

13 - 16 September 2017

Jakarta International Expo, Kemayoran
Jakarta, Indonesia

Exhibitors' Manual
including rules and
regulations and form
for services.

A PAMERINDO INDONESIA TRADE EVENT



The 11th International Oil and Gas Exploration,
Production and Refining Exhibition

Incorporating :

- **SUBSEA Indonesia 2017**

Co-located with :

- **Marintec Indonesia 2017**

IMPORTANT NOTE: *This document forms part of your contract to exhibit. It must be read carefully and all forms completed by the stated deadline. The organisers will only accept orders/instructions from the person incharge of administration as nominated on the space contract.*

HOW TO USE THIS MANUAL

- ◆ **Payments and Contact Address** see page 2
- ◆ **General Information** see page 3
- ◆ **Exhibition Rules and Regulations** see pages 4-8
(This forms part of your contract to exhibit – please read carefully)
- ◆ **Order FORMS Important Notes and Instructions** see pages 9-13
- ◆ **Exhibiting Terms and Conditions** see page 14

(This forms part of your contract to exhibit – please read carefully)

All exhibitors must complete **all forms** – even if you do not require services.

HELP!

If you need any help with this manual – just call your nearest contact on page 2 – we will be happy to advise you.

Thank you for exhibiting!

Have a great show!

PAYMENT INSTRUCTIONS

1. Please pay for your exhibition space and/or any other invoices for telephones, catalogue, advertising, billboards or seminars before the exhibition.
2. → Please pay the **contractor(s)** for any other extra items you need from this order book.
→ Cheques payable to the contractor should be enclosed when you return the relevant order form.
→ Please keep this payment separate from your cheque to the organizer.
→ Please add 10% VAT to all orders placed with the contractor(s).
3. THE ORGANIZER WILL INFORM YOU OF THE NAME OF THE OFFICIAL STAND CONTRACTOR TO WHOM PAYMENT SHOULD BE MADE ON A SEPARATE SHEET INSIDE THE MANUAL.
4. **Please treat order forms as a pro-forma invoice. You will receive an official invoice/receipt once your order and payment have been received.**
5. PLEASE BE SURE TO CHECK THAT YOU HAVE PAID IN FULL FOR EXTRA ITEMS WELL BEFORE THE SHOW. STOCKS OF SOME ITEMS ARE LIMITED. EXTRA ITEMS ORDERED DURING THE SHOW BUILD UP PERIOD WILL BE SUBJECT TO A 50% SURCHARGE AND MUST BE PAID FOR IN ADVANCE.

**All forms MUST be returned by the deadlines shown in this manual.
Services are not guaranteed for forms returned late.**

PLEASE RETURN FORMS TO:

Exhibitors in Indonesia

P.T. Pamerindo Indonesia

Menara Jamsostek, Menara Utara
12th Floor, Unit TA-12-04
Jl. Jend. Gatot Subroto No.38
Jakarta 12710, Indonesia
Tel.: +62 (0)21 2525 320
Fax: +62 (0)21 2525 482 / 522 9268
E-mail : frarizca@pamerindo.com
Contact: Frarizca Leona

Asia

UBM Allworld

10 Kallang Avenue
#09-15 Aperia Tower 2
Singapore 339510
Tel: +65 6233 6777
Fax: +65 6233 6768
E-mail : ria@iemallworld.com
Contact: Ria Alviona

Rest of the World

UBM Allworld

12th Floor Westminster Tower
3 Albert Embankment
London SE1 7SP, United Kingdom
Tel: +44 (0) 20 7840 2130
Fax: +44 (0) 20 7840 2119
E-mail : stravers@oesallworld.com
Contact: Sabrina Travers

GENERAL INFORMATION

1. Venue

The exhibition will be held at the Jakarta International Expo Kemayoran, Jakarta-Indonesia.

2. Dates and Opening Hours

The exhibition will be open daily, **13 - 16 September 2017.**
Opening hours will be from :
- Wednesday – Friday : 10am - 6pm.
- Saturday : 10am - 5pm.

3. Official Stand Contractor



PT. PENTAWIRA CIPTA INDONESIA

Griya Pentawira, Jl. Angkasa Blok B4 No.19
Kota Bandar Baru Kemayoran, Jakarta 1610, Indonesia
Tel. :+62 (21) 42888030, Fax : +62 (21) 21472005
Website : www.pentawira.com
Contact Person :
- Egi Kristian (egikristian@pentawira.com)
- egi@pentawira.com
- Sari (sari@pentawira.com)

(Halls **B3, C3**)

4. Build-Up and Dismantling Periods

a) Build-Up (Hall B1, B2, C1 & C2)

- i) Exhibitors building their own stands (**Space Only – Option 1**) may start construction **9 am on 10 September 2017.**
- ii) Exhibitors using **Organisers' Stand Service–Option 2** or **Package Stand-Option 3** may start work at **9 am on 11 September 2017.**
- iii) Use of Mobile Cranes can only be used on **10 September 2017, from 8 am to 5 pm.**
- iv) Use of Mobile Cranes must stop strictly at **5 pm on 10 September 2017.** Please contact the organiser if you intend to use a mobile crane after the allotted time.
- v) All stands to be completed in every respect by **10pm on 12 September 2017.**

Note that from 10 - 12 September 2017, the halls will be closed strictly at 10pm each evening. Please instruct your contractor about this deadline.

b) Dismantling

All exhibits, display materials, and stands must be removed from the exhibition area by **6 pm on 17 September 2017.** Rent will be charged on late removals.

5. Hall Specification

Venue : Jakarta International Expo

| Venue | Hall A | Hall B | Hall C1 | Hall C2 | Hall D1 | Hall D2 |
|-----------------|------------------|------------------|------------------|----------------|------------------|-------------------------|
| Floor Loading | 2-5 tons per Sqm | 2-5 tons per Sqm | 1-2 tons per Sqm | 500 kg per Sqm | 3-5 tons per Sqm | 3-5 tons per Sqm |
| Floor Structure | Concrete Slab | Concrete Slab | Tiles | Tiles | Tiles | Heavy Duty Carpet Tiles |

EXHIBITION RULES & REGULATIONS

1. Admission

Professionals, trade and business visitors only. Minors and members of the general public will not be admitted. The organiser reserves the right to refuse admission or to remove any person without giving a reason. This also applies to build-up and dismantling periods.

The minimum working age in Indonesia is 18 years. Anybody under the age of 18 years will be refused admission into the exhibition halls at any time, from build-up to dismantling periods.

2. Promotions during the Show

Exhibitors are asked not to place stickers, signs or posters anywhere in the halls other than within their own stand and on paid advertising poster sites and billboards. Likewise, exhibitor's representatives may not distribute promotional literatures, invitations etc along the aisles or near the entrances/exits of the exhibition halls, organiser's facilities or any other areas which, in the opinion of the organiser, is deemed inappropriate and causes inconvenience to visitors and other exhibitors.

3. Segways and Other Wheeled Transportation

The use of segways, rollerblades, bicycles, skateboards, or other wheeled transportation not for the use of the physically challenged, is strictly forbidden.

4. Product Demonstrations & Presentations

The organiser appreciates that demonstrations and presentations form an integral part of exhibitions. Exhibitors, however, should exercise discretion to other exhibitors when carrying out demonstrations and presentations.

The operation of any sound device or image projector must not interfere with, or be an annoyance to neighbouring stands. Sound levels recorded at adjacent or opposite stands should not exceed 70dB from source for all announcements, speech, music and sound effects.

The organiser may also require such demonstrations or presentations to be carried out in accordance to a timetable as laid down after consultations with the exhibitors involved.

Exhibitors planning to stage demonstrations or presentations must provide a reasonable space for the audience within the confines of the stand.

The organiser reserve the right to determine the acceptable sound level and the extent of noise emission permissible from demonstrations of working exhibits, announcements, speech, music and sound effects. The organiser reserve the right to close exhibition stands or disconnect any equipment considered too disruptive for a professional trade environment.

5. Power Supply and Lighting

Supply Voltage: Single Phase, 220 volts, 50 cycles

Three Phase, 380 volts, 50 cycles

Due to occasional power fluctuations sensitive equipment should be installed with a voltage regulator.

The following rules must be complied with:

- a) Starting arrangement of motors: All motors must have independent automatic protection against excessive current using one of the following starters:
 - i) Up to 5 HP: Direct-on-line
 - ii) 5 to 25 HP: Star-Delta
 - iii) Above 25 HP: Auto Transformer

- b) All electrical installation work from source of supply at the exhibition must be carried out solely by the organiser's official contractor.
- c) Exhibitors requiring different voltages, stabilizers, frequency or special connections to equipment should arrange for their own transformers, converters, boosters etc and keep the organiser informed.
- d) All electrical equipment and connection downstream from organiser's supply should be tested by the exhibitor's (exhibitor's appointed contractor's) electrical engineers/technicians prior to turning on the electrical supply.

6. Flooring and Floor Loading Capacity

The floor loadings stipulated by the venue owners must not be exceeded. The organiser's delivery schedule for heavy and large exhibits must be strictly adhered to. For details on hall flooring and floor loadings at the venue/hall concern, please approach the organiser and/or refer to the exhibition website on hall specification and/or general information section of the exhibition order book for information.

7. Working Exhibits

- a) Moving machinery must be fitted with safety devices when the machines are in operation. These safety devices may be removed only when the machines are not in operation and disconnected from the source of power.
- b) No motors, engines, contrivances or power-driven machinery may be used without adequate protection against risk of fire.
- c) Working machines must be placed within 0.5m of the aisle. We strongly recommend the use of safety guards.
- d) All pressure vessels or equipment under pressure must conform to the safety standards & regulations. Prior approval must be sought from the organiser before operating such equipment.
- e) Any fumes or exhaust deemed by the organiser to be excessive must be extracted or ducted away from other exhibitors and visitors.

8. Dangerous Materials

No naked flame/lights and lamps or temporary gas or electrical fittings may be used in the exhibition building without prior permission from the organiser. Use of spray paint equipment within the halls is forbidden.

9. Stand Boundaries and Design Restriction

All stands must be carpeted or laid with some form of flooring as clear demarcation of contracted space. Except for 'island' booths (4 side open), a backwall must be installed for every stand. Stands with immediate neighbour(s) should also be provided with the necessary sidewall(s). No exhibitor or their stand contractor may use any wall belonging to any other stand(s).

Exhibitors may not place any display materials or exhibit, nor extend their stand structures and fittings, beyond their contracted boundary. Bridging of stand structures across aisle is not permitted.

The exhibitor may be charged for area exceeded, and the organiser reserves the rights to remove the infringing material(s). Likewise, any projection of programmable moving lights are restricted within the perimeter of their stand. The prevailing rate for space rental on per square metre basis will be charged to exhibitors who fail to comply on the above.

Signs and other advertising material may only face the open sides of your stand as shown on your allocation plan. No signs or advertising are permitted on the back of stands which face other exhibitors. Back of stands must be clean and properly decorated.

10. Structural Height Restriction

The permitted stand height is not more than 4.5m high. Any design for a structure exceeding 2.5m in height must be submitted for approval at least 10 weeks prior to the exhibition and will be considered on a case by case basis. For details on maximum heights of stand structures at the venue/hall concern, please approach the organiser and/or refer to the order forms important notes section, point 9 – standing building guidelines in the exhibition order book for information. If approved, this structure will be restricted to a distance of 1 metre away from the dividing walls of the adjoining stands. This restriction also applies to overhead structure suspended from the existing hall ceiling.

11. Open Frontage

All stands in the exhibition, irrespective of height, must have at least half of any frontage facing an aisle left open or fitted with transparent (clear see-through) material. This area must be left visibly free of obstruction.

12. Rigging

Rigging using the existing hall ceiling structure is only allowed for banners, curtain drapes, lighting trusses and any decorative items subject to approved designated location(s) and approval from the venue and the organiser. Due to safety concerns, rigging of booth structure is strictly not allowed as all booth constructors must ensure that the booths they build are structurally safe.

13. Building Materials /Fire Safety

All materials for stand construction must be properly fire-proofed to normal international standards.

14. Double Storey Stands

Double storey stands are applicable for contracted ground area of 60 Square metre and above (to be considered on a case-by-case basis). The upper storey may not exceed a total of 6m in height and occupy no more than 50% of the ground floor area. The upper storey space will be charged at 50% of the 'space only' price.

The design, construction and dismantling of double storey stands are to comply with the guidelines, rules and regulations laid down by the organiser.

Detailed plans must be submitted to the organiser in advance for approval.

15. Damage to Stand Structures and Exhibition Premise

No person under any circumstances may use the exhibition hall, ceiling, pipes, fixtures, floors or walls in any way. Drilling, cutting, nailing, wiring or fixing of any stand structure(s) and/or exhibits to any existing structures is strictly prohibited. They are also not to use any products and/or materials that may leave marks or cause damage to the flooring, walls or wall coverage. The above also applies to organiser's package booth structures and walls. Any such damage to stand service structures will be invoiced to the exhibitor.

16. Official Contractors

- a) The organiser has appointed official contractors for various services so as to ensure a more efficient and regulated build-up and dismantling.

Please refer to the list of official contractors specified in the exhibition order book.

- b) The services of the official contractors are for the convenience of exhibitors, and the organiser will accept no liability in respect of any contract between exhibitors and such contractors for the negligence or default of any such persons, their servants and agents.
- c) Where mechanical handling within the exhibition hall is required, only the official freight forwarders may be appointed.

17. Stand Fitting Contractors

In adherence to safety requirements, only the organiser's official contractor may carry out electrical and pipe installations.

Exhibitors may appoint their own contractor for stand design and construction subject to them being approved by the organiser, and all approved contractors must lodge a deposit in accordance to regulation stipulated by the venue management as follows:

| | | |
|---------|------------------------|-------------------|
| Indoor: | 1 – 15 m ² | Rp. 5,000,000.00 |
| | 16 – 50 m ² | Rp. 10,000,000.00 |
| | 51-100 m ² | Rp. 15,000,000.00 |
| | >100 m ² | Rp. 20,000,000.00 |

Outdoor Rp.10,000.00 / m² X size of the area [*double decker stand charged 2x]

This serves as a performance bond as well as a damage deposit. This deposit will be refunded after deduction for services and damage if any.

Cutting of timber or other preparation creating excessive dirt or rubbish is strictly prohibited inside the halls.

Exhibitors and their appointed stand contractors are responsible for the dismantling and removal of their stands/stand materials by the deadline specified on the build-up and dismantling schedule in the exhibition order book.

Exhibitors are responsible and liable for their appointed contractor's observance of all rules and regulations.

18. Storage

Direct arrangements should be made with an appointed official freight forwarder. Otherwise, exhibitors must arrange for their cartons and cases to be transported back to their own premises. Exhibitors are not to store such items within the exhibition area.

The organiser reserves the right to remove/dispose of any carton, cases and/or packing materials left in the exhibition halls. Any cost incurred will be borne by the exhibitor.

19. Air Conditioning

Air conditioning will operate in the hall during the open period of show days only. No air conditioning will be provided during build-up or dismantling period.

20. Stand Cleaning

During the show days, the organiser will be responsible for the general cleaning of stand carpets (excluding 'space only' exhibitors) and aisles daily. Exhibitors are responsible for cleaning their own exhibits and furniture.

During the build-up and dismantling periods, exhibitors and/or appointed contractors are responsible for the removal of stand construction debris and rubbish on a daily basis. All aisles must be left clear.

21. Security

- a) General security will be provided by the organiser round the clock. Exhibitors and their staff will not be allowed in the exhibition hall outside the official hall opening hours.
- b) Security guards will patrol the exhibition hall in general, but their duties will not include specific attention to individual stands.
- c) For security and safety reasons, exhibit movement in or out of the halls during the show hours is not permitted.
- d) All personnel in the exhibition halls must wear their show identification badges.

22. Invoices & Payment For Services

Orders must be accompanied with full remittance to respective parties as specified in the order forms.

Remittance must be made reference to: Name of exhibition, exhibiting company and stand number.

Exhibitors must report any discrepancies immediately to the respective appointed contractor(s) and the organiser, failing which, invoices are deemed to be accurate. Please note that the respective appointed contractor(s) and organiser will NOT be able to rectify any discrepancy on invoiced item(s), if they are reported after the last day of the exhibition.

23. Visas and Travel

a) Immigration

- i) Visitors are required to possess passports valid for 6 months beyond travel dates.
- ii) Exhibitors are recommended to possess a valid business visa which can be applied for at an Indonesian Embassy or through a Consular Representative.
- iii) The organisers do not accept any responsibility for obtaining visas for exhibitors to travel to Indonesia.
- iv) It is a clear condition of the Contract to Exhibit that exhibitors are responsible for obtaining their own visas in good time in advance of the show. Any exhibitor who cancels exhibition space due to failure to obtain visas shall be liable to pay cancellation charges as outlined in item 3 of the Exhibiting Terms and Conditions.

b) Health Regulation

There are currently no official health certificates required for Indonesia but any exhibitors intending to travel widely in Indonesia may wish to check with their health advisor.

24. Outside Exhibit Area

Rental of stand space in the outside exhibit area is available only to companies displaying items which are designed for use in the open air. All applications for outside stand space must be submitted to the organisers with a full schedule of proposed exhibits. The organisers decision on the suitability of exhibits for the outside area is final.

25. Currency

- a) From July 1, 2015 the Indonesian Rupiah is the official currency for all exhibition billing in Indonesia.
- b) Foreign currencies may be changed at hotels and banks.

26. Advertising Tax

In accordance to the Governor Regulation No. 27 and No. 172, Year 2014 on advertising tax, exhibition booth visuals as well as exhibition promotional materials in various forms can be subjected to advertising tax. It is important that exhibitors clarify with their stand contractors and/or the organiser on any advertising tax that may be applicable in relations to promotions on the booth and at the exhibition. Exhibitors will be responsible for any advertising tax imposed by the tax officials on their booth and promotional materials.

27. Regulatory Authorities

Where applicable, the above rules and regulations are additional to rules and regulations stipulated by the regulatory authorities. All exhibitors and their contractors must abide by the code of practices set by the relevant regulatory authorities.

ORDER FORMS IMPORTANT NOTES AND INSTRUCTIONS

1. Exhibition Catalogue

See order FORM 1

The organiser will take all reasonable steps to ensure that any material submitted by exhibitors for inclusion in the catalogue or other material is reproduced accurately. Exhibitors submit material for inclusion in the catalogue or other promotional items on strict condition that the Organisers cannot be held responsible for omissions or typographical or other errors which may appear for whatever reason.

2. 'Gold 2017' Visitor Invitations

See order FORM 3

Personal **Gold 2017** Visitor card invitations will be issued to exhibitor's customers. **GOLD 2017** holders will receive the benefits of our special '**Gold 2017**' facilities, which include :

- Free show catalogue
- Complimentary use of '**GOLD 2017**' visitor lounge
- Free usage of local telephone and e-mail at the show
- Fast registration at a special '**GOLD 2017**' visitor desk
- Special '**GOLD 2017**' parking area

3. Exhibitor Publicity

See order FORM 4

Exhibitors are invited to submit photographs of their exhibits for inclusion in the exhibition's publicity campaign and Show Preview if submitted by the deadline date. This will be extensively circulated throughout the region providing valuable exposure to the market before the show.

PLEASE NOTE THAT THE ORGANISERS CANNOT GUARANTEE THAT ITEMS SUBMITTED WILL BE USED, NOR CAN ANY MATERIAL BE RETURNED.

4. Exhibitor Seminars

See order FORM 5

Exhibitors wishing to give seminars or presentations during the period of the exhibition should apply on Order FORM No. 5. The programme of presentations and seminars will be announced in the catalogue and Show Preview. Exhibitors must therefore return FORM 5 by the stated deadline; the Organisers cannot guarantee that details received after that date will be included in the pre-show publicity. Final responsibility for obtaining a suitable audience to seminars rests with the exhibitor, not the organiser.

5. Audio Visual Equipment for Stands and Seminars

See order FORM 5 & 12

This is generally very expensive to hire and it is recommended that where possible exhibitors bring their own equipment and accessories. However the Organisers do offer rental service. See FORM 12 for hire for the exhibition and FORM 5 for hire at seminars.

6. Advertising Opportunities

See order FORM 6, 7 & 8

Exhibitors that wish to publicise and enhance on their participation at the exhibition through available promotional options may apply via Order FORM No. 6, 7 and/or 8. Relevant materials and/or fixtures must be provided in accordance to the organisers specifications.

7. Sponsorship Opportunities

See order FORM 9

Exhibitors that wish to publicise and enhance on their participation at the exhibition through available sponsorship platforms may apply via Order FORM No.9. Relevant materials and/or fixtures must be provided in accordance to the organisers specifications.

8. Organisers' Stand Service Rental Specifications

See order FORM 10

See page 26, opposite FORM 10, for drawings and specifications. This option includes space rental, walls, carpet, nameboard and lighting but no furniture or other display aids as detailed below:

9. Package Stand Specification

See order FORM 10

See page 26, opposite FORM 10, for drawings and specifications.

i. Individual Company Package

This option provides a complete stand, as described above, together with an inclusive range of display aids which increase according to the size of your stand (to a maximum of 21sqm). See Order FORM 10 for details and page 26 for a diagram and specifications. For stands above 21 sqm, please select Stand Service (item 8 above or Option 2 on FORM 10) and choose your display items individually from the manual.

ii. Group Package

As described in the individual company package, but including a group colour scheme and feature/logo to link a group of exhibitors by country, region or association.

10. Exhibitors Building Their Own Stands

See order FORM 10

- a) You may appoint your own stand contractors with the exception of electrical and pipe installations. Exhibitors are responsible and liable for their contractors' observance of all rules and regulations. **All contractors will be required to sign a separate guarantee that they will complete preparation on time and accept liability for any damage and/or clearance of rubbish.**
- b) During the build-up period the exhibitor, or his contractor, will be responsible for day-to-day removal of rubbish. Cutting of timber or other preparations creating excessive dirt or rubbish is strictly prohibited inside the halls.
- c) No exhibitor or contractor may under any circumstances use the exhibition hall, ceiling, pipes, fixtures, floors or walls in any way (i.e. nailing, wiring or fixing of any exhibits to any existing structures is strictly prohibited). No exhibitor or his contractor may use any wall belonging to any other stand.
- d) No stand, exhibit, floor covering or fittings shall extend beyond the exact dimensions specified in the exhibitors' space contract. No furniture or plants shall be placed in the aisles. Bridging of stand structures across aisle is not permitted.
- e) ALL exhibitors and their contractors are responsible for the dismantling and removal of their stands by the stated deadlines.
- f) ALL exhibitors not using Stand Service or a Package Stand must lay floor covering over the whole area of the stand, taped down on all edges.
- g) All materials for stand construction must be properly fire-proofed to normal international standards.
- h) Any frontage facing an aisle must have at least 50% left opened or fitted with transparent material.
- i) Double-Storey Stands of more than one storey high. Detailed plans must be submitted to the organiser in advance for approval. Upper stories may not exceed a total of 6m in height and occupy no more than 50% of the ground floor area which should be a minimum of 60 sqm. Upper storey space will be charged at 50% of the 'space only' price.

11. Stand Building Guidelines

Exhibitors building their own stand must submit a drawing of their stand design with dimensions to the show Organisers for their approval. This drawing should be attached to FORM 10 complete with the name of the stand contractors. It is not permitted to exceed this without the Organisers written permission. All stands design must be approved by the organiser.

| Hall A | | Hall B & C3 | | Hall C1, C2 | | Hall D | |
|--------|--------|-------------|--------|-------------|--------|--------|--------|
| Eaves | Middle | Eaves | Middle | Eaves | Middle | Eaves | Middle |
| 4.5 M | 4.5 M | 4.5 M | 4.5 M | 2.5 M | 3.5 M | 4.5 M | 4.5 M |

Please see page 39 for more details

Signs and other advertising material may only face the open sides of your stand as shown on your allocation plan. No signs or advertising are permitted on the backs of stands which face other exhibitors. Backs of stands must be clean and properly decorated.

Exhibitors must erect a complete structure of a minimum 2.5 metres height along any side of stands adjoining other exhibitors. You may not use any wall or surface belonging to any other exhibitor or the exhibition hall owners.

- 12. Electricity and Lighting** **See order FORM 11**
 220 volts single phase, 50 cycles; 380 volts three phase, 50 cycles. All electrical work must be carried out by the official contractor. Due to occasional power fluctuations, sensitive equipment should be installed with a voltage regulator. Exhibitors requiring electrical power for standbuilding purposes are requested to contact the show management on arrival at the hall.
- 13. Furniture** **See order FORM 12**
 Exhibitors may make their own arrangements to provide furniture for their stand or they may order from the Organisers using Order FORM 12.
- 14. Water and Waste** **See order FORM 13**
 Exhibitors requiring water and waste should use Order FORM 13.
- 15. Compressed Air** **See order FORM 14**
 Exhibitors requiring compressed air should complete Order FORM 14.
- 16. Telephones / Internet** **See order FORM 15**
 These may be ordered from the Organisers using Order FORM 15.
- 17. Manpower Services** **See order FORM 16**
 Exhibitors requiring manpower services should complete Order FORM 16. Interpreters/stand guides can be ordered subject to availability.
- 18. Exhibitor' Staff Entry Passes** **See order FORM 17**
 These will be available for collection from the Organisers' office at the show. Provided that the names have been listed in the order form.
- 19. Exhibit Heights and Weights** **See order FORM 18**
 Exhibitors should notify the Organisers of any item of machinery over 3 metres high, or exceeding one tonne in weight. Exhibits on Stand Service or Package Stands may not exceed the fascia height of 2.5 m without the written permission of the Organisers.
- 20. Exhibitor Parking**
 Ample parking is available at the exhibition centre.
- 21. Photographer**
 A photographer will be available on site. Please contact the organiser's office for any photographic work required by exhibitors.
- 22. Plants and Flowers**
 These may be hired on-site during build up. Please contact the organiser's office.
- 23. Shipping and Move-in of Exhibits**
 Three approved freight forwarding contractors have been appointed as handling and clearing agents for this exhibition in Indonesia. Full documentation, details of procedures, scheduling of dates and cost estimates will be sent to exhibitors by these companies on request.
- | | |
|---|--|
| 1. R.E. Rogers (Malaysia) Sdn Bhd No.7 Jalan Juruodit U1/76 Taman Perindustrian Batu Tiga 40000 Shah Alam, Selangor, Malaysia Tel : +60 (0) 3 5510 8611 Fax : +60 (0) 3 5510 6296 / 2208 E-mail : chris@rogers-asia.com roy@rogers-asia.com Contact: Mr. Chris Smith Mr. Roysheider Hermawan | PT. Rogers Karya Gelar Intl Freight Forwarders Gunung Sahari Permai Building Block E1 Jl. Gunung Sahari Raya 60/63 Jakarta 10610, Indonesia Tel: +62 (0) 21 - 420 5430, 420 9204 Fax: +62 (0) 21 - 420 5453 E-mail : rogerskg@indosat.net.id Contact: Ms. Yunni / Nunu |
|---|--|

| | | |
|-------|--|---|
| 2. | PT. Sri Langka Rukan Graha Cempaka Mas, Blok B-6 Jl. Letjend. Soeprpto Jakarta 10640, Indonesia Tel: +62 (0) 21 - 42874655, 42874657 Fax: +62 (0) 21 - 4229863 Contact: Mr. Mochtar Sharief Mr. Ali Bone | Email: sharief@sri-langka.com Email: bonnie@sri-langka.com |
| <hr/> | | |
| 3. | Agility Fairs & Events Logistics Pte Ltd No.5, Changi North Way, 3rd Floor Singapore 498771 Tel : (65) 6571 5603 Fax : (65) 6214 9592, 6214 9593 E-mail : mghazali@agilitylogistics.com Website: www.agilitylogistics.com Contact: Mr. Ghazali Saad GM (Business Dev. & Fine Arts) | PT. Agility (Fairs & Events) Gambir Expo, Blok D No.1-3 Lt.2 Arena Pekan Raya Jakarta Kemayoran Jl. Benyamin Sueb, Jakarta 10620, Indonesia Tel: +62 (0) 21 - 2664 5170 Fax: +62 (0) 21 - 2664 5171 E-mail: rastuti@agilitylogistics.com rbambang@agilitylogistics.com Contact: Ms. Rini Budi Astuti Mr. R. Bambang |

24. Customs Procedures

The Freight Forwarding contractor will send detailed instructions to all exhibitors, including move in of local stock. The main points will be as follows:

- (1) All goods must be consigned to < **Oil & Gas Indonesia 2017** > and not to forwarding agents in Indonesia or the Organisers.
- (2) Documentation for each shipment must include each of the following:
 - a. Exhibitors invoice and Combined Certificate of Value and Origin (special form distributed by the Shipping contractors).
 - b. Airway Bill
 - c. Packaging List
 - d. Brochure/Leaflets covering goods invoiced.

The above documents must be returned to the shipping contractor specifying: < **Oil & Gas Indonesia 2017** >, Jakarta International Expo Kemayoran with notification of exhibitors name, hall and stand number, as the consignee.



- (3) A special goods classification procedure will be followed to cover all materials on the Exhibitor's invoice and Combined Certificate of Value and Origin. In brief these are:
 - a. Exhibition goods/products. Entry for the exhibition is duty free. Then pay duty if permanently imported, no duty if re-exported.
 - b. Pamphlets/sales brochures (printed matter) are duty free.
 - c. Materials for exhibition, stand decoration or construction. These must be re-exported or disposed of under Customs control after the exhibition.
 - d. Souvenirs/give away items. Limited quantities of such items printed with the exhibitors name will be permitted entry duty free.
 - e. Films and slides enter duty free for use in the exhibition, but have special requirements for entry procedures. Details from the shipping contractors.
- (4) Goods shipped in for the exhibition may remain at the exhibition centre up to one month from date of entry, except goods restricted for import, which must be re-exported within three months after the exhibition. Restricted goods list will be supplied by the shipping contractor.
- (5) Import facilities at the Jakarta International Expo Kemayoran, Jakarta-Indonesia
 - a. Temporary import permit without letter of credit.
 - b. Temporary suspension of import duty until the goods are sold, or re-exported.
 - c. Individual exhibitor permit to participate in the exhibition.

(6) The Director General of Customs and Excise has agreed that exhibition goods may be transported directly to the exhibition site from the port or airport of entry for customs inspection on site.

The above is a brief summary of the detailed instructions exhibitors will receive from the official freight forwarding contractor. For queries about customs procedures, contact the Freight Forwarding contractors direct

25. HOTEL PARTNER

The official hotel for this exhibition are:

| | |
|---|---|
|  GRAND MERCURE JAKARTA KEMAYORAN ★★★★★ For special exhibition rates: Tel : +62 (0) 21 – 2260 1111 Fax : +62 (0) 21 – 2260 2222 E-mail: H9896-SL11@accor.com |  HOLIDAY INN EXPRESS JAKARTA INTERNATIONAL EXPO ★★★★★ For special exhibition rates: Tel : +62 (0) 21 28096000 E-mail: info.jktie@ihg.com |
|---|---|

SEND ORDER FORMS TO YOUR NEAREST CONTACT BELOW

If you require any further assistance with the completion of this manual please feel free to contact your nearest contact below:

Exhibitors in Indonesia

P.T. Pamerindo Indonesia
Menara Jamsostek, Menara Utara
12th Floor, Unit TA-12-04
Jl. Jend. Gatot Subroto No.38
Jakarta 12710, Indonesia
Tel.: +62 (0)21 2525 320
Fax:+62(0)21 2525 482, 522 9268
E-mail : frarizca@pamerindo.com

Asia

UBM Allworld
10 Kallang Avenue
#09-15 Aperia Tower 2
Singapore 339510
Tel: +65 6233 6777
Fax: +65 6233 6768
E-mail : ria@iemallworld.com

Rest of the World

Indonesia Department
UBM Allworld
12th Floor Westminster Tower
3 Albert Embankment
London SE1 7SP, United Kingdom
Tel: +44 (0) 20 7840 2130
Fax: +44 (0) 20 7840 2111
E-mail : stravers@oesallworld.com

Important Notice to All Exhibitors

- Please treat all of your Order FORMS as a Proforma Invoice, where required payment can be sent with the Order FORM.
- Please check carefully at the top of each Order FORM for payment instructions and mail to your nearest contact address shown above.

