



# Exhibitor Manual

Routes Asia 2016

6<sup>th</sup> – 8<sup>th</sup> March 2016

SMX Convention Centre,  
Manila, Philippines

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## EXHIBITION CHECKLIST

We have put together this checklist to help you with your planning for Routes Asia 2016, to record your progress and to remind yourself what needs to be done!

<b>BASIC PLANNING</b>	<b>SECTION</b>	<b>DONE (Tick)</b>
<b>READ EXHIBITOR MANUAL</b>		<input type="checkbox"/>
Work Out a Timetable to Prepare for the Event		<input type="checkbox"/>
Initial Deposit Paid		<input type="checkbox"/>
Balance(s) Due		<input type="checkbox"/>
Book Hotel Rooms	4-7	<input type="checkbox"/>
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Arrange Delivery/Collection/Storage of Stand Materials	2-11	<input type="checkbox"/>
 <b>THE STAND</b>		
Brief Stand Contractor		<input type="checkbox"/>
Order Carpet	4-6	<input type="checkbox"/>
Order Floral Displays	4-5	<input type="checkbox"/>
Order Audio Visual	4-1	<input type="checkbox"/>
Order Furniture	4-5	<input type="checkbox"/>
Order Catering	4-2	<input type="checkbox"/>
Arrange Stand Staffing	4-10	<input type="checkbox"/>
Return Shell Scheme Name Board Form		<input type="checkbox"/>
Arrange Insurance	4-8	<input type="checkbox"/>
Order Hosted Networking Stand (for HNS holders only)	4	<input type="checkbox"/>
 <b>PUBLICITY</b>		
Send Exhibitor Profile – Delegate Directory	6	<input type="checkbox"/>
Arrange Prize Draw / Incentives		<input type="checkbox"/>
Organise Stand Literature		<input type="checkbox"/>
Organise Extra Advertising		<input type="checkbox"/>
Plan Post-show Activity and Follow Up		<input type="checkbox"/>

## ROUTES ASIA 2016 - EVENT TIMETABLE

The Routes Asia 2016 event will take place in the SMX Convention Centre

Event Build-Up Days	Halls Open	Details of Schedule
Saturday 5 <sup>th</sup> March	08:00 – 20:00	Build-up of Hosted Networking Stands and Dressing of Shell Scheme build commences
Sunday 6 <sup>th</sup> March	08:00 – 12:00	Final dressing of Shell Scheme stands
Event Open Days		
Sunday 6 <sup>th</sup> March	13:00 – 18:00	Event Open
Monday 7 <sup>th</sup> March	07:30 – 17:45	Event Open
Tuesday 8 <sup>th</sup> March	08:00 – 17:45	Event Open
Event Breakdown Days		
Tuesday 8 <sup>th</sup> March	18:45 – 00:00	Dismantling of Stands

All stand dressing and construction MUST be removed from the venue by 23:59 on Tuesday 8<sup>th</sup> March 2016. Any items left in the venue after this time will be deemed abandoned and disposed of as rubbish.

**There will be a charge for the removal of any stand fitting or other goods which are abandoned in the venue.**

## 1. GENERAL INFORMATION

This manual has been created to aid exhibitors in all aspects of their planning for Routes Asia 2016. It contains many details for your information as well as a number of items which will need your attention in the lead up to the event.

Please take note of the forms and deadlines at the back of this manual in order to make the process of exhibiting at Routes Asia 2016 hassle free.

If you do not find the information you require in this manual please feel free to contact the Routes Operations Team directly by email at [edmund.lee@ubm.com](mailto:edmund.lee@ubm.com) , or by phone +6 03 2176 8788

In addition, this manual is available to download via our website [www.routesonline.com](http://www.routesonline.com)

### 1-1 ORGANISERS OFFICE

Routes will have a dedicated Organisers Office to deal with any queries you may have on site. A member of the Routes team will be available to assist you with your queries.

The Organisers Office will be open at the following times:

Saturday 5 <sup>th</sup> March	07:00 – 18:00
Sunday 6 <sup>th</sup> March	07:00 – 18:00
Monday 7 <sup>th</sup> March	07:30 – 18:00
Tuesday 8 <sup>h</sup> March	08:00 – 20:00

The Organisers office is located in Meeting Room 10, 2<sup>nd</sup> Floor in the Convention Centre.

If you have any queries regarding your participation at Routes Asia 2016 prior to these dates please do not hesitate to contact any member of the Routes Operations Team. Contact details can be found above.

#### **First Aid:**

First Aid is available on-site. Medical Room is available at Level 2. Basic first aid requirements (plasters, headache tablets etc) are provided. In an emergency, please contact the Customer Relations Counter, located at Ground Floor.

#### **Registration Desk:**

The Routes Asia 2016 Registration desk will be in operation from 13:00 on Sunday 6<sup>th</sup> March 2016 until 16:30 on Tuesday 8<sup>th</sup> March 2016. All delegates can collect their badge and delegate bag from 13:00 on Sunday 6<sup>th</sup> March 2016 onwards.

The Routes Registration Team will be on hand to answer any of your queries. If you have any registration queries prior to the event please email [eventregistration@routesonline.com](mailto:eventregistration@routesonline.com)

## 1-2 VENUE FACILITIES

### **Business Centre**

The Business Centre is part of the Convention Centre. It is equipped with general devices to offer administrative support for you to stay connected. Services available include: Copying, E-mail & Internet, Facsimile, PC and Printer.

## 1-3 LOST & FOUND

All lost and found items should be handed in or reported to the Organisers Office. Any enquiries regarding lost and found items should be directed to the Organisers Office or on-site security.

## 1-4 SMOKING

The SMX Convention Centre is a **Non-Smoking** venue.

## 1-5 NOISE LEVELS

If you intend to use any form of music or entertainment (dancing, singing and live performances) for your stand promotion you must notify the organisers in advance of Routes Asia 2016.

There will be a prescribed maximum noise level of **50db** for all stands. Entertainment should be scheduled outside the formal one-to-one meetings sessions and only during the periods below:

Monday 7 <sup>th</sup> March	10:55 – 11:25
	15:35 – 16:05
Tuesday 8 <sup>th</sup> March	10:55 – 11:25
	15:35 – 16:05

Routes would also ask that all exhibitors minimise noise and show appropriate respect to the formal speeches during the Lunches and Handover Ceremony. If any noise levels are raised to an unacceptable level, you may be asked to suspend activities until a more appropriate time. ***During meetings & speeches no sound, performances or entertainment should be played from any stand.***

Those exhibitors who plan to have Audio Visual equipment on their stand should ensure that all audio speakers are facing inwards towards the stand and **NOT** facing the gangways or any other stands.

## 1-6 PUBLIC ADDRESS SYSTEM

The public address system is for official announcements by the organisers only. It is not available to exhibitors for publicity purposes or individual messages during Routes Asia open hours.

If you wish to make an announcement please contact a member of the Routes Marketing team via the Organisers Office.

## 1-7 HEIGHT LIMITS FOR STANDS

Shell Schemes may **not** exceed a height of 2.5 metres.

Your Hosted Networking Stand may **not** exceed a height of 4 metres and should be single storey only.

## 1-8 HANGING BANNERS

Under **no** circumstances are exhibitors permitted to hang banners/signs/truss from drop wires above their stands.

All banners/signs/truss must be attached to the top of the stand itself and must not exceed a total height of 4 metres for Hosted Networking Stands and 2.5 metres for Shell Schemes.

## 1-9 HOTEL ACCOMMODATION & BUSINESS CENTRE

To book hotel accommodation please visit:

[www.routesonline.com](http://www.routesonline.com)



## 2. SECURITY, ACCESS & DELIVERY

This section covers areas such as security, access during the build-up and breakdown period of Routes Asia 2016, parking, lifting, deliveries, customs and storage. Please read carefully and do all that you can to ensure the relevant forms are submitted in good time.

### 2-1. SECURITY

Security is an area we all take seriously and we ask you to read the sections below carefully and ensure that all your staff fully cooperate with these systems. Please call our Operations Team if you have any queries.

While Routes will make all reasonable arrangements for security coverage, they are not responsible for any loss or damage, which may occur, and it will be the exhibitor's responsibility for the security of their stand, its exhibits and contents including personal property. Appropriate insurance cover should be arranged. See Section 4-8 for details of a provider.

There will be security staff from the Convention Centre onsite, but their duties will not include special attention to individual stands. Under no circumstances should a stand be unmanned during the open periods of the event and items of value should not be left on your exhibition stand overnight.

### 2-2 GETTING TO THE VENUE

Please click the link below for a map and information on transportation to the venue:  
[SMX Convention Centre, Philippines](#)

### 2-3 CAR PARKING

Parking is available at the basement of SMX Convention Centre and opposite open space (parking fee is applicable).

### 2-4 LIFTING

The use of cranes, forklift trucks and working platforms is restricted exclusively to our Official Contractor, CEVA. The use of a company's own cranes, forklift trucks and working platforms is **not** permitted for safety reasons.

## 2-5 FREIGHT FORWARDING

**CEVA Showfreight** is the official freight forwarding agent and can, through their worldwide logistics operation, arrange for your consignment to be collected from your premises and delivered to Routes Asia 2016.

If you contact **CEVA Showfreight** they will organise for their local agent to contact you and make the necessary arrangements. This way you can deal with someone in your own country and in your own language.

Contact: Martyn White  
CEVA Showfreight  
[martyn.white@cevalogistics.com](mailto:martyn.white@cevalogistics.com)  
Tel: +44 1322 312 058 - Fax: +44 121 782 2875

Deliveries should be arranged via CEVA Showfreight, as neither Routes nor the Convention Centre will accept responsibility for any deliveries on your behalf.

## 2-6 DELIVERY ADDRESS

Please note: **No shipments** should be sent directly to the SMX Convention Centre.

Please contact CEVA Showfreight to arrange delivery to the venue:

Contact: Martyn White  
CEVA Showfreight  
[martyn.white@cevalogistics.com](mailto:martyn.white@cevalogistics.com)  
Tel: +44 1322 312 058 - Fax: +44 121 782 2875

## 2-7 CUSTOMS

**Due to stringent customs regulations in Philippines, we do not recommend hand carrying any items.** As such, we recommend that all shipments are sent via CEVA Showfreight, the Official Freight Forwarding agent for Routes Asia 2016. Please note that CEVA Showfreight is recommended by Routes for freight forwarding requirements, however Routes cannot accept responsibility for delivery of any exhibitor goods.

Please note that due to stringent customs procedures in Philippines, no foodstuffs or liquid products are permitted to be brought in to the country as part of your shipment. Any gifts or giveaway products will need to be declared to customs and should be listed on a commercial invoice. Please anticipate a long lead time for giveaway gifts to clear customs.

CEVA Showfreight will assist in arranging this clearance as part of their service. Please contact them directly to discuss any questions you may have regarding customs formalities.

Martyn White  
CEVA Showfreight  
[martyn.white@cevalogistics.com](mailto:martyn.white@cevalogistics.com)  
Tel: +44 1322 312 058 - Fax: +44 121 782 2875

## 2-8 DELIVERY & COLLECTIONS

**Deliveries should not be made before Saturday 5<sup>th</sup> March as there is no storage available at the venue.**

### **Deliveries during Build-Up**

Routes will **not** accept delivery of any goods and also cannot accept responsibility for any goods delivered to unstaffed stands. We regret we have no storage facilities available within the Organisers Office.

**We strongly advise you to check your courier's local office open days and hours if you arrange for a courier other than CEVA to deliver items to the venue. Some courier companies have restricted opening hours especially at weekends.**

Any couriered items not sent with CEVA Showfreight will be subject to local courier taxes and customs charges due on delivery, therefore, **please ensure a representative from your company is at the venue to accept delivery and settle the necessary charges.**

### **Deliveries during Event**

Vehicles delivering stock during the open period may arrive 1 hour prior to the show opening each open day.

All goods entrances and loading areas must be clear of vehicles prior to the event opening. No deliveries are permitted once the event is open.

The breakdown of stands is not permitted during any part of the open period of the event under any circumstances.

### **Collections**

If you are arranging for goods to be collected after Routes Asia 2016 closes, we strongly advise you do not leave goods unattended at any time before they are collected.

Routes cannot accept responsibility for damage to stands or goods or the loss or theft of any property on any stand or anywhere else in the event.

## **2-9 STORAGE**

There are no facilities within the venue for storage of literature, exhibits, packing cases or boxes. All items must be stored within the confines of your stand. Fire regulations require that any items found outside or behind a stand must be removed for safety reasons.

Empty packaging material left at the stand is classed as waste and the exhibitor will be invoiced for its disposal.

### 3. STAND CONSTRUCTION & DRESSING

There are a number of regulations within this section that are essential for an orderly event. Please be aware of, and comply with them. If you have any questions or require advice please contact our Operations Team who will be ready to offer you assistance.

#### 3-1 BUILD-UP SCHEDULE

Event Build-Up Days	Halls Open	Details of Schedule
Saturday 5 <sup>th</sup> March 2016	08:00 – 20:00	Stand build commences
Sunday 6 <sup>th</sup> March 2016	08:00 – 12:00	Finishing touches to all stands

#### 3-2 EVENT OPEN DAYS

Event Open Days	
Sunday 6 <sup>th</sup> March 2016	13:00 – 18:00
Monday 7 <sup>th</sup> March 2016	07:30 – 17:45
Tuesday 8 <sup>th</sup> March 2016	08:00 – 17:45

Any maintenance work required during the open days of Routes Asia 2016 must be pre-arranged with the organisers before 14:00 on the day you want to work. Maintenance can only be undertaken during the closed hours of the show.

#### 3-3 BREAKDOWN SCHEDULE

The Networking Area at Routes Asia 2016 will close at 17:45 on Tuesday 8<sup>th</sup> March 2016.

Removal of exhibits and displays commences at 18:45. Under no circumstances may any goods be removed or packed away from your stand before this time.

We strongly advise you **NOT** to leave items unattended on your stand at any time.

Dismantling of stands and removal of all material must be completed by 23:59 on Tuesday 8<sup>th</sup> March 2016. Please ensure that you arrange for **ALL** of your stand materials to be removed from the halls.

Any goods/stand fitting left in the halls after this time will be deemed abandoned and disposed of as rubbish.

**There will be a charge for the removal of any stand fitting or other goods that are abandoned and this will be passed on to the exhibitor.**

### 3-4 CARPET / FLOOR COVERING

#### Hosted Networking Stands

If you are building your own stand you must supply your own floor covering.

### 3-5 DISCREPANCIES

If you experience any problems with your stand please inform the Organisers Office immediately. Discrepancies regarding your stand will only be recognised by the Organisers if notification is made to them in writing before the close of Routes Asia 2016 on Tuesday 8<sup>th</sup> March 2016.

### 3-6 SHELL SCHEME STANDS

Routes have appointed **CENTREX** for all shell scheme construction and as such they must carry out all shell scheme work in the halls.



The Shell Scheme specification is as follows:

Fascia: Red fascia – 26 characters max

Walling: 3 sets of partition panels (one back wall and two side walls). For specific measurements for graphics please contact Centrex – Ms. Sarah, [sjdchua@centrex.ph](mailto:sjdchua@centrex.ph)

Carpet: Grey

Power: 1 x socket - Please bear in mind that you may need to bring a plug adaptor with you.

Lighting: 3 x spotlights

#### **Fascia Name Board**

All Shell Scheme stands come complete with a fascia name board with your company name on. It is important that you complete and return the Shell Scheme Name Board Order Form with the company name you wish to appear on your fascia name board by **15<sup>th</sup> January 2016** to Ms. Sarah at Centrex by email on [sjdchua@centrex.ph](mailto:sjdchua@centrex.ph)

**Please note that your name must not exceed 26 characters.**

**If you do not submit your company name details by the deadline then we will use the name as detailed in your stand contract.**

On-site changes will incur an extra charge.

#### **Additional Branding/Enhancements**

Any Shell Scheme stand holders wishing to brand their stand or make adjustments to the above specification should ensure that they have their designs approved by Routes before going ahead.

Please send visuals of branding or enhancements to Edmund Lee, Senior Operations Executive at [edmund.lee@ubm.com](mailto:edmund.lee@ubm.com) before **15<sup>th</sup> January 2016**.

### **3-7 HOSTED NETWORKING STANDS**

When the exhibitor signs his/her Hosted Networking Stand he/she agrees to abide to all the clauses contained in the Exhibitor Manual and to ensure that all Exhibitor Appointed Contractors (EAC's) abide by them. In order to avoid any dispute, you must submit the layout of your stand to our technical advisor, **Chris Simpson** from **Abraxys Global Limited**. The definitive set up of your stand must be in strict conformity with the approved submission and Abraxys Limited will check all stand installations and will reject those that do not conform to the exhibition regulations.

#### **IMPORTANT:**

- Please make sure you receive your stand approval **before 15<sup>th</sup> Jan 2016**
- Hosted Networking Stands (Self Builds) do not receive carpet and walls.
- Please return the Health & Safety form to Abraxys Limited.

#### **Key Concepts:**

## Stand Plan Inspections – SPI's

### Why do plans and documentation need to be submitted and inspected?

UBM have a legal and moral duty of care to ensure the health and safety of everyone in the halls. Events in general have previously had a relatively poor record of health and safety and therefore plans must be submitted so that their proposed structural integrity may be assessed and issues raised dealt-with prior to arrival at site. Therefore, Stand Plan Inspections (also known as **SPIs**) are required for each stand at the event and it is mandatory for these checks to be completed before construction starts.

Please note that there is a fee for this service – please see below for more details.

Licence to start the construction process is indicated by you receiving a '**Permission to Commence Build**' certificate or **PCB**, dedicated to the stand in question. You should be aware that the required 'Permission to Commence Build' authorisation cannot be issued until all plans have been inspected for conformity and full payment of the SPI fee has been made (see below). Please also note that receipt of a PCB is only an authorisation to *start* building the stand – regular checks will be made on each stand to ensure the appropriate use of materials, structural integrity, etc. If our safety advisors are concerned about the above in any way, we reserve absolute right to terminate any stand construction.

### What do we need to submit?

You will need to submit stand plans in the required format.

### Please remember that as well as plans and details of stand construction, you will also need to submit:

- The Health & Safety form.
- Risk Assessment
- Method statement
- Public Liability Insurance certificates from all contractors and other individuals working on your stand(s).
- Details of any exhibits with moving parts, together with how they are to be guarded against causing injury.

### Complex and Non-Complex stand construction

Space only stands are categorised in 2 ways – 'Non-Complex' and 'Complex'. Most stands will fall into the non-complex category, however more substantial designs will often fall into the 'Complex' category.

### How do I know if my stand is complex or not complex?

When AbraxysGlobal Limited inspect your plans they will confirm whether the design is complex or non-complex. Many different elements may make it complex, however these are the most common reasons:

#### Non-Complex

o Under 4000mm or less in height

o Single storey

#### Complex

o Over 4000mm (Build height must be approved by Routes before submission of plans)

o More than one storey (Build height must be approved by Routes before submission of plans)



- o No platform or stage
- o Does not include 'raked' or 'tiered' seating
- o Lightweight exhibits
- o Includes platform or performance stage
- o Includes 'raked' or 'tiered' seating
- o Heavy exhibits (e.g. substantial or potentially hazardous working machinery)

#### **If my stand is deemed 'Complex', what does this mean?**

Due to the more substantial nature of the stand, further checks will need to be made, including a separate structural engineers' report and inspection. AbraxysGlobal Limited will inform you of the process on submission of your plans, however if your proposed stand build contains elements shown in the Complex category above, you can be certain that it will be defined as complex for the SPI process.

#### **What Rules and Regulations must I comply with?**

**All 'Hosted Networking Stand' exhibitors must comply** with the conditions set out by the:

- Health & Safety regulations
- Fire regulations
- Organiser regulations
- General information

As part of your contract to take a **'Hosted Networking Stand'** at the event, you are required to submit the following documents before you will be allowed to commence build up. Proposed stands will fall into one of two categories: 'Non-complex' and 'Complex'.

#### **Deadlines**

Drawings of your stand in either .pdf or .dwg format must be submitted by:

**Non-complex/ Single storey stands:**

**15<sup>th</sup> January 2016**

**Complex/ Double-storey stands (Approved by Routes):**

**15<sup>th</sup> January 2016**

#### **Who do we submit them to?**

**Digital:** [routes@abraxysglobal.com](mailto:routes@abraxysglobal.com)

*Please submit all documentation in .pdf or .dwg format. Should you have difficulty with this, please contact AbraxysGlobal Limited as soon as possible to discuss alternatives.*

#### **By Post:**

**Please note that we strongly encourage you to submit all documentation *digitally* as above, as postal delays may mean that deadlines are missed. Plans submitted electronically will be processed more swiftly** and in addition, AbraxysGlobal Limited and UBM are committed to sustainable practices wherever practical. With this in mind, we aim to avoid and discourage printing of documents unless absolutely necessary. For postal submissions, please use:

**Abraxys Global Limited**

Barley Mow Centre  
Barley Mow Passage  
LONDON  
W4 4PH  
United Kingdom  
Tel.: +44 (0) 208 747 2045  
Fax: +44 (0) 208 747 2046

**IMPORTANT: Please make sure you have received your stand approval from Abraxys Global Limited before the 15<sup>th</sup> January 2016.**

**Fees for Stand Plan Inspections (SPI):**

Please note that there is a **mandatory** fee for submitting plans for inspection:

**Prior to the Approval Deadline:**

- Fast Track Rate: **145.00 GBP** (plus 20% VAT or the prevailing rate in the UK at the time).

**After the Approval Deadline:**

- Standard Rate: **250.00 GBP** (plus 20% VAT or the prevailing rate in the UK at the time).

**Making Payments:**

Please follow the link below to make payment of the SPI fee. Please note that payment will only be accepted at the rate in force at the time (see above) and must accompany submission of drawings etc.

<http://www.abraxysretail.com>

**Please then follow the links to the show you are exhibiting at.**

**Alterations to plans submitted.**

So long as there is not a substantial change to proposed plans (i.e. a complete re-design once it has been inspected and PCB issued), AbraxysGlobal Limited will re-assess changes at no additional charge and re-issue a PCB if appropriate.

All changes to stand designs of a material nature must be submitted to AbraxysGlobal Limited for assessment. Generally this will refer to changes to walling, supporting structures and other construction elements, but not to paint or colour finishes – if you are at all unsure, please email details to AbraxysGlobal Limited. Whether the changes are significant enough to warrant additional SPI fees shall be entirely at the discretion of AbraxysGlobal Limited.

**You should be aware that stands which have changed in the nature of their build and do not conform to the plans submitted and assessed, will be treated as if they had not submitted plans. This is likely to mean that the stand/chalet will not be allowed to be built.**

**The venue reserves the right to inspect any complex stand/chalet on site during the build phase, and ask to look at designs and supporting structural paperwork.**

**Please ensure your appointed contractor is made aware of all building regulations and has received an up-to-date copy of the floor plan, Routes will not do this for you.**

In addition to the above, you should ensure you have completed the HNS Order Form detailed within this Manual.

Please ensure you complete the Hosted Networking Stand form and send to Sarah at Centrex by email on [sjdchua@centrex.ph](mailto:sjdchua@centrex.ph) by the 15<sup>th</sup> January 2016.

### 3-8 STAND FITTING - GENERAL INFORMATION

#### **Gangways**

Exhibitors must ensure that the gangways adjoining the stands are not blocked, during build-up and breakdown, in such a way which inhibits the movement of other exhibitors and freight. Exhibitors not adhering to this rule may be asked to move.

#### **Heights**

**Shell Scheme** displays may not exceed a height of **2.5 metres**.

**Hosted Networking Stands** may **not** exceed a height of **4 metres** and should be single storey only.

#### **Stand Incentives**

Please note exhibitors are **not** permitted to sell any items from their stands at Routes Asia 2016.

## 4.

## ADDITIONAL SERVICES

Under this section you will find information on electrics and all appointed suppliers. Where return dates are shown it is essential these particular services are ordered in advance as late orders may cause delays at Routes and can be subject to surcharges. Please contact the Routes Operations Team or the supplier involved for any advice or assistance you may require.

### 4-1 AUDIO VISUAL EQUIPMENT

Audio visual equipment on your stand is available at an additional cost. AV equipment can be ordered **directly with CENTREX**. Please contact Ms. Sarah by email on [sjdchua@centrex.ph](mailto:sjdchua@centrex.ph) or by phone +63 2 7266931 to discuss your requirements **before 15 January 2016**

### 4-2 CATERING

Limited catering can be provided by the Tomayo's Catering. Please contact Edmund Lee, [edmund.lee@ubm.com](mailto:edmund.lee@ubm.com) to make a request prior to the **15<sup>th</sup> January 2016**.

Exhibitors/Sponsors are not permitted to supply their own food and drink without a prior, written declaration of acceptance from the venue. Please complete the attached Indemnification Form and submit to the Routes Operations team by **15<sup>th</sup> Feb 2016** if you wish to offer samples of food and beverages not readily available through the venues catering services.

**All external catering must be pre-prepared before the event as it is not permitted to prepare this onsite.**

### 4-3 CLEANING

Overnight cleaning of all gangways and event common areas is provided by the venue. This will include emptying stand rubbish bins.

Should you require additional cleaning, please contact the Routes Operations Team to discuss your requirements: [edmund.lee@ubm.com](mailto:edmund.lee@ubm.com)

### 4-4 ELECTRICITY

The stands are powered only during open hours. For safety reasons power is switched off during the night. Please contact the Routes Operations Team if you require power to your stand during the night: [edmund.lee@ubm.com](mailto:edmund.lee@ubm.com)

### 4-5 FLORAL

Floral decoration can be ordered directly with UBM. Please contact Edmund Lee at UBM by email on [edmund.lee@ubm.com](mailto:edmund.lee@ubm.com) or by phone +60 3 2176 8788 to discuss your requirements **before 15 January 2015**.

## 4-6 FURNITURE, CARPET & STAND GRAPHICS

### Furniture

**Please note there is no furniture included in the standard shell scheme package.**

Furniture items (chairs, tables, brochure racks, etc) are available at an additional cost. Furniture can be ordered directly with Centrex. There is a catalogue and order form attached with this Exhibitor Manual. Please contact Ms. Sarah at Centrex by email on [sjdchua@centrex.ph](mailto:sjdchua@centrex.ph) or by phone +63 2 7266931 (to5) to discuss your requirements **before 15 January 2016**.

### Carpet

The shell scheme booth standard package comes with a grey carpet. If you wish to change the colour of your carpet then please contact Ms. Sarah at Centrex by email at [sjdchua@centrex.ph](mailto:sjdchua@centrex.ph) or by phone +63 2 7266931 (to5) to discuss your requirements. Any colour changes will incur a cost for which you will be liable.

### Graphics

Graphics are **not** included in your stand design. Should you wish to have graphics added to your stand at an additional cost please contact Ms. Sarah at Centrex by email at [sjdchua@centrex.ph](mailto:sjdchua@centrex.ph) or by phone +63 2 7266931 (to5) to discuss your requirements.

## 4-7 INSURANCE

Whilst we take every precaution to protect your property during the event, we are not responsible for any loss, consequential loss, or damage to your products whilst at Routes events. All exhibitors must have full indemnity insurance against public liability and all other usual risks in respect of loss, damage, injury to goods and person, and in particular against theft.

Exhibitors are also responsible for insuring against any legal liability incurred in respect of injury or damage to property belonging to third parties. In addition to this, you will be liable to pay any expenditure incurred should the event be cancelled. Please be aware that there is insurance cover available to protect you against this risk, but it is optional.

The UK Financial Services Authority regulations do not permit us to advise you on any insurance matter. However we would like to draw your attention to the services offered by Event Assured. Please contact them on Tel +44 (0)1376 330624, Fax +44 (0)1376 330004

You are under no obligation to purchase insurance from Event Assured and may therefore choose to seek insurance from other providers.

## 5.

## VENUE RULES & REGULATIONS

Please read this section carefully and pass on all information to your stand contractor should you have one. It is an exhibitor's responsibility to ensure a copy of this Manual is passed on to all non-official stand contractors.

Please contact the Routes Operations Team for an up-to-date floor plan should you require one.

### 5-1 GENERAL RULES

The below rules and regulations are that of the SMX Convention Centre and are not fully inclusive of all Health and Safety Guidelines. For a more comprehensive guide to the Health and Safety Standards that all Routes exhibitors and contractors should adhere to please click on the link below and download a copy of 'The g-Guide': <http://theg-guide.net/>

#### **Alcohol Consumption**

Alcohol consumption is prohibited during move-in and move-out of all shows.

#### **Building Safety**

Hosted Networking Stands must not be attached to the building in any way and must not rely on the building as a form of support. They must also adhere to local building and fire codes. For further information please contact the Routes Operations Team: [edmund.lee@ubm.com](mailto:edmund.lee@ubm.com)

#### **Construction Management / Registration**

Hosted Networking Stands may use either the Official Standfitting Contractor or any other contractors as you wish. But this is subject to the approval by the Organiser / Convention Centre based on the submitted design drawings and other necessary qualification.

Exhibitors must make sure the appointed contractor is qualified and capable of the stand construction within the move-in and move-out timeline provided by the Organiser.

Exhibitors must ensure a proper construction agreement has been signed with the appointed contractor to guarantee that the contractor will obey all the exhibition's rules and regulations. Should there be any breach, the Organiser should forfeit the **damage & performance deposit** (lodged with the Official Standfitting Contractor) and reserve the right to claim any extra fees caused, if the deposit paid is not enough to make up the loss caused by the conduct of the contractor. The deposit is charged at PHP 1000/sqm paid directly to Centrex, which will be refunded when the stand debris is all cleaned and removed and checked by the venue staff.

Exhibitors must alert the appointed standfitting contractor to complete all the formalities at least two weeks before move-in. Exhibitors and their contractors should be aware that, for safety reasons, all staff/workers on site must wear Contractor Badges. If anyone is found without a valid badge, the organiser/venue's security guard has the right to send them out of the hall. Please contact the Routes Operations Team regarding obtaining your badges ([edmund.lee@ubm.com](mailto:edmund.lee@ubm.com)).

A full set of approved technical drawings by AbraxysGlobal Limited of your stand construction (item 3.7 referes) must be submitted to the Official Standfitting Contractor together with the completed Order Form of Electricity **by 15 January 2016**. No construction is allowed to be carried out, if the stand design drawings are not approved in advance.

Contractors are requested to take out and maintain adequate insurance coverage as below:

### **Contractor's Liability:**

All standfitting contractors are required to take out and maintain public liability insurance in respect of the standfitting contractor's liability for death or injury to any person, or loss or damage to property arising out of the performance of the Services in a sum not less than PHP 31.02 million (US\$ 0.66 million) for any single claim, unlimited in aggregate. In addition, a standfitting contractor shall take out and maintain valid and adequate insurance cover against theft, fire, damage to property, accidents, natural calamities, acts of God and such other risks normally insured against by a reasonable person in the position of the standfitting contractor, or as UBM Global Trade may require, in connection with, inter alia, the standfitting contractors property (including all equipment, fittings, furniture, materials and other facilities used or provided by the standfitting contractor in the performance of the Services) and the performance of the Services. The insurance shall be maintained in force at all times during the Move-in Period, Exhibition Period and Move-out Period.

Each stand fitting contractor MUST HAVE valid and adequate insurance cover of not less than PHP 31.02 million (US\$ 0.66 million) against public liability. Outside stand fitting contractors are required to present the certificate to the Organisers prior to move-in. The Organisers will not allow any work and will refuse entry to the venue to those Stand Contractors that fail to do so.

### **Booth Construction and Decoration**

Hosted Networking Stands are responsible for appointing their own contractors for stand design and construction. It is the Hosted Networking Stands' responsibility to carpet and furnish their contracted space.

Hosted Networking Stands are also responsible for the dismantling of the stand at the end of the show and removing all material used. Failure to do so will result in the automatic forfeit of the total deposit. In addition, the contractor involved will not be permitted to work at future UBM events.

The order forms for electricity and furniture are included in this Manual. All exhibitors with raw space must complete and submit by the deadline.

Hosted Networking Stand exhibitors may construct and decorate their own booths as long as they strictly respect the technical and security rules in force, namely:

- Walls, columns and general infrastructure of the exhibition hall may not bear loads
- It is forbidden to change the natural state of the structure / installation (painting, drilling holes into the wall panels, using double sided tape on the walls, other than 3M tape, gluing carpets or any other construction material, etc.)
- The reparation charges will always be for the exclusive account of the exhibitor

- It is forbidden to obstruct passages and restrict access to emergency exits
- The use of paint or glue or double-sided tape on the floor of the exhibition hall is strictly forbidden.

Should any damage occur to the convention centre or any other stands due to exhibitor/appointed contractor performance, it is the exhibitors/appointed contractor's responsibility to cover the costs involved.

### **Disposal of Material**

It is obligatory to collect and dispose of all material during the breakdown of the event. When the dismantling period is over, the exhibitor loses any right to claim for losses or damage to property left behind and any costs incurred by the venue in removing this property will be charged to the exhibitor.

### **Payment Policy**

Payment for the products/services requested should be settled directly with the subcontractors or other official suppliers. All payments should be effected before the start of the build-up.

Routes do not allow exhibitors to move-in unless all financial obligations have been fulfilled. If onsite payments cannot be avoided then please ensure that a member of your crew has the authority to make the payment. Orders placed during build-up or during the exhibition are to be paid immediately onsite.

### **Prohibited Goods**

The Organiser reserves the absolute right to remove any dangerous equipment which releases disagreeable, harmful or disturbing odours, as well as installations likely to detract from the general appearance of the exhibition.

- Raw material processing for structures (cutting pieces to size, planning, polishing, varnishing, etc.) as well as the use of wood working machinery, welding equipment, any type of naked flame or internal combustion engines (e.g. compressors).
- Propane-butane gas, nail pistols, spray guns and current-generating equipment
- Highly inflammable or explosive compounds, gases, dangerous materials, radiation materials and inflammable chemicals
- Goods causing nuisance by their odour, noise or light
- Goods not listed in the application form submitted by the exhibitor.

### **Security**

We advise you to observe the following

- We recommend that you take out adequate insurance to cover your property
- Always keep your personal property locked away. Please do not leave handbags, briefcases, mobile phones, laptops, etc. on the stand unattended
- Do not leave your booth unmanned until the last visitor has left the exhibition area.

### **Special Effects**

Special effects, lighting, live music, smoke and laser projection may not be used in the stands.



## 5-2 FLAMMABLE & EXPLOSIVE GOODS, HOT WORK & SMOKE FORMATION

The venue will not allow for any Hot Works to be undertaken on stands. This can include cooking demonstrations, lighting, heating systems and laser technology. This is not an exhaustive list and should be used as a guide only.

Lit candles or other naked flames are also not permitted.

## 5-3 ELECTRICAL INSTALLATIONS

Appropriate temporary supplies for build-up and breakdown should be ordered through CENTREX by email. Please contact Ms. Sarah at Centrex by email at [sjdchua@centrex.ph](mailto:sjdchua@centrex.ph) or by phone +63 2 7266931 (to5) to discuss your requirements.

Cables may not be plugged into venue sockets and / or trailed across gangways.

It is important to note that once a show has ended, stand power will be turned off half an hour after the show closes and will not be turned back on. This is to ensure the safety of all persons working in the halls.

Routes has a legal responsibility to ensure the integrity of electrical installations at the venue.

This includes monitoring contractors' installations and connections made by exhibitors. Any electrical installation considered unsafe will not be energized until the appropriate remedial action is completed.

## 5-4 FIRE & ACCIDENT REGULATIONS

The purpose of this requirement is to maintain an acceptable level of fire safety within the venue.

The following will apply

1. The aisles, passageways, emergency routes, doors and exists must be secured and must remain unobstructed at all times.
2. The total weight of fire hazardous materials stored in the booths cannot exceed 650 MJ/m<sup>2</sup>.
3. Smoking and the usage of open flames in the entire hall is prohibited.
4. Fire hazardous materials are prohibited in the area of fuses or switchboards of electrical appliances.
5. Coffee machines must be stored on fire resistant plates only. After usage they must be switched off and unplugged from the circuit. Use of electric ovens and portable heating equipment is strictly prohibited.

6. The usage of flammable and explosive liquids and propane/butane cylinders is strictly prohibited.
7. Fire extinguishers are placed next to exits and cannot be blocked.
8. After the event and during dismantling, the booths and exhibit space must be thoroughly checked to ensure that no flammable or explosive incidences have occurred.
9. In case of fire/emergency please contact a member of the Routes Team and a venue staff member immediately.

In the event of a power cut there is Emergency lighting installed throughout the convention centre which would provide basic minimum lighting.

## 6.

# MARKETING

### 6-1 STAND DESIGN

The design of your stand is crucial to attract delegates and increase footfall at Routes Asia 2016. Below are some design and promotional ideas you may wish to consider as part of the effort to make your company stand out:

- Your company tagline
- Visuals of your company/location
- Information counter for your marketing literature
- Plasma screens with promotional DVD's
- The latest technology for visual & digital imagery
- Colour, motion and bold graphics
- Seating area
- Music, entertainment and refreshment facilities
- Giveaways & unique prizes
- Welcoming & smiling promotional staff
- 'At Event' offers and promotions

### 6-2 STAND PROMOTION

#### **Extra Seating**

To enable you to accommodate delegates we strongly advise you to incorporate seating areas within your stand design. Remember comfortable lounge seating can be very appealing to exhausted Routes delegates visiting your stand whether informally or formally.

#### **Coffee and Dessert**

Specialty coffee/cold drinks and desserts are especially popular with delegates at Routes Asia 2016 and we would encourage you to offer this sort of hospitality to entice delegates to your stand as well as offering this service to delegates who are formally visiting you during the event. Please see Section 4-2 for details on stand catering/hospitality.

### 6-3 PROMOTIONAL STAFF & ENTERTAINMENT

Promotional staff will often add to the welcome and inviting experience. Smiles, eye contact and 'fluent' body language will help entice delegates onto your stand. Promotional staff can attend the event at no extra cost and are not included in your exhibitor places.

Should you wish to order any staff/hostesses for your stand please contact the Routes Operations Team for assistance.

Also offering live entertainment\* on your stand attracts attention. Please ensure you contact Tom Atkinson by email at [thomas.atkinson@ubm.com](mailto:thomas.atkinson@ubm.com) should you wish to do this, so that such activity can be promoted appropriately and so that we can check that it meets the event regulations.

**\*Due to the meetings and briefings taking place at Routes Asia there are sound volume and timing restrictions in the venue, please refer to Section 1-5.**

Please note you will be required to register these staff with Routes in order for them to gain access to the event. Please send details of your stand staff to our Registration Team at [eventregistration@routesonline.com](mailto:eventregistration@routesonline.com)

## 6-4 ROUTES DIRECTORY

The Routes Asia Delegate Directory is an invaluable tool for the event. Not only will it provide delegates attending the event with important logistical information but it will also provide an important reference tool in sourcing delegate contacts throughout the following year.

As a consequence of this, the Routes Asia Delegate Directory is extremely popular with all exhibitors as it is an opportunity to advertise your stand location, company and region, thereby drawing key delegate traffic to your stand.

## 6-5 EXHIBITOR PROFILE

Exhibitors are entitled to a logo and '100 word' profile in the Routes Asia Delegate Directory. To guarantee your inclusion please send a copy of your company logo in both an **EPS and JPEG** format and your 100 word profile to Anna Cooper at [anna.cooper@ubm.com](mailto:anna.cooper@ubm.com) by **15<sup>th</sup> January 2016**.

## 6-6 ROUTES DAILY NEWS & ADVERTISEMENT OPPORTUNITIES

To advertise and add stories to the official publications at Routes Asia 2016, please contact: [thomas.atkinson@ubm.com](mailto:thomas.atkinson@ubm.com)

If you are interested in advertising online to enhance your marketing message at Routes you can contribute to Routesonline. Please contact Joshua Alexander at [Joshua.alexander@ubm.com](mailto:Joshua.alexander@ubm.com)

## 6-7 SPONSORSHIP OPPORTUNITIES

Routes Asia 2016 is offering an exciting range of sponsorship opportunities designed to increase your company profile and key marketing message to over 800 key decision-makers.

From meeting hall sponsorship to literature distribution there are packages to suit every budget, all of which can be tailored to suit your desired requirements and objectives.

For further information on how we can help you with sponsorship opportunities, please contact Sanjay Jayanth, Head of Business Development, Asia ( [sanjay.jayanth@ubm.com](mailto:sanjay.jayanth@ubm.com) )

## 6-8 PHOTOGRAPHY

Routes will ensure all exhibits will be photographed during the event and this may be reproduced in post event material. For any special requests, please contact Tom Atkinson on [thomas.atkinson@ubm.com](mailto:thomas.atkinson@ubm.com)

## 6-9 PRE & POST MARKETING OPPORTUNITIES

If you have any questions, please contact Tom Atkinson on [thomas.atkinson@ubm.com](mailto:thomas.atkinson@ubm.com) or +44 161 234 2773

## 6-10 SUSTAINABILITY

UBM sees it as fundamental that we are conscious of the impact that our actions have on the environment and the communities in which we operate. UBM strives to manage its impact by ensuring that the principles of sustainability are at the core of all our activities.

Please see our **sustainability policy** for more details: <http://live.ubm.com/EUSustainabilityPolicy.pdf>

### A few tips:

#### 1. Collateral:

- Have your sales information in **digital format**, rather than printed hardcopies
- How about having a QR code on your stand that allows visitors to **download a brochure** (perhaps even a customised digital version tailored to the Show)?
- A digital projector or PC-based presentation cuts down on the need for printed handouts.
- If you have to use printed material, use Forest Stewardship Council certified (**FSC**) or **recycled paper**; **chlorine-free unbleached paper** doesn't have to mean a loss of visual impact.
- **Promotional material**, if you hand out pens or pencils why not ensure they are sustainable by buying ones that are made out of recycled plastic, or recycled paper? Paper bags not plastic?

#### 2. Have you invested as a business in sustainability?

If so, **show off your credentials**; have your sustainability policy, mission statement and all relevant documentation on your stand.

#### 3. Your Stand:

- **Design your stand so it can be used again** at other exhibitions or recycled, **design out waste**, and try to ensure what **waste you do have is recyclable**.
- Choose decorations and display materials that can be **re-used**, be it at another exhibition, in the office or at home, as it will also be a better investment and will save money in the long term.
- **Hire** light fittings, furniture etc **rather than purchasing** brand new items which will only be used once.

- When you leave the stand at the end of each day, check that all your AV **equipment has been switched off.**

**4. Positive community impact:**

- Think about ways your stand or your presence at the event could **benefit communities around the local area**; can you work towards making sure materials viable for a second life can be donated to NGOs or SMEs (for example carpet and flooring)?

- Can you incorporate fundraising for the charity that your business supports into the stand?

- **Promote your corporate social responsibility work** and gain valuable visibility for the charity of your choice.

To learn more about sustainability and UBM's commitment to sustainable business please visit our website: <http://sustainability.ubm.com/>

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**For any logistical information not covered by this document then please do not hesitate to contact the Routes Operations Team directly.**

We look forward to seeing you at Routes Asia 2016.

**Edmund Lee**

**Senior Operations Executive**

**T:** +60 3 2176 8788

**F:** +60 3 2164 8786

**E:** [edmund.lee@ubm.com](mailto:edmund.lee@ubm.com)

**w:** [www.routesonline.com](http://www.routesonline.com)

## 7. FREQUENTLY ASKED QUESTIONS

Below we have listed some frequently asked questions, please take time to read them as it may just save you a telephone call!

**Q: How high can I build my stand?**

**A:** Hosted Networking Stands may **not** exceed a height of 4 metres and should be single storey only.

Shell Scheme displays may **not** exceed a height of 2.5 metres.

**Q: Can I hang banners/truss/signage from the ceiling?**

**A:** Under **no** circumstances are exhibitors permitted to hang banners/signs/truss from drop wires above their stands. All banners/signs/truss must be attached to the structure of the stand itself and must **not** exceed a height of 2.5 metres for shell scheme stands and 4 metres for Hosted Networking stands.

**Q: Who can take delivery of my package?**

**A:** The Organisers and the venue **will not** accept responsibility for the delivery of any goods for your stand. It is important that you arrange for a representative from your company to be at your stand to receive them, especially during the build-up period.

**Q: Where can I store my boxes?**

**A:** There are no facilities within the halls for storage of literature, exhibits, packing cases or boxes. All items must be stored within the confines of your stand. Fire regulations require that any items found outside or behind a stand must be removed for safety reasons.

**Q: When do Exhibitors have access to build/dress their stand?**

**A:** Hosted Networking Stand exhibitors have access from 08:00 on **Saturday 5<sup>th</sup>** March 2016. Shell Scheme exhibitors have access from 12:00 on Saturday 5<sup>th</sup> March and between 08:00 and 12:00 on Sunday 6<sup>th</sup> March 2016.

Event Build-Up Days	Halls Open	Details of Schedule
Saturday 5 <sup>th</sup> March 2016	08:00 – 20:00	Build-up of Hosted Networking Stands and Shell Scheme build commences
	12:00 – 20:00	Dressing of Shell Scheme stands commences
Sunday 6 <sup>th</sup> March 2016	08:00 – 12:00	Final dressing of Shell Scheme stands

**Q: What time can I break down my stand?**

**A:** Removal of exhibits and displays commences at 18:45 on Tuesday 8<sup>th</sup> March 2016. Under no circumstances may any goods be removed or packed away from your stand before this time.

**Q: What comes with my Shell Scheme stand?**

**A:** Fascia name board with company name, wall panelling, carpet, lighting and power point. See full specification in section 3-6

**Q: What if I have a problem with my Shell Scheme stand?**

**A:** Centrex is the Official Shell Scheme stand contractor and will be on-hand throughout the event to answer any of your queries and to assist you in your build-up.

**Q: How do I attach posters to my Shell Scheme stand?**

**A:** Lightweight exhibits or displays can be attached to the walls by the use of double sided tape, pads or Velcro.

**Q: I would like to serve food from my stand, who do I contact?**

**A:** Limited catering can be provided by the Tomayo's Catering. Please contact Edmund Lee, [edmund.lee@ubm.com](mailto:edmund.lee@ubm.com) to make a request prior to the 15<sup>th</sup> January 2016.

**Q: How do I book hotel accommodation?**

**A:** All hotel details and rates are listed on [www.routesonline.com](http://www.routesonline.com)

**Q: How do I order an Internet connection?**

**A:** WiFi is provided at Routes Asia 2016 for general email checking and website browsing, but not for downloading video or graphics. For further information on additional internet requirement for exhibitor booth, please contact the Routes Operations Team: [edmund.lee@ubm.com](mailto:edmund.lee@ubm.com)

**Q: Will my stand get cleaned?**

**A:** All gangways, event common areas and stand rubbish bins will be cleaned during the event.

**Q: Can I play music and/or DVD's on my stand?**

**A:** Yes music/DVD's can be played on your stand during the times specified in Section 1-5 of the event.



**8.****ORDER FORMS**

We have compiled this checklist as a quick reference guide for returning essential forms to the relevant supplier.

<b>DETAILS</b>	<b>EXHIBITOR TYPE</b>	<b>DEADLINE</b>	<b>SENT</b>
Shell Scheme Name Board Order Form	Shell Schemes	05/02/16	<input type="checkbox"/>
Furniture Order Form	Shell Schemes & Hosted Networking Stands	05/02/16	<input type="checkbox"/>
Lighting & Electrical Order Form	Hosted Networking Stands (Space Only)	05/02/16	<input type="checkbox"/>
Audio-Visual & Printing Order Form	All	05/02/16	<input type="checkbox"/>
External Food Approval Form	All	25/02/16	<input type="checkbox"/>
Stand Activities & Demonstration Form	All	25/02/16	<input type="checkbox"/>
International Shipping Enquiries	All	05/02/16	<input type="checkbox"/>

**SHELL SCHEME NAME BOARD ORDER FORM**

For Exhibitors who wish to use the Organizer’s Stand Package, Tick  as appropriate:

- We will use the Standard Shell Scheme Package
- No Fascia Board
- We will be building our own stand
- With Fascia Board

Our stand fascia wordings are:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Only one fascia name not more than 26 characters are allowed on each exhibition stand. However, approval for more than one fascia name may be granted by the organizers for individual stand sizes of 18 square meters and above.

This form should be submitted on the set deadline otherwise the company name to appear is from the organizers official list.

Exhibiting Company: \_\_\_\_\_ Booth No.: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_ Designation: \_\_\_\_\_  
 Tel. No.: \_\_\_\_\_ Fax No: \_\_\_\_\_  
 Signature/Date: \_\_\_\_\_ Email: \_\_\_\_\_

**PLEASE RETURN YOUR ORDER FORMS DIRECTLY TO:**  
**CENTREX CORPORATION**  
 Tel. Nos.: (632) 726-6931 to 35 Fax No: (632) 722-6065  
 EMAIL: [mgderama@centrex.ph](mailto:mgderama@centrex.ph) / [sjdchua@centrex.ph](mailto:sjdchua@centrex.ph)



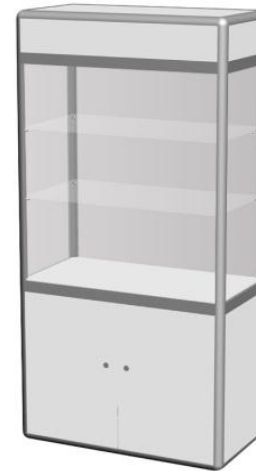
**SHOWCASE A**  
*G1-A*  
 1000x700x1000 mm  
 Display  
 1000x700x300 mm



**SHOWCASE B**  
*G1-B*  
 700x700x1400 mm  
 Display  
 700x700x700 mm  
 Storage  
 700x700x700 mm



**SHOWCASE C**  
*G1-C*  
 1000x500x1000 mm  
 Display  
 1000x500x500 mm



**SHOWCASE D**  
*G1-D*  
 1000x500x2000 mm  
 Display  
 1000x500x1200 mm  
 Storage  
 1000x500x600 mm



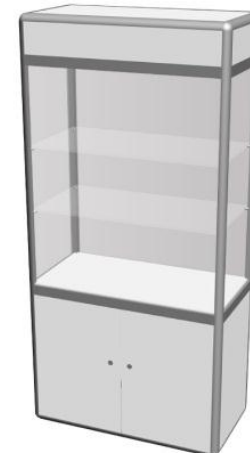
**SHOWCASE E**  
*G1-E*  
 1000x500x1000 mm  
 Display  
 1000x500x1000 mm



**SHOWCASE F**  
*G1-F*  
 1000x500x1000 mm  
 Display  
 1000x500x220 mm  
 Storage  
 1000x500x700 mm



**SHOWCASE G**  
*G1-G*  
 500x500x1200 mm  
 Display  
 500x500x800 mm  
 Storage  
 400x400x400 mm



**SHOWCASE H**  
*G1-H*  
 1000x500x2100 mm  
 Display  
 1000x500x1000 mm  
 Storage  
 1000x500x1000 mm

Showcases come with installed lighting systems.



**SHOWCASE I**  
*G1-I*  
 500x500x1600 mm  
 Display  
 500x500x900 mm  
 Storage  
 500x500x500 mm



**SHOWCASE J**  
*G1-J*  
 1000x500x1000  
 Display  
 1000x500x500mm  
 Storage  
 1000x500x500 mm



**SHOWCASE K**  
*G1-K*  
 1000x500x1000mm  
 Display  
 1000x500x800 mm  
 Storage  
 1000x500x200 mm



**SHOWCASE L**  
*G1-L*  
 1000x500x1000mm  
 Display Space  
 1000x500x220xmm

Showcases come with installed lighting systems.



**Shelf on Wall 1**  
*G2-1*  
 L 990 mm  
 W 300 mm  
 Thickness 1 inch



**Slanted Shelf on Wall with stopper**  
*G2-3*  
 L 990 mm  
 W 300 mm  
 Thickness 1 inch



**Newline Cabinet Lockable**  
*G3*  
 L 1000 mm  
 W 500 mm  
 H 800 mm



**Brochure Rack, Standee**  
*G4-1-1*  
 L 250 mm  
 W 340 mm  
 H 1215 mm  
 3-Case (A4 Size)



Brochure Rack on Wall  
**F4-2-1**  
 L 950 mm  
 W 95 mm  
 H 355 mm  
 4-Case (A4 Size)



Brochure Rack on Wall  
**F4-2-2**  
 L 660 mm  
 W 90  
 H 355 mm  
 2-Case (A4 Size)



Brochure Rack on Wall  
**F4-2-4**  
 L 300 mm  
 W 90 mm  
 H 300 mm  
 1-case (A4 Size)

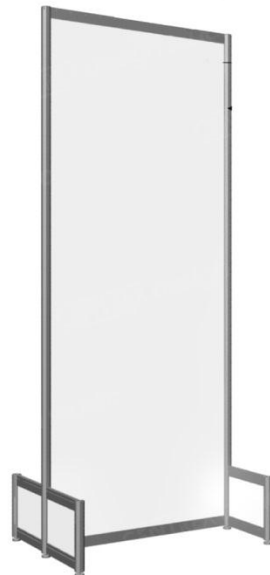
Brochure Rack on Wall  
**F4-2-3**  
 L 455 mm  
 W 90  
 H 355 mm  
 2-Case (A4 Size)



Newline TV Stand 1  
**F5-1**  
 L 730 mm  
 W 520 mm  
 H 1000 mm  
 Storage  
 650 x 500 x 700 mm



Newline TV Stand 2  
**F5-2**  
 L 1000 mm  
 W 500 mm  
 H 1000 mm



Vertical Photo Panel  
**F6-1-1**  
 L 1000 mm  
 H 2500 mm



Horizontal Photo Panel  
**F6-2**  
 L 2400 mm  
 W 600 mm  
 H 2400 mm  
 Panel  
 L 2400 mm  
 W 1200 mm





Conference Chair  
Round  
*D1-1*  
L 430 mm  
W 430 mm  
H 830 mm  
SH 450 mm



Conference Chair  
Square  
*D1-2*  
L 430 mm  
W 430 mm  
H 830 mm  
SH 450 mm



Moulded Chair 1  
Monoblock  
*D2-1*  
L 380 mm  
W 380 mm  
H 770 mm  
SH 410 mm



Moulded Chair 2  
Trapezoid  
*D2-2*  
L 510 mm  
W 500 mm  
H 850 mm  
SH 540 mm



Moulded Chair 3  
Rectangular  
*D2-3*  
L 430 mm  
W 480 mm  
H 850 mm  
SH 520 mm



Moulded Chair 4  
Rectangular w/ Holes  
*D2-4*  
L 430 mm  
W 480 mm  
H 830 mm  
SH 430 mm



Black Stacking Chair 6  
*D2-6*  
L 410 mm  
W 400 mm  
H 800 mm  
SH 450 mm



White Stacking Chair 7  
*D2-7*  
L 410 mm  
W 400 mm  
H 800 mm  
SH 450 mm



Black Stacking Chair 8  
Rectangular  
*D2-8*  
L 450 mm  
W 430 mm  
H 780 mm  
SH 440 mm



Catch Chair  
*D2-9*  
L 470 mm  
W 430 mm  
H 800 mm  
SH 360 mm



White Modern Chair  
Designed Perforated  
*D2-10*  
L 420 mm  
W 400 mm  
H 800 mm  
SH 430 mm



Wooden Chair  
*D3-1*  
L 430 mm  
W 400 mm  
H 850 mm  
SH 570 mm



Folding Chair 3  
Round  
*D4-3*  
L 380 mm  
W 400 mm  
H 780 mm  
SH 430 mm



Folding Chair 4  
Yellow  
*D4-4*  
L 400 mm  
W 420 mm  
H 800 mm  
SH 450 mm



Hydraulic Chair  
*D5-1*  
L 430 mm  
W 330 mm  
SH 850-580 mm



Hydraulic Chair  
White Square  
*D5-2*  
L 370 mm  
W 470 mm  
SH 800-580 mm



Hydraulic Chair  
Brown Leatherette  
*D5-3*

L 470 mm  
W 600 mm  
H 1300 mm  
SH 800-590 mm



Bar Stool 1  
Wooden Backrest  
*D6-1*

L 400 mm  
W 400 mm  
H 980 mm  
SH 750mm



Bar Stool 2  
Black Leatherette  
*D6-2*

L 400 mm  
W 400 mm  
H 1000 mm  
SH 740 mm



Bar Stool 3  
Stainless Backrest  
*D6-3*

L 400 mm  
W 400 mm  
H 1000 mm  
SH 740 mm



Bar Stool 4  
No Backrest, Black  
*D6-4*

L 370 mm  
W 370 mm  
H 770 mm



Bar Stool 6  
No Backrest, Beige  
*D6-6*

L 310 mm  
W 365 mm  
H 775 mm



Arm Chair 1  
*D7-1*

L 600 mm  
W 600 mm  
H 700 mm  
SH 600 mm



Modern Arm Chair  
*D7-2*

L 730 mm  
W 530 mm  
H 900 mm  
SH 610 mm





Kalesa Bench

*D8*

L 1420 mm

W 650 mm

H 750 mm

SH 400 mm



Garden Bench

*D9*

L 1240 mm

W 650 mm

H 750 mm

SH 400 mm

**ROUTES ASIA 2016**  
**MARCH 6 - 8, 2016**  
**SMX Convention Center**



**Deadline:**  
**February 5 , 2016**

**FURNITURE ORDER FORM**

If you have contracted the shell stand package, please ensure that you are ordering only your additional requirements.

As stocks are limited, late orders cannot be guaranteed & if accepted, will be subjected to a 50% surcharge on on-site orders. The deadline of submission of these forms is on **February 15, 2016**.

All items are on rental basis only. All orders must be accompanied with proof of remittance. Orders without payment will not be entertained.

Facilities and services not indicated on the forms are subject to quotation and availability.

**Cancellation of orders must be submitted in writing. Cancellation after the deadline is subject to cancellation charge of 15%. No refund or replacement of orders during ingress period or on site.**

ITEM	UNIT COST (US\$)	QTY	COST
Folding Chair / Conference Chair	12.00		
Bar/Cocktail Table	38.00		
Bar Stool	12.00		
Reception Desk / Info Table	18.00		
Square Table	33.00		
Round Table	33.00		
Lockable Cabinet (C02)	33.00		
TV Rack (S06) (L500 x D500 x H1000)	33.00		
Display Block (1000mm) (System built)	38.00		
Display Block (750mm) (System built)	33.00		
Display Block (500mm) (System built)	28.00		
Glass Showcase (1000mm x 500mm x 1000mm)	88.00		
Glass Showcase (500mm x 500mm x 2000mm)	110.00		
Glass Showcase (1000mm x 500mm x 2000mm)	132.00		
Brochure Rack	35.00		
Wall Shelving (Flat)	12.00		
Bar Refrigerator	72.00		
Potted Plants	17.00		
Waste Bin	10.00		
Needle-punch Carpet (per sq. m.)	12.00		
White Panel 1.0m (w) x 2.5m (h)	22.00		
White Panel 1.0m (m) x 1.25m (h)	12.00		
Water Dispenser Hot/Cold (WD01)	66.00		
<b>Total Cost Before Tax:</b>			
<b>Plus 12% Gov't. Tax :</b>			
<b>Total Cost Inclusive of Tax:</b>			

Exhibiting Company: \_\_\_\_\_ Booth No.: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_ Designation: \_\_\_\_\_  
 Tel. No.: \_\_\_\_\_ Fax No: \_\_\_\_\_  
 Signature/Date: \_\_\_\_\_ Email: \_\_\_\_\_

**PLEASE RETURN YOUR ORDER FORMS DIRECTLY TO:**  
**CENTREX CORPORATION**  
 Tel. Nos.: (632) 726-6931 to 35 Fax No: (632) 722-6065  
 EMAIL: [mgderama@centrex.ph](mailto:mgderama@centrex.ph) / [sjdchua@centrex.ph](mailto:sjdchua@centrex.ph)



Convenience Outlet 3gang  
A1-1



Universal Adaptor  
A5-1



3 Prong Tandem Outlet  
A2-1



3 Prong Parallel Outlet  
A3-1



3 Prong Y-Type Outlet  
A4-1



Uninterrupted  
Power Supply  
A6



Circuit Breaker  
A7

**ROUTES ASIA 2016**  
**MARCH 6 - 8, 2016**  
**SMX Convention Center**



**Deadline:**  
**February 5 , 2016**

**LIGHTING & ELECTRICAL ORDER FORM**

If you have contracted the shell stand package, please ensure that you are ordering only your additional requirements.

As stocks are limited, late orders cannot be guaranteed & if accepted, will be subjected to a 50% surcharge on on-site orders. The deadline of submission of these forms is on **February 15, 2016**.

All items are on rental basis only. All orders must be accompanied with proof of remittance. Orders without payment will not be entertained.

**Cancellation of orders must be submitted in writing. Cancellation after the deadline is subject to cancellation charge of 15%. No refund or replacement of orders during ingress period or on site.**

Exhibitors and other contractors are not allowed to install any additional lighting devices for shell scheme booths without prior notification to the official contractor. Please also declare the total electrical load that you'll be using during the show proper.

Client should provide power supply / voltage regulator for all of their equipment, otherwise CPI is not liable to any damages cause by power shortage.

Connectors or joints and wiring from the power point to their exhibits/machinery are to be provided by the exhibitors.

Using electrical extension or multi-plug is not allowed

Facilities and services not indicated on the forms are subject to quotation and availability. 24 hours electrical supply must be ordered separately on individual job basis.

The expected location of items ordered must be marked on the attached plan, or it will be installed at Cityneon's discretion. Any relocation will be charge 20% of the price of the rented item as a labour fee.

Only the Official Contractor will be permitted to undertake electrical work from the source of the supply in the exhibition area. Power point supplied is to be used for running equipment/exhibit only.

ITEM	UNIT COST US\$	QTY	COST
40 watts fluorescent Tube (4 feet)	16.00		
100 watts Standard Spotlight	16.00		
100 watt Arm Spotlight	18.00		
Convenience outlet (400watts)	18.00		
20 Amp 220V Single Phase 60Hz Circuit Breaker	191.00		
30 Amp 220V Single Phase 60Hz Circuit Breaker	283.00		
60 Amp 220v Single Phase 60Hz Circuit Breaker	500.00		
20 Amp 220V Three Phase 60Hz Circuit Breaker	363.00		
30 Amp 220v Three Phase 60Hz Circuit Breaker	517.00		
60 Amp 220v Three Phase 60Hz Circuit Breaker	1,077.00		
Universal Adaptor	6.00		
Lighting Hook - Up (for exhibitors existing light fittings only max 100w)	12.00		
<b>Total Cost Before Tax:</b>			
Plus 12% Gov't. Tax:			
<b>Total Cost Inclusive of Tax:</b>			

\* All prices for power supply **include** consumption.

Exhibiting Company: \_\_\_\_\_ Booth No.: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_ Designation: \_\_\_\_\_  
 Tel. No.: \_\_\_\_\_ Fax No: \_\_\_\_\_  
 Signature/Date: \_\_\_\_\_ Email: \_\_\_\_\_

**PLEASE RETURN YOUR ORDER FORMS DIRECTLY TO:**  
**CENTREX CORPORATION**  
 Tel. Nos.: (632) 726-6931 to 35 Fax No: (632) 722-6065  
 EMAIL: [mgderama@centrex.ph](mailto:mgderama@centrex.ph) / [sjdchua@centrex.ph](mailto:sjdchua@centrex.ph)

**ROUTES ASIA 2016**  
**MARCH 6 - 8, 2016**  
**SMX Convention Center**



**Deadline:**  
**February 5 , 2016**

**AUDIO-VISUAL & PRINTING ORDER FORM**

As stocks are limited, late orders cannot be guaranteed & if accepted, will be subjected to a 50% surcharge on on-site orders. The deadline of submission of these forms is on **February 15, 2016**.  
 All items are on a per day rental basis only.  
 Cancellation Clause: No refund or replacement for the cancellation of orders during ingress period or on site.

ITEM	UNIT COST / DAY US\$	QTY	COST
32" LCD Monitor w/ DVD Player	170.00		
42" Plasma TV Monitor w/ DVD Player	260.00		
50" Plasma TV Monitor w/ DVD Player	460.00		
LCD Multimedia Projector 1250 ANSI LUMENS, 70 x 70 projection screen w/ DVD player	450.00		
LCD Multimedia Projector 3000 ANSI LUMENS, 6 x 8 ft widescreen w/ DVD player	260.00		
Projector Screen w/ Stand:			
70" x 70" Front Projection	33.00		
72" x 72" Front Projection	38.00		
7.5' x 10' Rear / Front Projection	100.00		
<b>GRAPHICS PRINTING &amp; INSTALLATION</b>			
950mm x 2380mm Ht. Digi-print Sticker On Foam board	180.00		
1000mm x 2500mm Ht. Digi-print Sticker On Foam board	180.00		
3000mm x 300mm Ht. Upgraded Fascia Name (Digi-print sticker)	70.00		
3000mm x 2500mm Ht. Backdrop, Digi-print sticker (3m x 2.5m ht.)	520.00		
<b>Total Cost Before Tax:</b>			
<b>Plus 12% Gov't. Tax :</b>			
<b>Total Cost Inclusive of Tax:</b>			

\* All prices for power supply **exclude** consumption.

**NOTE: ORDERS ARE VALID ONLY WHEN ACCOMPANIED BY FULL REMITTANCE, ORDER WITHOUT REMITTANCE WILL NOT BE ACCEPTED.**

Exhibiting Company: \_\_\_\_\_ Booth No.: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_ Designation: \_\_\_\_\_  
 Tel. No.: \_\_\_\_\_ Fax No: \_\_\_\_\_  
 Signature/Date: \_\_\_\_\_ Email: \_\_\_\_\_

**PLEASE RETURN YOUR ORDER FORMS DIRECTLY TO:**  
**CENTREX CORPORATION**  
 Tel. Nos.: (632) 726-6931 to 35 Fax No: (632) 722-6065  
 EMAIL: [mgderama@centrex.ph](mailto:mgderama@centrex.ph) / [sjdchua@centrex.ph](mailto:sjdchua@centrex.ph)

**ROUTES ASIA 2016**  
**MARCH 6 - 8, 2016**  
**SMX Convention Center**



**Deadline:**  
**February 25, 2016**

## EXTERNAL FOOD APPROVAL FORM

Please completes and returns to the Routes Operations Team: [edmund.lee@ubm.com](mailto:edmund.lee@ubm.com)

To the fullest extent of the law,

(CLIENT'S NAME) \_\_\_\_\_ and (Passport Number or IC Number) \_\_\_\_\_ hereby declared that the below mentioned items(s) are to be brought into BCKK Premises for the purpose of the invitees consumptions of the below mentioned Event and therefore agrees to defend, pay on behalf of, indemnify and hold harmless SMX CONVENTION CENTER and any of the SMX Representative and all the respective Directors, Officers, Employees and Agents from and against any claims for personal injury, death and/damage to property, infringement of copyright and patent, any other losses, damages, charges or expenses including legal fees, any orders, judgement or decrees which may be entered and/or which arises or are alleged to have risen out of the wilful act, negligence, misconduct or unlawful act of the Client/Patron or its agents, employees, servants, patrons or invitees or any person of the Client/Patron.

EVENT / DATE	
ITEMS	1. 2. 3. 4.

Signed :

\_\_\_\_\_

Signature

Date :

Audio Equipment and Noise Level Regulations

This section of the Exhibitor Manual acts as formal notification that by contracting to a stand at Routes, you, the Exhibitor, are obliged to comply with the following Audio Equipment and Noise Level Regulations.

It is imperative that all of the following regulations are understood and complied with. If these are not followed then the Organiser, UBM, have the right to prohibit you, the exhibitor, from exhibiting. This may include, but not be limited to, cutting power to the stand for a period of time; the confiscation of product or equipment; or prohibition from exhibiting in the future.

**Audio Equipment and Noise Level Regulations:**

- i. Exhibitors wishing to undertake activities of any kind on their stand need to notify the Organiser in writing by completing the form below.
- ii. Exhibitors need to ensure they provide detailed plans showing the location of their AV equipment on their stand plans. The deadline date for submission of stand plans is 25 February 2016.
- iii. Exhibitors need to ensure all speakers are placed no higher than 2m from the ground.
- iv. Exhibitors need to ensure all speakers are inward-facing into their stand.
- v. All music and noise needs to be no louder than 50 decibels. If the noise level goes above 50 decibels the Organiser reserves the right to cut the power to your stand for 30 minutes.
- vi. Entertainment on stands will only be permitted at the following times:

Monday 7 <sup>th</sup> March	10:55 – 11:25 15:35 – 16:05
Tuesday 8 <sup>th</sup> March	10:55 – 11:25 15:35 – 16:05

- vii. During the Strategy Summit on Sunday, meetings on Monday and Tuesday and any speeches, no sound, performances or entertainment should occur on any stand.
- viii. Routes would also ask that all exhibitors minimise noise and show appropriate respect to the formal speeches during the Monday and Tuesday Lunches.

If you have any queries or concerns regarding the above then please do not hesitate to contact the Routes Operations team.

In order for us to be satisfied that you have read and understood the above we kindly ask you to acknowledge as such by signing and returning this notification to [Edmund.lee@ubm.com](mailto:Edmund.lee@ubm.com) by 25 February 2016.

Declaration

Contact Name.....

Exhibitor Name.....

I duly acknowledge and understand the above Audio Equipment and Noise Level Regulations in relation to my participation at Routes .....

SIGNATURE:.....

PRINT NAME: .....

COMPANY:.....



## Stand Activities and Demonstrations Form

You are required to notify the Organisers of any activities or demonstrations taking place on your stand at the exhibition. Please list all activities and demonstrations below, if you require any further information please contact the Operations Team on [\[INSERT EMAIL ADDRESS OF OPERATIONS MANAGER\]](#)

<p>Will you have entertainment on your stand?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No          If yes, please give <b>full details</b> of what entertainment you will have and who will be involved:</p> <p>What times will the entertainment be scheduled for:</p>
<p>Will you have live music and musical instruments played on your stand?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No          If yes, please give <b>full details</b> of what live music and musical instruments will be played and who will be involved:</p> <p>What times will the live music be scheduled for:</p>
<p>Will you have performances on your stand?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No          If yes, please give <b>full details</b> of the performances and who will be involved:</p> <p>What times will the performances be scheduled for:</p>
<p>Will you have any live animals on your stand?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No          If yes, please give <b>full details</b> of the animals on your stand and who will be involved in their handling:</p> <p>CONTACT NAME OF HANDLER:          CONTACT PHONE NUMBER OF HANDLER:  <b>Please attach handlers certificate of insurance when submitting this declaration.</b></p>
<p>Will you be providing free of charge beauty treatments or massage on your stand?</p> <p>Please note: The Local Authority require copies of all Beauty Therapists and Masseurs relevant qualifications at least one month prior to the exhibition.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No          If yes, please give full details of what treatments are being offered and who will be providing them:</p> <p><b>Please attach therapists certificate of insurance when submitting this declaration.</b></p>
<p>At any point will audiences be invited to participate?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No          If yes, please give full details of the activities the delegate will be required to perform below:</p>
<p>Will you have any celebrity guests?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>



<p>e.g. celebrity chef, TV personality, sports personality, etc</p>	<p>If yes, please complete the information below:</p> <p>Celebrity name:</p> <p>Dates and times on your stand:</p> <p>Celebrity activity (i.e. hosting a prize raffle, book signing, etc):</p> <p>What security protocol must be followed:</p>
<p>Will you have a water feature on your stand?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please give <b>full details</b> below:</p>
<p>Have you ensured that all water features are treated for Legionella?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please explain what measures you have taken:</p>
<p>Will you be using any cooking facilities on your stand?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, is please tick which type of oven/hob is being used:</p> <p><input type="checkbox"/> Gas <input type="checkbox"/> Electric</p>
<p>Have you ordered water &amp; waste for your stand?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Other activities taking place on your stand:</p> <p>Please tick as many applicable</p>	<p><input type="checkbox"/> Alcohol sampling</p> <p><input type="checkbox"/> Animals</p> <p><input type="checkbox"/> AV</p> <p><input type="checkbox"/> Award Ceremonies</p> <p><input type="checkbox"/> Balloons</p> <p><input type="checkbox"/> Children</p> <p><input type="checkbox"/> Dangerous exhibits i.e. knives, weapons and tools</p> <p><input type="checkbox"/> Food and drink sampling</p> <p><input type="checkbox"/> Inflatable Structures</p> <p><input type="checkbox"/> Laser products</p> <p><input type="checkbox"/> Music</p> <p><input type="checkbox"/> Naked flames and pyrotechnics</p> <p><input type="checkbox"/> Objects of high value i.e. FA Cup</p> <p><input type="checkbox"/> Performers</p> <p><input type="checkbox"/> Prize Draw</p> <p><input type="checkbox"/> Product Presentations</p> <p><input type="checkbox"/> Vehicles</p> <p><input type="checkbox"/> Other, please give full details below:</p>

Please note:

- Demonstration areas must be indicated on your stand plans and, where necessary must include soundproofing within the construction of your stand.
- All exhibitors undertaking demonstrations on-stand must complete a Risk Assessment (RA) for the exhibition. This must cover all activities taking place on the stand during the open period of the exhibition. You must be able to produce your Risk Assessment on site if called upon to do so, this will also need to be submitted to the Organiser prior to the exhibition for approval.
- Failure to produce a Risk Assessment on request will result in all affected activity ceasing until a Risk Assessment has been completed to the satisfaction of the Organiser. Please be aware that spot checks will take place throughout the show open period.
- A step-by-step guide to Risk Assessments is available within the Exhibitor Manual, and for further assistance contact your own company Health & Safety Officer or the HSE Website [www.hse.gov.uk/contact](http://www.hse.gov.uk/contact)
- This information may also be used to gain extra pre show publicity via your company. Please tick here if you do not wish for this information to be passed to the Visit Me Team

**PLEASE REMEMBER TO RETAIN A COPY FOR YOUR RECORDS**



# CEVA Showfreight

Official Shipping Instructions and Tariff

## Routes Asia 2016

6 – 8 March

Manila

### Showfreight Contacts:

Martyn White

[martyn.white@cevalogistics.com](mailto:martyn.white@cevalogistics.com)

+44 (0) 1322 312 058

[www.cevalogistics.com](http://www.cevalogistics.com)



Making business flow



# Introduction



CEVA Showfreight are bringing their exhibition site logistics and forwarding skills to Routes Asia as the Sole Officially Appointed freight contractor for the 2016 event .

CEVA Showfreight has been chosen to ensure the efficient movement of exhibits and stand fitting material whilst onsite at Routes Asia 2016 along with the arrangement of any international or domestic freighting requirements you may have.

The following instructions are intended to assist all parties involved with keeping the operation as simple as possible and will ensure the smooth flow of freight to and from the event with the minimum of fuss.

## International Shipping Enquiries:

**Martyn White**  
**+44 (0) 1322 312 058**  
**[martyn.white@cevalogistics.com](mailto:martyn.white@cevalogistics.com)**



# Shipping Instructions



## Pre Alerts

All pre alerts should be sent to:

<b>Telephone</b>	+44 (0) 1322 312058
<b>E-Mail</b>	<a href="mailto:martyn.white@cevalogistics.com">martyn.white@cevalogistics.com</a>
<b>Contact</b>	Martyn White

## Shipping Deadlines:

<b>Airfreight at Manila International Airport (MNL)</b>	Temporary – 12 Feb 16 Permanent – 20 Feb 16
<b>Sea Freight LCL at Manila Port (North Harbour)</b>	Temporary – 10 Feb 16 Permanent – 18 Feb 16

## Airfreight

All consignments should be sent freight prepaid to arrival Manila International Airport (MNL)

## Seafreight

All consignments should be sent freight prepaid to arrival Manila Port (North Harbour)





# Shipping Instructions



## Consigning Instructions

All shipments should be consigned as follows:

### MAWB / BoL:

[Name of Exhibitor] for Routes Asia 2016  
c/o Colombia Transport Inc.  
2253 Aurora Blvd  
Pasay City  
Philippines

### NOTIFY:

Coltrans Cargo  
Philippines  
Tel: 8527580 / 8332551

Commodity description: Exhibition goods for Routes Asia 2016

All Air Waybills and/or Bills of Lading should be e-mailed as soon as they are available, together with a copy of the commercial invoice, onsite contact name/telephone number and the required delivery date to the stand. If you know that the goods will be returning after the show, please indicate this on the commercial invoice.

**Shipments MUST NOT be sent DDU or DDP, but sent pre-paid up to arrival at Manila International Airport or Manila port (North Harbour) only.**

All documents **MUST** be attached to the MAWB or MBL and pre-alerts **MUST** be received 3 days prior to shipment arrival.



# Shipping Instructions



## Documentation

**Copies of all documents are required by CEVA Showfreight at least 3 working days prior to the arrival of your shipment.**

A commercial invoice is required, in English, for customs clearance per method of entry and must be addressed as follows:

[Exhibitor Name] For Routes Asia 2016  
c/o Colombia Transport Inc.  
2253 Aurora Blvd  
Pasay City  
Philippines  
NOTIFY: Coltrans Cargo, Philippines

**On your commercial invoice, please state:**

**`The invoiced goods are of [country] origin and are intended for exhibition purposes only'**

**Invoices which show `No Commercial Value for Giveaway Items` will be rejected and could cause delays to your shipment.**

**Please ensure that your commercial invoice clearly states the following:**

- Country of origin
- Tariff heading(s) / H.S. Codes
- Serial numbers (electrical items)
- Commodities are itemised and valued individually

Please prepare separate invoices for goods of temporary import and permanent import. Do not mix two types of import on one invoice.

**DO NOT** send food or drink in your shipment. These items are very difficult to import. We recommend that you purchase these items locally in Manila.

The Philippine Customs Authorities reserve the right to revise / increase the value of your shipment if they feel that the declared values are unrealistic or the shipment is undervalued. Please ensure that realistic values are used on all documents.



# Shipping Instructions



## Case Marking

All cases should be clearly marked as follows:

ROUTES ASIA 2016
c/o COLTRANS CARGO PHILIPPINES
[Exhibitor Name]
[Stand No]
Case No: (Tallied with your packing list)
Gross Wt:.....Nett Wt:.....
Dimensions:.....x.....x.....cms

Please ensure that suitable packaging is used for your shipment. Exhibits will be in transit for long periods, both to and from the exhibition and cartons will not withstand the constant handling which takes place during transshipment.

## Courier Shipments

We discourage the use of courier services for the despatch of your material to the exhibition. Should you decide to use a courier service for your shipment, please ensure that the shipment is sent 'DDP' ensuring that all customs formalities in the Philippines are dealt with by your chosen courier and that charges are billed back through your courier account. Shipments should be consigned directly to your stand at the venue address. Charges will apply to your courier shipment as per our tariff.

CEVA Showfreight accept no responsibility for courier shipments which are delayed or do not arrive at the venue.

## Film / Digital Media

All Films, either on tape/DVD or in digital format (USB stick) which are for viewing at the event must be cleared by the Board of Film Sensors. CEVA Showfreight can assist you with this process. Copies of your media must be sent to Manila to arrive no later than three weeks before the show opening date. A pre-alert is required so that we can monitor your shipment. Handling costs as per our tariff.

## Move Out Procedures

The following documents will be distributed to exhibitors prior to show close:

- Copy of inbound list of exhibits as declared to customs
- Form of Instruction for Disposal of Exhibits

Each exhibitor is required to have a representative present during re-packing. If this is not possible a waiver will need to be signed to indemnify us from any claims arising for loss or damage.

Exhibitors should declare items that are sold, items that are returning, items that are consumed.





# Shipping Instructions



## Payment of charges

Unless freight is routed via one of our appointed agents we require full payment of our charges, as advised by us, prior to the last day of the show. Personal or foreign cheques are not acceptable. Settlement can be made in advance via bank transfer or alternatively on-site with cash or a credit card for the full amount.

<b>National Westminster Bank</b>	Account Name:	CEVA Showfreight
<b>Birmingham City Branch</b>	Account Number:	71793674
<b>1st Philips Place</b>	Sort Code:	60-02-35
<b>Birmingham</b>	IBAN: GB57	NWBK 6002 3571 7936 74
<b>B3 2PP</b>	BIC (Swift):	NWBK GB 2L

**Bank payments will incur a £15.00 fee**  
**Credit card payments will incur a 3% fee**

## Insurance

Unless specifically insured CEVA Showfreight is not responsible for any loss, pilferage or damage whilst goods are left unattended on your stand. We will endeavour to deliver/collect your goods to/from your stand when requested, however this cannot be guaranteed. We therefore strongly recommend that your shipment is fully insured for all risks to include transit to and from the exhibition and also during build-up, open period and break-down.

**Transit Insurance can be provided upon request. Please contact the CEVA Showfreight for a quotation.**

All work is carried out under our standard terms and conditions a copy of which is on the last page of this document.

# International Freight Tariff



## Customs

Temporary/Permanent Import Customs Clearance	£120.00 per entry / consignment
Permanent/Consumable Customs Clearance	£120.00 per entry / consignment
Additional Tariff Heading Line Items per Entry	£3.50 per heading
ATA Carnet Entry	£120.00 per consignment
Customs Examination	£80.00 per consignment
Temporary Import Bond Fee	4% of CIF value (minimum £350.00)
Duty / VAT	At Cost + 10% Disbursement (Min £110.00)

## Airfreight

- From arrival Manila International (MNL) Airport to delivered arrival venue.
- Max. shipment size: 2000 kgs or Dims: 250x220x220 cms

Price per kg - General Cargo / Non Perishable	£1.95 per kg
Airline Handling	£0.30 per kg (minimum 300kg)
Airport Warehouse Handling	£0.30 per kg (minimum 300kg)

## Ocean Freight

- From arrival Manila Port (North Harbour) to arrival venue
- Max. shipment size: 2000 kgs or Dims: 250x220x220 cms

LCL Freight	£105.00 per CBM/1000 kgs	
FCL 20ft	£105.00 per CBM/1000 kgs	
FCL 40ft	£105.00 per CBM/1000 kgs	
Minimum Charge	LCL	6.0 CBM
	FCL – 20ft	24 CBM
	FCL – 40ft	48 CBM

# International Freight Tariff



## Airfreight / Oceanfreight cont.

<b>Airport / Port Storage Costs</b>	At cost + 10% Disbursement
<b>LCL Consolidator / Shipping Line Charges</b>	At cost + 10% Disbursement
<b>Police Escort / Security Charges</b>	At cost + 10% Disbursement
<b>Storage (1 week before &amp; after show included)</b>	£25.00 per cbm per day

## Onsite

<b>Unload / Deliver to Stand</b>	<b>£0.25 per kg (Minimum 300 kgs)</b>
<b>Collection from Stand / Reload to Vehicle</b>	<b>£0.25 per kg (Minimum 300 kgs)</b>
<b>Consignment Service Charge</b>	<b>£90.00 per shipment</b>
Collection / storage / redelivery of empty cases	£35.00 per cubic metre (minimum 3 cbm)
Courier Shipments – Receive/Register/Deliver to stand	£50.00 per shipment (up to 50 kgs)

## Export Customs

Cancellation of Temporary Import Bond	£280.00 per consignment
ATA Carnet Sign Out	£120.00 per consignment
Re-export customs clearance	£120.00 per consignment
Export Customs Examination	£80.00 per consignment
Ocean Bill of Lading Fee	£95.00 per consignment
Airway Bill Fee	£75.00 per consignment



# International Freight Tariff



## Additional Information

Agency & Intervention fee / Communication costs **£130.00** per consignment (All orders)

Items in **Bold** carry a 50% surcharge if carried out before 0800 or after 1700 on weekdays, or on weekends.

*All bookings received after Friday 5 February will incur a 25% surcharge*

*For Airfreight purposes 1 cubic metre is equal to 167 kgs.*

*For onsite services 1 cubic metre is equal to 300 kgs*

**Booking Deadline Date:  
Friday 5<sup>th</sup> February 2016**



# CEVA Showfreight

## TERMS AND CONDITIONS

- 1. DEFINITIONS:**

In these Terms and Conditions:

  - "Company" means CEVA Logistics Limited trading as CEVA Showfreight.
  - "Consignment" means the goods whether in bulk or in one or more packages accepted by the Company for transportation from one address to another address.
  - "Customer" means the party requesting the Company to provide the Services.
  - "Conditions" means these standard terms and conditions.
  - "Contract" means this contract for the provision of the Services.
  - "Exhibition" means an exhibition or other event in respect of which Services are to be provided.
  - "Price" means the price to be paid by the Customer stated on the face of this Contract and payable in accordance with the payment schedule for the Services set out.
  - "Services" means the services to be provided to the Customer by the Company.
  - "Specification" means the written specification for services, if any, agreed between the parties and attached to these Conditions in relation to an Exhibition and which shall form part of the Contract.
- 2. BASIS OF THE CONTRACT**
  - 2.1 The parties contract for the provision of the Services only under these Conditions
  - 2.2 No variations to these Conditions or the Specification shall be binding unless agreed in writing between duly authorised representatives of the Company and Customer
  - 2.3 No agent or employee other than a director or secretary of the Company has authority to make any representation or give any warranty about the Company's business or services
  - 2.4 Any representation made or warranty given by the Company's directors or secretary shall not be binding unless and until confirmed in writing. In entering into this Contract the Customer acknowledges that it does not rely on, and waives any rights in respect of, any representation or warranty not properly confirmed in writing
  - 2.5 The Customer acknowledges that in entering into this Contract, the Company relies on the accuracy of the information supplied by the Customer including the Specification if any
- 3. PROVISION OF THE SERVICES**
  - 3.1 The Company may operate at its absolute discretion as principal forwarder or agent of the Customer in respect of the Services. The Company shall only be obliged to provide as principal contractor or agent the Services set out in this Contract
  - 3.2 The Company shall only be deemed to operate as the freight contractor in respect of those Services which it undertakes directly. In all other circumstances, the Company is the agent of the Customer and all contracts relating to the Services shall be entered into directly between the Customer and the other party
- 4. THE COMPANY ACTING AS AGENT FOR THE CUSTOMER**

Where the Company acts as agent for the Customer in accordance with Condition 3.2, the following provisions shall apply:-

  - 4.1 The Company shall have the right to do all things necessary or incidental to procure the provision of the Services to the Customer including entering into contracts on behalf of the Customer, so as to bind the Customer by such acts and contracts in all aspects
  - 4.2 The Company shall be entitled to retain all commission paid to it as a result of acting as agent for the Company
- 5. CUSTOMER'S WARRANTIES**

The Customer warrants and represents that:

  - 5.1 It is either the owner or the authorised agent of the Owner of the goods or organiser of an Exhibition in each case with the authority of the owner to accept these Conditions on the owner's behalf
  - 5.2 If it is the organiser of an Exhibition it is responsible for loading, unloading, assembly and/or disassembly of any exhibit, stand or other item at or for an Exhibition, the Customer warrants that:
    - 5.2.1 It shall give to the Company all necessary instructions in writing regarding the procedures to be followed in respect of the assembly or disassembly
    - 5.2.2 the facilities at the Exhibition will be of a sufficient standard to allow the Company to complete the loading/unloading/assembly and/or disassembly within the time limits set out in the Specification
  - 5.3 If the packaging of the consignment has been undertaken by a party other than the Company the customer warrants that:
    - 5.3.1 the Consignment will be safely secured and properly packed and labelled and will be fit and safe to be carried or stored and comply with all statutory or other regulations for carriage by road, air or sea and for mechanical handling and sorting as maybe in force from time to time
    - 5.3.2 It shall make a complete written declaration of the nature and contents of the Consignment and in particular (but without limitation) will declare whether the Consignment contains any noxious, dangerous, hazardous, infested, contaminated or fragile goods
  - 5.4 If the Consignment is to be imported or exported, the Customer shall verify that all necessary import/export regulations have been complied with and shall provide to the Company all necessary documentation relating to the Consignment including without limitation all documentation and information (including the VAT identity numbers of the Customer and Consignee) necessary to satisfy customs and excise authorities in the United Kingdom and the Country of origin or destination
  - 5.5 The Company is not responsible for any fulfilment of customs formalities and/or payment of costs in respect thereof. Nevertheless, to the extent that the Company may voluntarily assist in the fulfilment of customs formalities, such assistance will be rendered the sole risk and responsibility of the Customer, who shall reimburse any costs incurred by the Company and indemnify the Company against, and hold it harmless from any claims in respect thereof, if not paid by the consignee or other person
  - 5.6 The Company is not responsible for the packaging of any consignment but if in any individual case the company agrees to provide suitable packaging this will be provided at the cost of the Customer
  - 5.7 The Customer warrants that all information and documentation supplied by it to the Company including VAT identity numbers of the Customer and the Consignee (E.C. only) will be accurate and complete in all respects and will not omit any material facts
  - 5.8 The Customer indemnifies the Company at all times against all penalties, claims, costs, damages, expenses and losses howsoever arising in respect of the carriage or storage of any noxious, dangerous, hazardous, infested, contaminated or fragile goods whether or not the Consignment is declared as such
  - 5.9 The Customer indemnifies the Company against all penalties, claims, costs, damages, expenses and loss howsoever arising from the breach by the Customer of any warranty or representation herein contained
  - 5.10 It is the Customer's responsibility to provide or arrange for the provision of all plant power or labour required in addition to the Company's employees to load or unload the Consignment. The Company shall have no liability for any act or omission of the Customer's employees or Agents. Notwithstanding the foregoing, the Company may at the Customer's request provide plant power or labour at an additional cost.
  - 5.11 The customer shall ensure that each Consignment will be properly and securely packaged, fit for transportation and in accordance with all relevant rules and regulations of the origin and destination countries and in accordance with carrier requirements
  - 5.12 It is the responsibility of the Customer to ensure the company are given full details of any items that may be subject to export licence at the time of booking. The Customer must supply supporting documents and/or licences prior to movement of the freight.
- 6. INSPECTION OF CONSIGNMENT BY THE COMPANY**
  - 6.1 The Company shall have the right to undertake all reasonable inspections of the Consignment prior to or during loading unloading or during transit. Such inspections may include without limitation physical inspection of the goods and inspection by electronic methods including x-ray
  - 6.2 The Customer shall give prior written notice to the Company if it has reason to believe that any reasonable inspection that may be carried out, by the Company or otherwise, will harm any part of the Consignment in any way. The Company shall have no liability for any loss or damage arising from the failure of the Customer to comply with this requirement
- 7. PRICE AND PAYMENT**
  - 7.1 The Customer shall pay the Price plus applicable Value Added Tax in accordance with the payment schedule set out in the Contract, otherwise on immediate receipt of invoice. Payment shall be made without deduction and shall not be withheld or deferred on account of any claim, counterclaim or set-off. Import duties (if any), VAT and other related charges are payable by the Customer in advance of the Company having to make payment of the same.
  - 7.2 If the Customer fails to make any payment on its due date then without prejudice to any other right or remedy available to the Company, the Company shall be entitled to:
    - 7.2.1 suspend the provision of any further Services to the Customer
    - 7.2.2 charge the Customer interest (both before and after any judgement) on the amount unpaid, at the rate of 4% per annum above Barclays Bank base rate until payment is made in full
  - 7.3 In the event that the Company is delayed at any premises which it is to provide any of the Services in excess of 2 hours through no fault of the Company, it may charge the Customer its reasonable additional charges in respect of such delay
  - 7.4 The Company's charges are calculated in pounds sterling. Accordingly, services invoiced in a foreign currency at the client's request are based on exchange rates in force at the time of invoice and are liable to surcharge in the event of fluctuation
  - 7.5 The Customer is responsible for the payment of all duties and taxes payable in respect of the Consignment or any part thereof and accordingly shall indemnify and keep indemnified the Company from and against any claims in respect of the same, including in respect of any fines or interest payable
- 8. LIMITATION OF LIABILITY**
  - 8.1 The Company's liability under these Conditions shall be in lieu of any warranty or conditions implied by law as to the quality or fitness for any purpose of the Services and save as specifically provided for in these Conditions it shall not be liable by reason of any breach of contract or statutory duty or by reason of tort (including but not limited to negligence) for any loss of profit, loss of use, loss of production, loss of contracts or for any financial and economic loss for any direct or indirect or consequential loss or damage whatsoever
  - 8.2 The Company is not a common Carrier and the Company reserves the right to refuse the carriage of any goods at its discretion
  - 8.3 The Company shall not be liable to the Customer or be deemed to be in breach of these Conditions by reason of any delay in performing, or failure to perform, any of the Services or any part thereof if the delay or failure was due to any cause beyond the Company's reasonable control. Without prejudice to the generality of the foregoing, the following shall be regarded beyond the Company's reasonable control:
    - 8.3.1 any act of God including adverse weather conditions
    - 8.3.2 any consequence of war, invasion, act of foreign enemy, hostilities (whether war be declared or not), civil war
    - 8.3.3 any act of terrorism
    - 8.3.4 rebellion, insurrection, military or usurped power or confiscation, requisition, destruction of or damage to property or under the order of any governmental or public or local authority
    - 8.3.5 any seizure under legal process
    - 8.3.6 any act or omission of the Customer or those for whom he contracts or of the servants or agents of either
    - 8.3.7 any inherent liability to wastage in bulk or weight, latent defect or inherent defect vice or natural deterioration of the goods
    - 8.3.8 the inadequate or improper packing of the whole or part of the Consignment
    - 8.3.9 the insufficient or incorrect labelling or addressing of the Consignment by the Customer
    - 8.3.10 any riots, strikes, lock-outs, general or partial stoppage or restraint of labour for whatever causes
  - 8.4 Any claim brought by the Customer must be made in writing within 7 days of delivery of the Consignment
  - 8.5 The Customer shall indemnify the Company against all duties, taxes, payments, fines, expenses, losses, damages (including physical damage) and liabilities in excess of the liability of the Company in accordance with these Conditions, suffered or incurred by the Company in the performance of its obligations under any contract to which these Conditions apply, including any liability to indemnify any other person against claims made against such other person by the Customer or by the Owner
  - 8.6 No insurance will be effected except upon express instructions given in writing by the Customer and all insurances effected by the Company are subject to the usual exceptions and conditions of the policies of the insurance company or underwriters taking the risk. The Company shall not be under any obligation to effect a separate insurance on each consignment but may declare it on any open or general policy. Notwithstanding that the premium on the policy may not be the same as that charged by the Company to the Customer, the Company shall in no circumstances incur liability as insurer, and if for any reason the insurers dispute liability the Customer shall have recourse against the insurers only, however, this provision shall not detract from the rights of the Customer against the Company in respect of any negligence on the part of the Company in effecting insurance
  - 8.7 The Customer shall be responsible at all times for the security of the Consignment including at an Exhibition. Accordingly, the Company shall have no responsibility or liability for any Consignments left unattended at an Exhibition.
- 9. MONETARY LIMIT OF LIABILITY OF THE COMPANY AS THE CARRIER**
  - 9.1 Carriage hereunder is governed by the Uniform Rules for a Combined Transport Document (Publication 298 of the International Chamber of Commerce, Paris, November 1975) and is subject to the following Convention(s) compulsorily applicable at the date of acceptance of the Goods by the Customer:
    - (i) Carriage by air is governed by the Warsaw Convention 1929, as amended if applicable
    - (ii) Carriage by road is governed by the Convention of the Contract for the International Carriage of goods by Road (CMR) as amended 1956
    - (iii) Carriage by sea is governed by the International Convention for the Unification of Certain Rules of Law relating to Bills of Lading 1924 as amended by the Hague-Visby Rules and SDR Protocols of 1968 and 1979 respectively
    - (iv) Carriage by rail is governed by the Convention concerning International Carriage by Rail (COTIF) and Appendix B to this Convention, the Uniform Rules concerning the contract for International Carriage of Goods by Rail (CIM), Berne, 9th May 1980Where none of the above Conventions apply compulsorily to the services by the company such services shall be performed subject to British International Freight Association (BIFA) Standard Trading Conditions 2004
- 10. COMPANY ACTINGS AS A BOOKING AGENT OF THE CUSTOMER**
  - 10.1 If the Company as agent of the Customer makes any bookings for courier services, the Company shall have no liability in respect of the same and the Customer acknowledges that its sole recourse is to the courier company concerned
- 11. UNDELIVERED OR UNCLAIMED GOODS**
  - 11.1 If the Company is unable to deliver the goods (or any part thereof) the Company shall be entitled to store the goods or any part thereof at the sole risk and expense of the Customer. The Company shall give written notice ("the Notice") to the Customer advising the Customer that it has the goods and, in the event of the Customer being unable to facilitate delivery thereof, advising the Customer from where the goods may be collected
  - 11.2 If the Customer fails to take delivery of the goods or provide alternative delivery or disposal instructions within 28 days of service of the Notice, the Company shall have the right to sell the undelivered goods as if it were the absolute owner and to pass unencumbered title to the purchaser
  - 11.3 The Company shall be entitled to deduct from the proceeds of sale:
    - 11.3.1 any outstanding costs incurred by the Company in providing the Services
    - 11.3.2 any interest accrued on the outstanding costs of Services
    - 11.3.3 any other costs associated with the failure to deliver the goods (for example, storage charges)
    - 11.3.4 all reasonable costs and expenses incurred in relation to the sale of the goods
    - 11.3.5 VAT, where applicable
  - 11.4 After the deduction of all sums under Clause 11.3, the Company shall account to the Customer for the net proceeds of sale
- 12. GENERAL**
  - 12.1 The Company shall be entitled to carry out its obligations under the Contract through any agents or sub-contractors appointed by it in its absolute discretion
  - 12.2 This Contract contains the entire agreement between the parties regarding the subject matter hereof
  - 12.3 Any notice to be given under this Contract shall be given in writing and sent by first class prepaid mail to the address of the other party set out on the face of the Contract and shall be deemed served on the 2nd working day after posting
  - 12.4 Failure by the Company to exercise or enforce any rights conferred upon it under these Conditions shall not be deemed to be a waiver of any such rights or operate so as to prevent the exercise thereof at any time
  - 12.5 This Agreement shall be governed by and construed in all respects with the laws of England and the parties submit to the exclusive Jurisdiction of the English Courts