

# Exhibitors' Briefing

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17.01.2018

**20<sup>th</sup> consumer fair**

Organised by:



# Event Overview

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## Event Details

Date: 24 -28 January 2018, Wednesday - Sunday

Time: 10am – 10pm

Venue: International Convention Center, Berakas



# Opening Ceremony

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Date: 24 January 2018, Wednesday

Arrival of Invited Guests: 9.30am

Arrival of Guest of Honor: 10.00am

# Opening Ceremony

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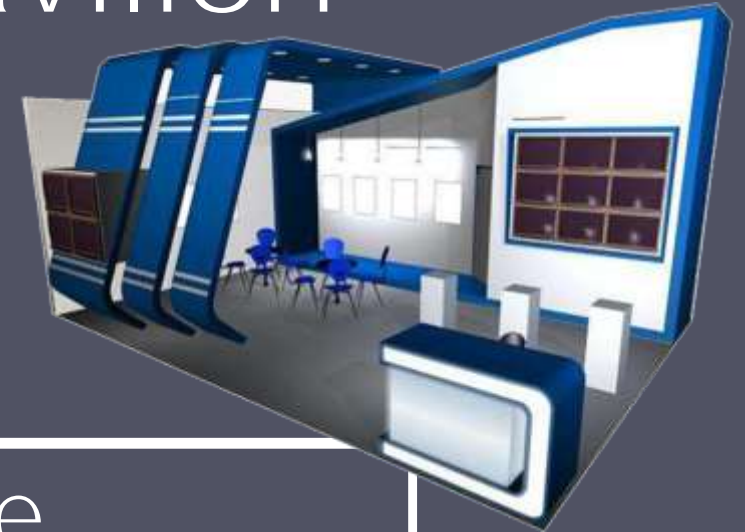
Attire: Smart Casual



# Schedule

## For Special Design Pavilion

Build-Up & Move-In



Date	Time
22 & 23 Jan (Monday & Tuesday)	9.00am – 9.00pm

# Important Notes

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## For Special Design Pavilion by Non-Official Contractor

Please ensure that the following items are complied:

- ADMINISTRATION FEE - B\$ 40.00
- TEMPORARY CONTRACTOR PASS - BN\$ 5.00 each
- PERFORMANCE BOND - B\$ 100.00

# Important Notes

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For Special Design Pavilion  
by Non-Official Contractor

Please ensure that the following items are complied:

- ADMINISTRATION FEE - B\$ 40.00
- TEMPORARY CONTRACTOR PASS - BN\$ 5.00 each
- PERFORMANCE BOND - B\$ 100.00

# Important Notes

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## For Special Design Pavilion

by Non-Official Contractor

- Register and submit the layout plan, design & electrical drawing for approval on or before 19 Jan 2018.







# Important Notes

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For Special Design Pavilion  
by Non-Official Contractor

- ELECTRICAL CONNECTION FEE (non -refundable)

a) Lighting Connection WITH wiring / PowerPoint at  
B\$ 80.00 per fixture

b) Lighting Connection WITHOUT wiring /  
PowerPoint at B\$ 40.00 per fixture

# Schedule

## For Booth Exhibitors



Build-Up & Move-In

Date	Time
23 Jan 2018 (Tuesday)	9.00 am – 9.00 pm

# Schedule

## For Booth Exhibitors



Build-Up & Move-In

Date	Time
23 Jan 2018 (Tuesday)	9.00 am – 9.00 pm

# Schedule

For All Contractors & Booth Exhibitors



Moving out & Dismantling

Date	Time
29 Jan 2018 (Monday)	9.00 am – 5.00 pm

# Summary of Schedule

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## Move In

### FOR SPECIAL DESIGN PAVILION

Date

Time

**22 & 23 Jan 2018  
(Monday & Tuesday)**

**9.00 AM – 9.00 PM**

### **FOR ALL BOOTH EXHIBITORS**

**23 Jan 2018  
(Tuesday)**

**9.00 AM – 9.00 PM**

# Summary of Schedule

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## Move In

### FOR SPECIAL DESIGN PAVILION

Date

Time

**22 & 23 Jan 2018  
(Monday & Tuesday)**

**9.00 AM – 9.00 PM**

### **FOR ALL BOOTH EXHIBITORS**

**23 Jan 2018  
(Tuesday)**

**9.00 AM – 9.00 PM**

# Summary of Schedule

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## Move Out

**FOR ALL CONTRACTOR & BOOTH EXHIBITORS**

Date

Time

**29 Jan 2018  
(Monday)**

**9.00 AM – 5.00 PM**

# Notes For All Exhibitors

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## 1) Exhibitor Pass:

- EXHIBITOR PASSES can be obtained after the Exhibitor Briefing OR from Event Committee's Information Counter at ICC during moving-in period on 22 - 23 January 2018 from 9.00 AM - 9.00PM upon FULL PAYMENT made.
- Only exhibitors WITH EXHIBITOR PASSES will be allowed to move-in.





# Notes For All Exhibitors

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## 2) Additional Orders:

- Additional orders made on site can be in cash or credit card only. Items will ONLY be delivered and installed once FULL PAYMENT is being made.



# Notes For All Exhibitors

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## 2) Additional Orders:

Please refer to our additional form for prices and datelines to avoid additional surcharges

- 18 JAN - 50% SURCHARGE
- 22 JAN - 100% SURCHARGE

Items ordered on site starting 22 Jan 2018 cannot be delivered upon request.



# Notes For All Exhibitors

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## 3) Logistics – Loading Area:

DURING MOVE-IN (22 -23 Jan 2018)

- Exhibitors are required to wear Exhibitor Pass to enter the Exhibition Hall. Only exhibitors with Exhibitor Pass are allowed to load their items.



# Notes For All Exhibitors

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## 3) Logistics – Loading Area:

- Parking is strictly PROHIBITED at the LOADING BAY area behind the exhibition hall.



# Notes For All Exhibitors

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## 3) Logistics – Loading:

During Opening Ceremony & Daily Exhibition

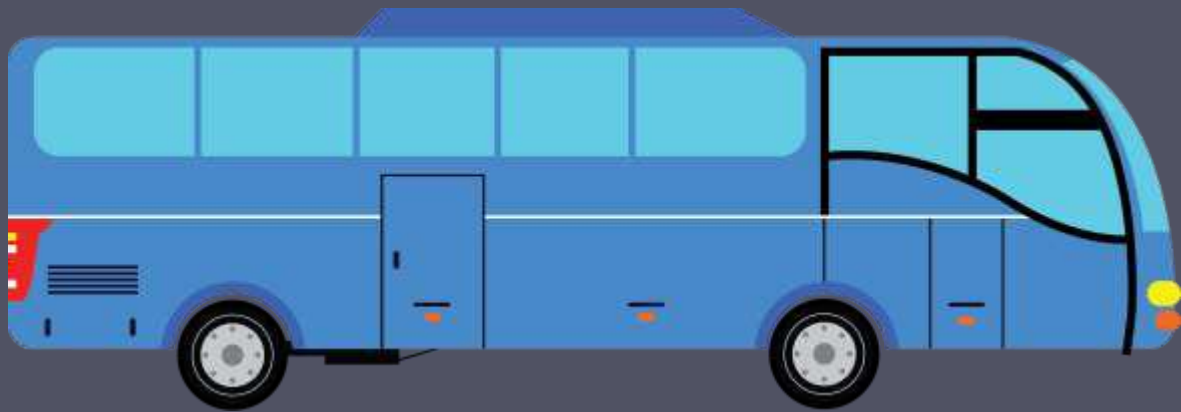
- Exhibitors are required to show their CAR PASS to the security in order to enter ICC



# Notes For All Exhibitors

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- Parking is based on first come first serve basis only.
- Once Car Park is full, GATE 2 will be closed and exhibitors are advised to park at Indoor Stadium Car Park Area to enter ICC using the shuttle bus service provided.



FREE SHUTTLE  
BUS SERVICES

# INDOOR STADIUM PARKING

## LOADING BAY

### NOTE FOR EXHIBITOR

- Only vehicle with **"LOADING PASS"** are allowed to enter the loading bay area.
- **DO NOT PARK** at **LOADING AREA**, car will be **TOWED**.

### GATE 2

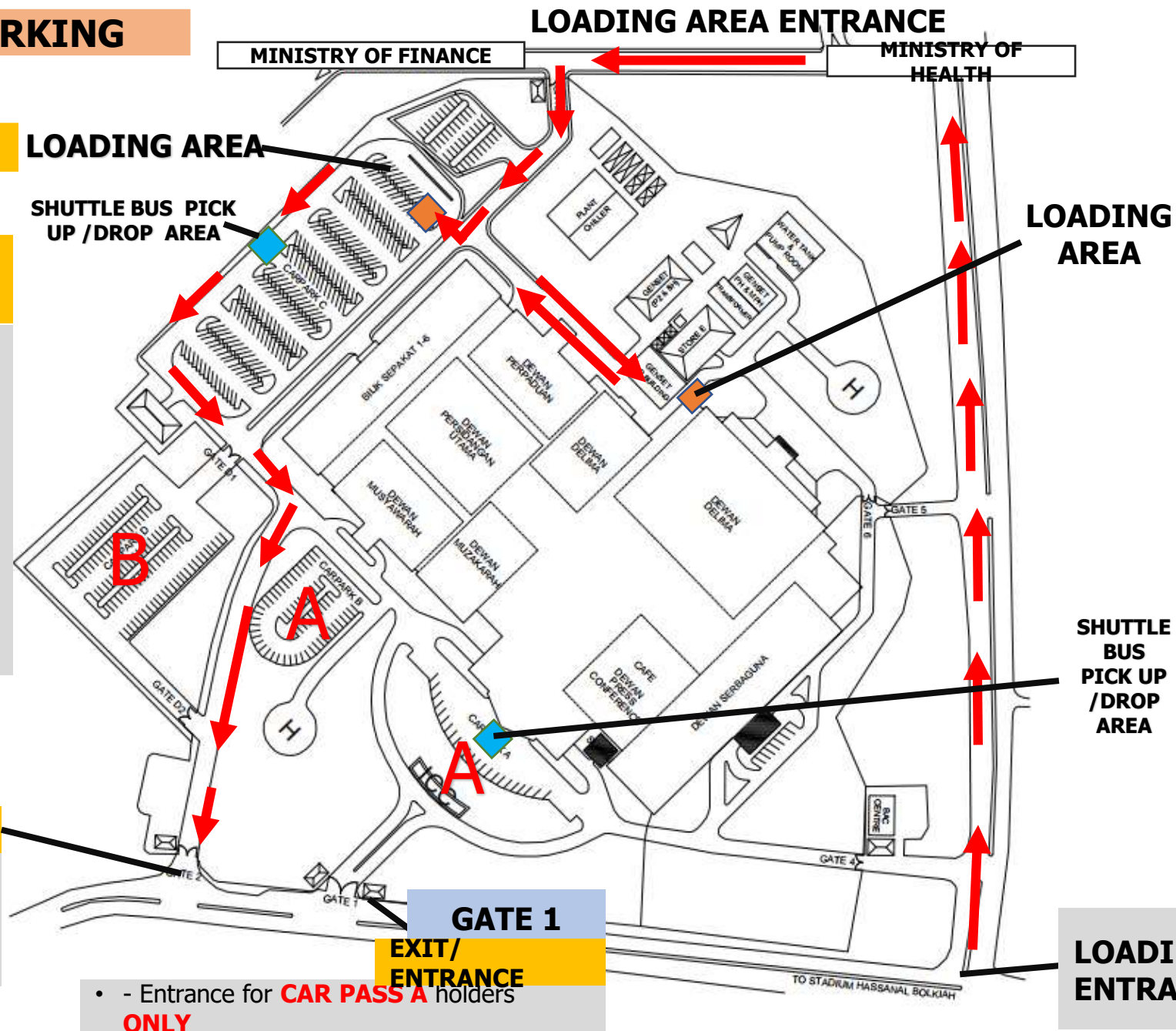
EXIT/  
ENTRANCE

- **EXIT** of SHUTTLE BUS, holders of **LOADING PASS**, and **CAR PASS A/B**

### GATE 1

EXIT/  
ENTRANCE

- - Entrance for **CAR PASS A** holders **ONLY**



LOADING AREA  
ENTRANCE



# LOADING AREA ENTRANCE

MINISTRY OF FINANCE

MINISTRY OF HEALTH

## SHUTTLE BUS SERVICE

SHUTTLE BUS  
PICK UP/ DROP OFF POINT

SHUTTLE BUS  
PICK UP/ DROP OFF POINT

### GATE 2 EXIT/ ENTRANCE

- Only Exhibitor with **CAR PASS B** are allowed to enter this area.
- **EXIT** of SHUTTLE BUS, holders of **LOADING PASS** and **CAR PASS A/B**

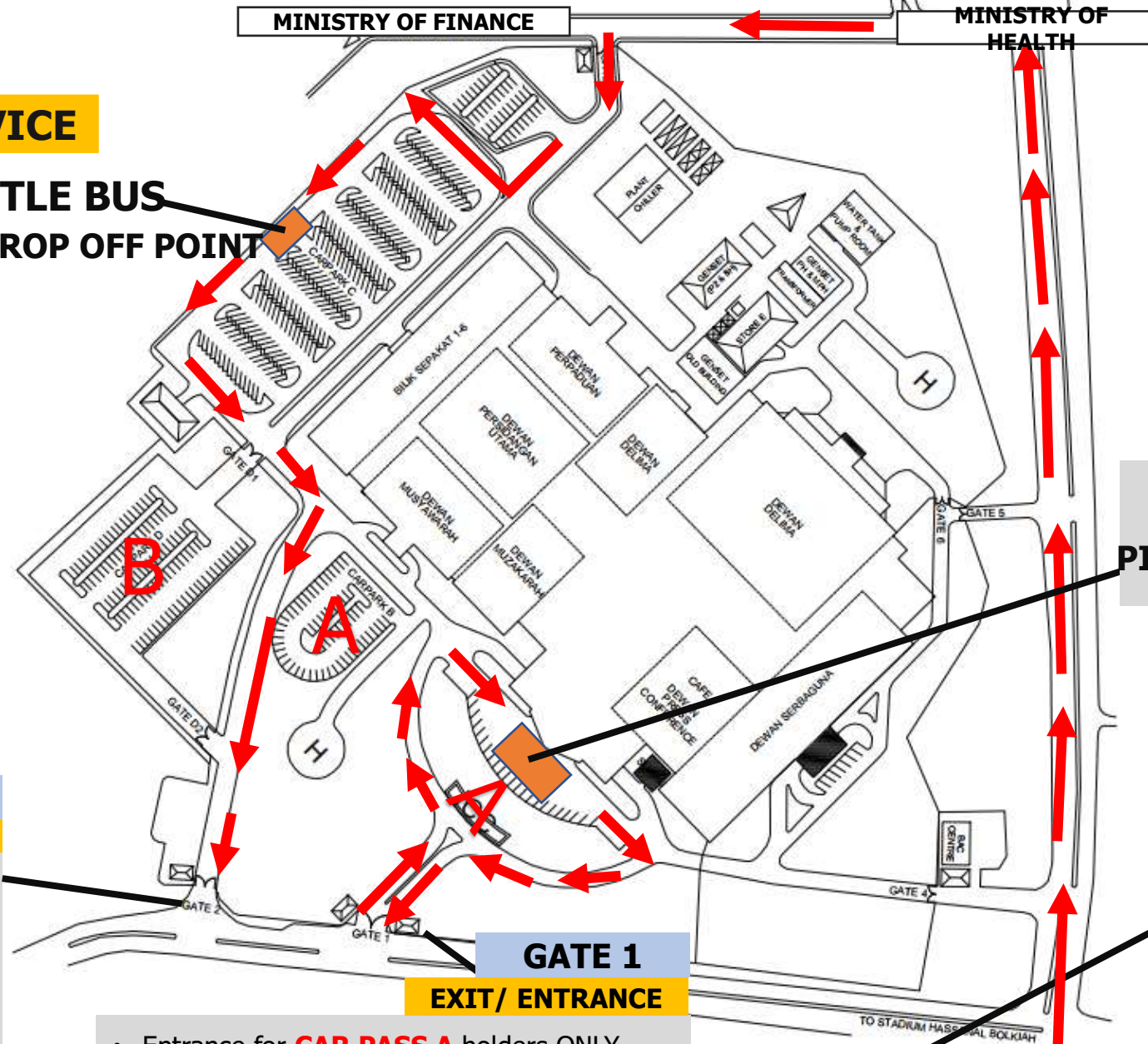
### GATE 1 EXIT/ ENTRANCE

- Entrance for **CAR PASS A** holders ONLY

## INDOOR STADIUM PARKING

### EXIT/ ENTRANCE

- PUBLIC PARKING SPACE FOR EXHIBITORS AND VISITORS
- SHUTTLE BUS DROP OFF AND PICK UP POINT



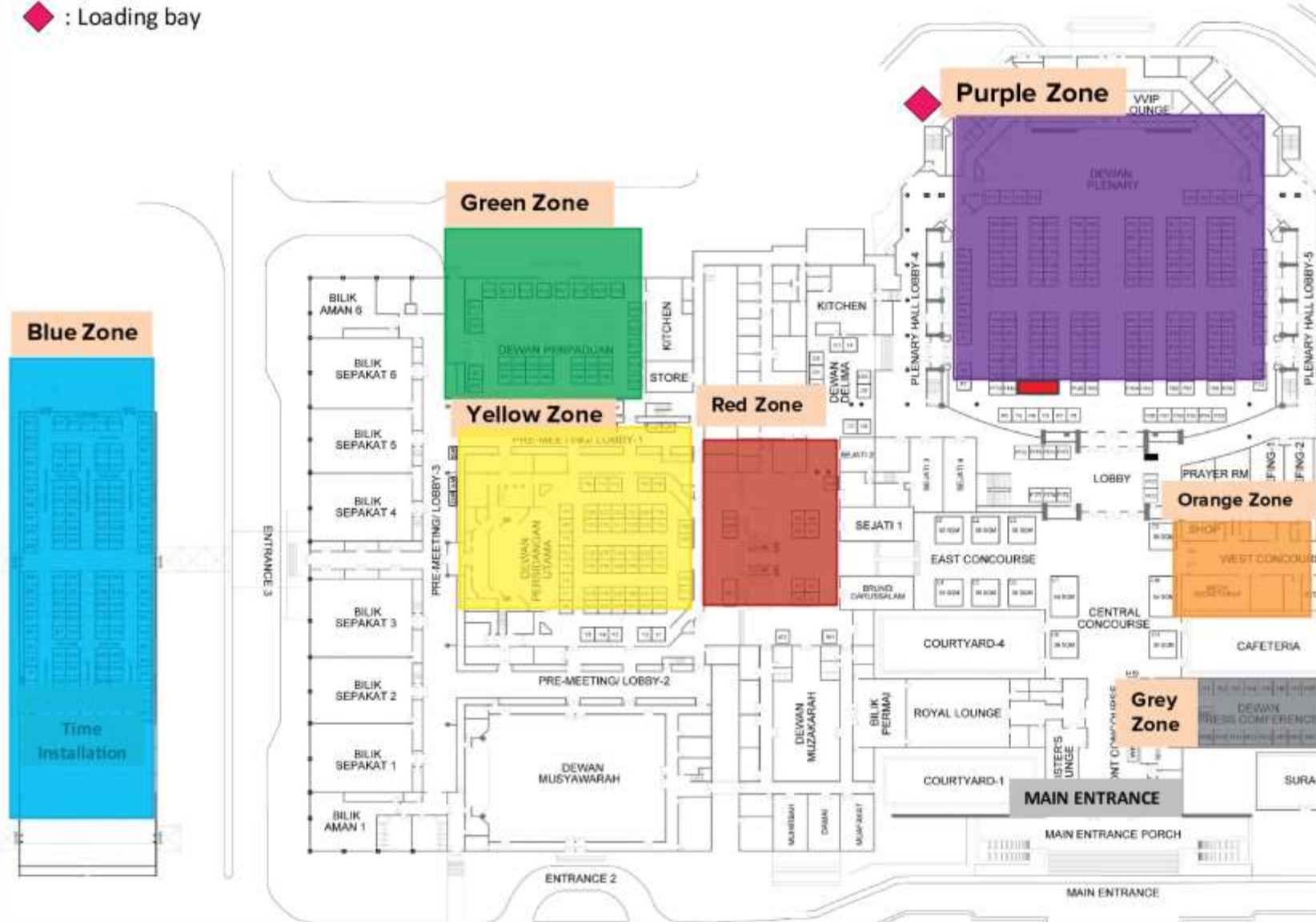


# 20<sup>th</sup> consumer fair

## FLOOR PLAN

INTERNATIONAL CONVENTION CENTRE  
BERAKAS, BRUNEI DARUSSALAM  
10.00AM - 10.00PM  
[www.bruneiconsumerfair.com](http://www.bruneiconsumerfair.com)  
**24 - 28 JANUARY 2018**

◆ : Loading bay



# Notes For All Exhibitors

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## INCLUSIVE ITEMS:



Standard Shell Scheme Booth

- a) 1 Table (1000mm x 500mm)
  - b) 2 Banquet Chairs
  - c) 1 Single Socket Power Point
  - d) 1 Dustbin
  - e) 2 Fluorescent Lights
  - f) 1 Fascia Board (Company Name)
  - g) 9 sq. m. Needle Punch Carpet
  - h) Exhibition Panel (1m x 2.44m)
- Intermediate Booth - 9 panels  
Corner Booth - 6 panels

# Notes For All Exhibitors

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- EXHIBITORS ONLY
- All exhibitors are advised to wear the passes at ALL TIMES during the five-day exhibition.
- Additional pass costs B\$5.00 each should you require more passes.
- Surcharges applicable for late orders from 18 JAN 2018 onwards.



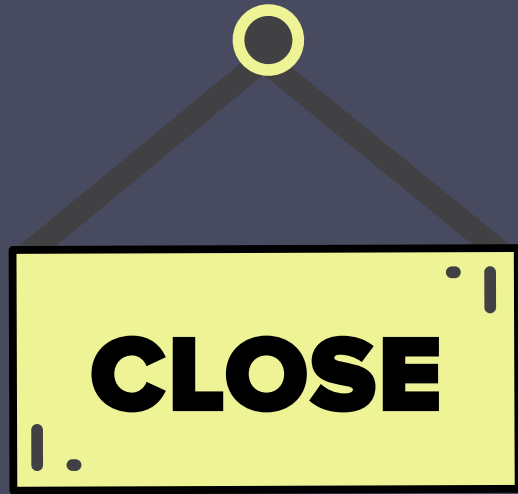
# Notes For All Exhibitors

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- A recycle box will be prepared on the last day of event.



# NOTES FOR ALL EXHIBITORS REMINDERS



BOOTH  
CLOSED AT  
10PM DAILY

READ and  
ABIDE ALL RULES  
& REGULATIONS

ENSURE BOOTH  
CLEANLINESS

# NOTES FOR ALL EXHIBITORS REMINDERS



**ALL PAYMENT & ADDITIONAL ORDER** have to be made **on or before 18 JAN 2018** (surcharge will be imposed for any additional order made from **18 Jan 2018 onwards**).

**ADMIN FEE, PERFORMANCE BONDS & CONNECTION FEE** are payable for non-official contractors.

**DO NOT PERFORM THE FOLLOWING**

# NOTES FOR ALL EXHIBITORS **REMINDERS**



**DO NOT REPLACE +/-OR  
OBSTRUCT**  
the provided standard fascia board

**NO LOUD MUSIC** in  
the hall

**DO NOT NAIL ANYTHING** on  
the exhibition panels (Exhibitors  
will be charged if make known to  
nail items on exhibition panels)



# NOTES FOR ALL EXHIBITORS **REMINDERS**



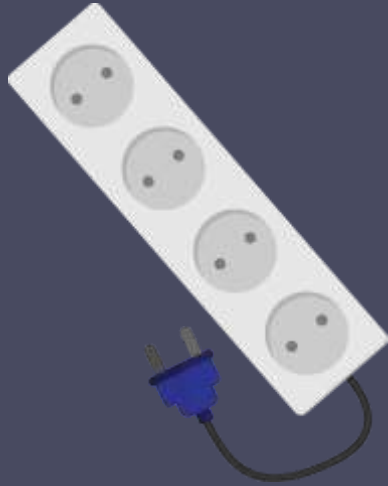
**DO NOT TAKE** any  
tables from ICC

**NO TRESPASSING/GOING  
BEYOND** the given booth area

**DO NOT CLAIM NEARBY  
VACANT AREAS** as your own



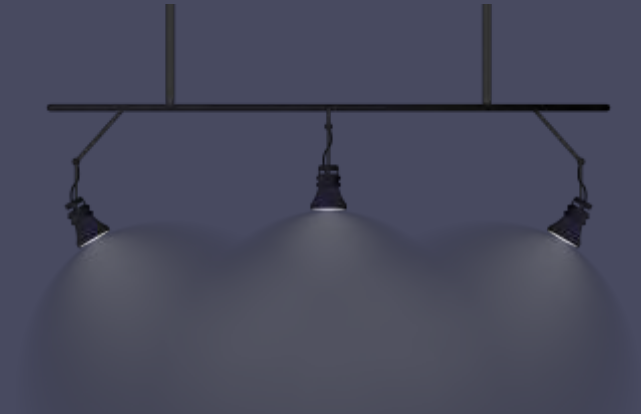
# NOTES FOR ALL EXHIBITORS **REMINDERS**



**MULTIPLE PLUGGING**  
is strictly **NOT**  
**ALLOWED.**

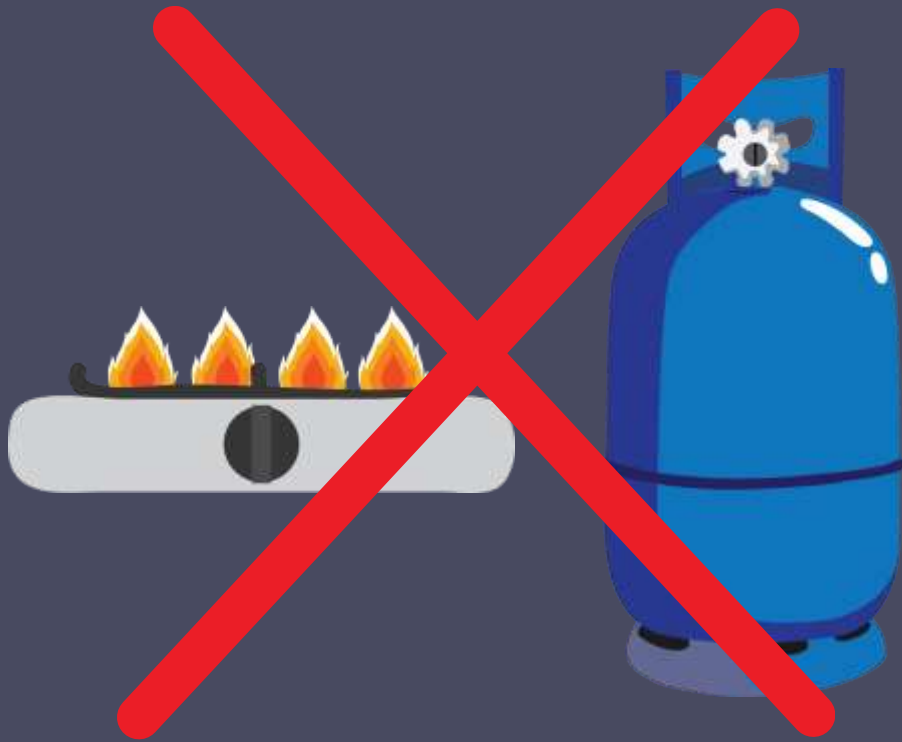


**PLUGGING** into  
ICC's wall socket is  
**NOT ALLOWED.**



Installing **OWN**  
**SPOTLIGHTS &**  
**ELECTRICAL FITTINGS**  
**ARE NOT ALLOWED**

# NOTES FOR ALL EXHIBITORS **REMINDERS**



**OPEN FIRE AND  
GAS CYLINDERS  
ARE STRICTLY  
**NOT** ALLOWED  
INSIDE ICC.**

# Lucky Draw Mechanism

## TERMS AND CONDITIONS (FOR THE LUCKY DRAW MECHANISM):

1. To enter into the CF20 Grand Lucky Draw, visitor's must purchase any item from any Exhibitor to claim a Lucky Draw Form to be issued by the Exhibitor. (The organising committee will be distributing receipts/forms to all exhibitors. Should you require more receipts during the course of the 5-day event, you may claim more at the information counter).
2. Only visitors with an **official CF20 signed receipt issued by the Exhibitor** will be entitled to enter into the CF20 Grand Lucky Draw.
3. This receipt is the Lucky Draw Form. Ensure that full details are provided such as your **full name, Identity Card Number OR Passport Number, and contact details**. Lucky Draw Forms without complete details will be deemed as invalid.
4. This receipt is only valid for use during the 20<sup>th</sup> Consumer Fair from 24 – 28 January 2018.



# Activities & Promotion For advertisement opportunity



Please look for our  
committee or sales  
executives for further  
enquiries.



**INFORMATION, RULES AND  
REGULATIONS FROM OTHER  
RELEVANT AUTHORITIES**

# Notes For All Exhibitors

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from

**AUTHORITY FOR INFO-COMMUNICATIONS TECHNOLOGY  
INDUSTRY OF BRUNEI DARUSSALAM (AITI)**

## DOCUMENTS REQUIRED FOR APPLICATION:

- AITI application form (download from website)
- Supporting Letter from Event Organizer - D'Sunlit Sdn Bhd (to confirm Exhibitor's participation)
- Letter from importer such as local dealer's details (if any)
- Pictures of the items
- Manual (with technical specification and content)

**Application is to be made to both AITI and Royal Custom and Excise Department (either temporary permit or through local vendors)**



# Notes For All Exhibitors

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from  
**ENERGY AND INDUSTRY DEPARTMENT,  
PRIME MINISTER'S OFFICE (EIDPMO)**



As per **Brunei Intellectual Property Office by EIDPMO**, vendors are not encouraged to sell fake (counterfeit) goods including things like brand name or designer clothing, handbags, shoes, cosmetics, perfume, etc.

# Notes For All Exhibitors

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from  
**MINISTRY OF HEALTH (MOH)**



Imported cosmetics, food and beverages, medicines will have to **APPLY CERTIFICATION FROM THE MINISTRY OF HEALTH (MOH).**



# Additional Informations

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- Companies offering a **SALE** or **PROMOTIONAL DISCOUNTS** are required to inform and **apply to JPKE** through the CCAD before doing so.
- You may **DOWNLOAD** the **FORMS** at [www.depd.gov.bn](http://www.depd.gov.bn)

# THANK YOU!

PREPARED BY:

