhibitor Manual system within the deadline period as follow;

E. ORDER FORMS

Exhibitors are required to return all forms indicated "MUST BE RETURNED" to the addressee by the date indicated. Forms indicated "OPTIONAL" are to return only if service required.

FORM	SUBJECT	MUST BE RETURNED	OPTIONAL	DEADLINE	✓
E1: RETURNED TO SHOW ORGANIZER					
2	Show Invitation	X		7 May 2018	
3	VIP Nomination		X	20 April 2018	
4	Exhibitor Name Badge	X		29 June 2018	
5	Directory Map Board Lettering	X		29 June 2018	
6	Stand Construction (Raw Space Exhibitors only)	X		29 June 2018	
7	Organizer' Standard Stand (Shell Scheme Exhibitors only)	X		29 June 2018	
8	Furniture & Accessories		X	8 June 2018	
9	Lighting & Electrics	X		8 June 2018	
10	Heavy and Large Exhibit		X	8 June 2018	

NOTE: Any exhibitors confirming their participation in the exhibition after the expiry of the above deadlines must treat these dates as "IMMEDIATE".

***** After Deadline date, please contact Mr. Apitat, Email: apitat@icvex.com or Tel. (+66)83 989 6917 for manually send the form.**

SAMPLE OF STANDARD BOOTH, FURNITURE, LIGHTING AND ELECTRICITY LIST

Standard Booths



In case you want to stick or hang a big vinyl or a big material, the dimension will be as below:

Height: 2.5 M.

Length: Depend on the length side of your booth then minus 5-10 centimeters.(Depend on how many sides that your booth is opened. This is for preventing overlapping of the sticker or the vinyl at the corner of the booth.

Size of partition / 1 Panel (For Printing Matter)

Wide = 0.95 M.

Height= 2.37 M.

Organizer's Standard Stand Specification

1. White panel systems partitions 2.5 m.(H)
2. Fascia board 0.3 m. height with company name
3. Needle punch carpet

4. Furniture

Stand area in sq.m.	9	12	15	18	21	24	27	30	33	36
Reception desk	1	1	1	2	2	2	2	2	2	3
Chairs	2	2	2	4	4	4	4	4	4	6
Wastebasket	1	1	1	2	2	2	2	2	2	3

5. Lighting & Electrical

Stand area in sq.m.	9	12	15	18	21	24	27	30	33	36
Fluorescent 36W.	2	2	3	4	4	4	4	4	4	6
Power socket point 5 Amp / 220V (not for lighting)	1	1	1	2	2	2	2	2	2	3



← Sample of power socket in the booth

Remark: * The electricity in the booth cannot exceed over 1,000 Watts at a time. *****

***** Standard booth equipment and furniture cannot be changed or refunded *****

Guidelines for exhibitors

1. Exhibitors are not allowed to place any display materials or exhibits, nor extend their stand structures and fittings, beyond their contracted boundary
2. Exhibitors are not allowed to adjust or modify fascia name.
3. **Do not move any addition or any change to the standard shell scheme. Should you wish to do so, please send booth design to Organizer at apitat@icvex.com for approval.**
4. Do not spray, glue or silicone on the wall panel. Do not paint, spray-paint, or write on the wall panel.
5. Do not drill, nail, perforate, tack down, staple or cause any damage to the panels or any parts of the standard shell scheme. Should you need to affix any exhibit or sign to the wall, please contact official contractor.
6. In case of violation of the above rules, official contractor will be obliged to request the payment from exhibitor for any damage caused at the rate of USD 50 / panel.

BUILD UP AND TEAR DOWN SCHEDULE

BUILD UP (18-19 July 2018)	DATE	TIME (hrs.)
Official Contractors move in	18-19 July 2018	08.00-20.00
Official Freight Forwarder move in - Heavy and /or large exhibits - Other exhibits	18 July 2018 18 July 2018 19 July 2018	10.00-20.00 13.00-20.00 08.00-18.00
Move-in of Special Design Contractors (Raw Space)	18 July 2018 19 July 2018	13.00-20.00 08.00-20.00
Exhibitor's Registration	19 July 2018	09.00-18.00
Exhibitor's Move-in for Decorating	19 July 2018	09.00-20.00
SHOW DAYS (20-22 July 2018)	DATE	TIME (hrs.)
Opening hours for exhibitors only	20 July 2018 21 July 2018 22 July 2018	08.30-18.30 08.30-19.00 08.30-19.00
Opening hours for visitors	20 July 2018 21-22 July 2018	09.30-17.30 09.30-18.00
TEAR DOWN (22-23 July 2018)	DATE	TIME (hrs.)
Exhibition Closes	22 July 2018	18.00
Move out of small / light exhibits	22 July 2018	18.00-19.00
Power supply to be switched off / Dismantling electrical installation	22 July 2018	19.00-22.00
Move out of heavy and / or large exhibits	22 July 2018 23 July 2018	18.00-22.00 08.00-15.00
Dismantling stand fitting materials	22 July 2018 23 July 2018	18.00-20.00 08.00-16.00
Hall cleaning	23 July 2018	16.00-17.00
Hand over hall to venue	23 July 2018	17.00

Note:

1. All contractors and exhibitors are required to follow this schedule, any overtime beyond schedule will incur in overtime charges which will be levied to contractors who require extension.
- 2. Overtime charge is USD 600/ hour / booth and must be paid before work.**

CONFIRMATION LETTER

For the exhibitor who would like to carry the exhibit things onboard and would like to ask for the confirmation letter to present to the Airport Staff, **please inform within 6 July 2018 to Mr. Apitat, Email: apitat@icvex.com or Tel. (+66)83 989 6917.**

***Please note that the letter will only indicate that you've participated in Myanmar International Tourism Expo 2018

INVITATION LETTER FOR VISA APPLICATION

For those who have to process the VISA Application to Myanmar, we are pleased to issue the certified letter for allied with VISA Application process.

Contact: Mr. Apitat, Email: apitat@icvex.com or Tel. (+66)83 989 6917 within 6 July 2018.

RECOMMENDED OFFICIAL PARTNER FOR MYANMAR SHOW

Travel and Accommodation

RICCO★STAR

1054/14, 4th Floor, Kitsiri Office Building
New Petchburi Road, Makkasan, Ratchatewi, Bangkok 10400, Thailand
Tel: 02 655 0960-2 Fax: 02 655 0964

Name	Email	Mobile no.
Mr. Sarana Chaiprasert	info@riccostar.com / thomasdome@gmail.com	+ 66 8 1889 5588
Ms. Wandee Maneekhon	wandee_m99@hotmail.com	+ 66 8 1770 6063

Or directly contact our recommended hotel in below Link:

<http://www.myanmar tourism expo.com/main/pagesubDetail/17>

Official Freight Forwarder



APT Showfreight (Thailand) Limited

98/7-8, Yannawa Road, Chongnonsee, Yannawa,
Bangkok 10120, Thailand Tel: 02 165 6158 (auto) Fax:
02 165 6159

Contact: Mr. Apiwat

Mobile: 086 515 8632 / 094 569 5192

E-mail: apiwat@aptshowfreight.com

Recommended Contractors



NCC Image Co., Ltd.

Tel. 02 203 4100 Fax. 02 203 4117

Contact: Ms. Thunyaporn (081 554 5445)

Mr. Surawat (081 559 8188) Email: surawat.weo@nccimage.com



PX System Co., Ltd.

Tel: 02 748 7625-9 Fax 02 748 7630

Contact: Ms. Jariya (081 866 6634)

Email: jariya@pxsystem.com / irin@pxsystem.com



Kingsmen Myanmar (Yangon)

Tel. + 95 (0) 1 655 922, (0) 1 655 944

Fax. + 95 (0) 1 655 977

Contact: Mr. Permwit

Email: kingsmen.myanmar@gmail.com

VENUE

