

an event by  Promexco

# Manual Guidance BOOK

# ASEANWOOD

The 2<sup>nd</sup> FURNITURE TECHNOLOGY & WOODWORKING MACHINERY SHOW 2007

**20 - 23 November 2007**

JAKARTA INTERNATIONAL EXPO  
KEMAYORAN - JAKARTA  
INDONESIA

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

## RECEIPT ACKNOWLEDGEMENT

We have received the Exhibitor's Manual Guidance for AseanwoodFurnitecno 2007, and understand that the Exhibitor's Manual Guidance is a from part of our Space Reservation Contract :

Company Stamp & Signature :

Name of Company :

Contact Person :

Contact Number :

Stand No. : Date :

- Note : Please complete this page immediately upon receipt of this manual, and return by fax to :

THE ORGANIZER  
PROMEXCO INTERNUSA,PT  
Kota Baru Bandar Kemayoran Blok C-4  
Jakarta 14410 - Indonesia  
Ph. ++ 62-21 645 3451  
Fax.++ 62-21 645 3610  
E-mail . [promexco@centrin.net.id](mailto:promexco@centrin.net.id)

**CHECK LIST**

<b>FORM No.</b>	<b>Description of Service</b>	<b>Deadline</b>	<b>Action / Remarks</b>
Form 1	Organizer's Standard Booth	20 Oct ' 2007	
Form 2	Approval of Stand Design	20 Oct ' 2007	
Form 3	Lighting & Electricity	20 Oct ' 2007	
Form 4	Furniture & Audio Visual	20 Oct ' 2007	
Form 5	Water & Waste	20 Oct ' 2007	
Form 6	Compressed Air	20 Oct ' 2007	
Form 7	Hotel Reservation	22 Oct ' 2007	
Form 8	Telephone & Internet Access	20 Oct ' 2007	
Form 9	Exhibition Badges	20 Oct ' 2007	
Form 10	Product Index	20 Oct ' 2007	
Form 11	List Material To Be Exhibit	20 Oct ' 2007	
Form 12	Show Directory Advertising	20 Oct ' 2007	
Form 13	Gold Passes/VIP Invitation	20 Oct ' 2007	
Form 14	Exhibit Goods & Shipping	20 Oct ' 2007	

**NOTE :**

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## NOTE FROM THE ORGANIZER

Dear Exhibitors :

Welcome to the **"ASEANWOOD FURNITECNO 2007 - The 2<sup>nd</sup> Furniture Technology & Woodworking Machinery !**

This book contains all information, references of all exhibitors and order forms enclosed to assist you in registration or informing your participation in this event.

Kindly read through the details in this Manual Guidance Bookcarefully and thoroughly while note that the deadlines specified should be followed strictly. This is necessary to ensure that your planning and preparation may be fully effective.

Please feel free to contact us, should you have any queries while using this manual.

Thank you for your participation and see you at **the 2<sup>nd</sup> ASEANWOOD FURNITECNO - Furniture Technology & Woodworking Machinery !** We hope this event will bring a great success to all of us.

Sincerely,

**The Organizer**

# TABLE OF CONTENTS

TITLE	PAGE
I. Note from the Organizer _____	4
II. Check List _____	3
II. Table of Contents _____	5
IV. General Information _____	6
A. The Exhibition _____	6
B. Organization _____	6
C. Exhibition Profile _____	6
D. Payment Schedule, Cancellation & Space Rental _____	4
E. Stand Construction _____	8
F. Working Exhibits and Dangerous Materials _____	9
G. Additional Service and Facilities _____	10
H. Media publicity and Sponsorship Campaign _____	12
I. Exhibit Goods – Shipping & Freight Forwarding _____	12
J. Customs Procedures _____	12-13
K. Visas _____	13
L. Failure to Exhibit _____	14
M. Limitation of Liability _____	14
N. Sub- Letting _____	14
O. Force Major _____	14
P. Insurance _____	14
Q. General Rules _____	15
R. Freight Forwarder Rates _____	

**IV. Annex :**

- Form 1. Organizer Standard Booth
- Form 2. Approval Stand Design
- Form 3. Lighting & Electricity
- Form 4. Furniture & Audio Visual
- Form 5. Water and Waste
- Form 6. Compressed Air
- Form 7. Hotel Reservation
- Form 8. Telephone & Internet Access
- Form 9. Exhibition Badges
- Form 10. Product Index
- Form 11. List of Material to be Exhibited
- Form 12. Show Directory Advertising
- Form 13. Gold Passes/VIP Invitation
- Form 14. Exhibit Goods – Shipping

# GENERAL INFORMATION

## A. THE EXHIBITION

Aseanwood Furnitecno 2007  
(The 2<sup>nd</sup> Furniture Technology & Woodworking Machinery Show)

## B. ORGANIZATION

The Aseanwood Furnitecno 2007 jointly organized by Promexco Internusa,PT and EUMABOIS (European Federation of Woodworking Machinery Manufacturers).

**Promexco Internusa,PT**  
Kota Baru Bandar Kemayoran  
Block C-4,Jakarta 14410- Indonesia  
Tel. (62-21) 645 3451  
Fax.(62-21) 645 3610  
Email : [promexco@centrin.net.id](mailto:promexco@centrin.net.id)

**EUMABOIS (European Federation of WoodworkingMachinery Manufacturers)**  
Centro Direzionale Milanofiori 1A Strada-  
Palazzo F3, 20090 Assago (Milano),Italy  
Tel. ++39-02 892 10253  
Fax.++39-02 825 9009  
E-mail : [info@eumabois.com](mailto:info@eumabois.com)

## C. EXHIBITION PROFILE

- a. Title : The 2<sup>nd</sup> Aseanwood Furnitecno (Furniture Technology & Woodworking Machinery Show)
- b. Type : General Trade Exhibition
- c. Venue : Jakarta Fairground Kemayoran,Jakarta – Indonesia
- d. Show Date : 20 – 23 November 2007, ( Tuesday – Friday )  
Opening hours : 11.00 a.m – 18.30 p.m
- e.Total area : 10.000 sqm
- f. Admission : Free admission for trade only , please note this is a Trade exhibition , no minors under the age of 18 will be allowed admission, either as a visitor or an exhibitor.
- g. Range of product : Woodworking machinery, material handling equip., tools & component furniture, timber procedures, recondition machinery, finishing line.

## PAYMENT SCHEDULE, CANCELLATION & SPACE RENTAL

Payment should be made to the organizer as follows :

Bank : **Bank Central Asia (BCA)**  
Branch : Griya Agung  
Address : Jl. Griya Agung - Sunter  
Jakarta 14350 – Indonesia  
Beneficiary : **PT. Promexco Internusa**  
Account No. : **007 – 300841 – 4**  
Swift Code : **C E N A I D J A**

- **Term of payment:**

1. Booking fee 20% of the cost of space required should be paid 14 days after registration.
2. 40% of the total cost should be paid on signing the agreement.
3. The balance 40% of the total cost should be made not later than October 22th 2007.

- **Cancellation**

1. Booking fee is not refundable and will be held by the organizer of Aseanwood Furnitecno.
2. Cancellation made on May 20th 2007 will be charged 25 % penalty.
3. Cancellation made before August 20<sup>th</sup> 2007 will be charged 50% penalty.
4. Cancellation made after August 20<sup>th</sup> 2007 there will be charged 100% penalty.

- \* **Space Rental**

1. **US\$ 132,-/sqm for space only (minimum 9/sqm)**

2. **US\$ 154,-/sqm** for standard shell scheme with facilities for every 9/ sqm

as follow :

- a. With laminated partition with octanorm system, 2.5 m height.
- b. Fascia board for company name made of PVC, computer cutout lettering
- c. Needle punch carpet
- d. One reception desk
- e. Two folding chairs
- f. Two fluorescent light, @ 40 watt
- g. Plug/socket @ 2 amp.

## **STAND CONSTRUCTION**

**Official Contractor :**

### **PT. CITYNEON PRIMA MANDIRI**

Kota Baru Bandar Kemayoran Blok C – 4

Jakarta 14410 INDONESIA

Tel. : (62-21) 6414630

Fax. : (62-21) 6414634

Email : cityneon@rad.net.id

Contact Person : Mrs.Pintalia (Assistant Marketing Manager)

### **b.General rules and regulations for the stand structure:**

#### ***1. Organizer Standard Booth (ORDER FORM 1)***

Exhibitors who are using the organizer's standard booth must fill order **FORM 1** for fascia board.

#### ***2. Other Contractors***

Interior modifications may be carried out by the exhibitors or his contractor, with the exception of electricians. Exhibitors are responsible and liable for any such contractors' observances of all rules and regulations.

#### ***3. Approval of stand design (ORDER FORM 2)***

The drawing of stand design with dimension must be submitted to the organizer by **October 20th 2007** for the last approval. This drawing should be attached to **ORDER FORM 2**, completed with the name of exhibitor's contractor. Working permit from Indonesia Immigration should be attached to this form also for the exhibitors are using foreign contractors outside of Indonesia country.

#### ***4. Cleaning Service***

During the build up period, the exhibitor or contractor will be responsible for day to day removal of his rubbish (i.e. empty paint cans, lumber scraps, etc). Failure to do this will result in the exhibitor being liable for service fees involved in rubbish removal. The organizer will be responsible for the cleaning of the halls only during the fair. The exhibitors, however, should be responsible for their own stand. And every exhibitor is responsible for maintaining his own booth in a tidy condition at all times.

#### ***5. Damage or existing Halls and Removal of Exhibits/ Stands Material***

No Exhibitor or his contractor may use the exhibition hall, ceiling, pipes, fixtures, or wall in anyway whatsoever (i.e. nailing, wiring, or exhibit fixtures on any existing structure is strictly prohibited). No Exhibitor or his contractor may use any walls belonging to any other stand. Should the stand extend beyond the dimension specified in the exhibitors space contract e.g. fascia boards, may not be placed along the aisles nor can furniture or plants be placed in the aisles. It is the responsibility of the exhibitor's contractors at the close of the exhibitor to dismantle and remove by stated deadline those stand he has contracted.

It is not permitted to bridge gangway in anyway with stand fittings nor to play exhibit's or floor covering in the aisles.

### **6. Height Limited of the stand structure**

The maximum permitted height of stand structure inside the halls is 6 m, this stand structure include tower for company identity . The full partitions or walls maximum height permitted is 2,5 m. All stand must have one third of the frontage and each side open or fitted with transparency material.

### **7. Power Supply and Lighting (ORDER FORM 3)**

220 v single phase, 380 v three phase, 50 cycles. All electrical work must be carried out through the official contractor, due to occasional power function, sensitive equipment requires a voltage regulator. All exhibitors requiring electrical **ORDER FORM 3**.

### **8. Double Decker Stands**

Exhibitors wishing to build double-decker stand may not exceed 40% of the total area covered at ground floor. The maximum height permitted is 7,5 m included tower and double-decker structure, but it is not allowed to build/block with full partition on its ground floor. The upper floor will be charged 50% of the "Raw space " cost per s.q.m

#### **c. Build-up and dismantling periods**

##### **BUILD - UP**

1. Exhibitors who build their own stand start to construct at 09.00 a.m- 21.00 p.m on 17,18,19 November 2007.
2. Exhibitors who are using organizer standard stand may start their interior work at 09.00 am – 21.00 pm on 18 November 2007.
3. All stand to be completed in every respect by 07.00 am on 20 November 2007.

##### **DISMANTLING**

1. No exhibits will be allowed to be move out on the night of 23 November 2007.
2. Moving out of all the exhibits and stand material start from 09.00 a.m. of November 24<sup>th</sup> 2007 and should be finished at 09.00 p.m.
3. Additional charge will be incurred should dismantling exceed deadline indicated above.

#### **F. WORKING EXHIBITS AND DANGEROUS MATERIAL**

- Moving equipment must be fitted with safety devices may remove only when the equipment are not on operation and nit connected to the source or power.
- No motors, engine, contrivances or power-driven machinery may be used without adequate protection against fire risk.
- No moving equipment may be operated within 0.5 of the gangway
- No naked lights and lamps or temporary gas or electrical fittings may use in the exhibition building without prior permission of the organizer. Use of spray paint equipment within the halls is forbidden.
- The organizer reserves the right to determine the acceptable sound level and extent of demonstration for working exhibits in the event of complaint from other exhibitors.

## **G. ADDITIONAL SERVICE AND FACILITIES**

### **a. FURNITURE & AUDI VISUAL ( ORDER FORM 4 )**

Exhibitor may make their own arrangement to furnish their stand or they make others thought the official contractor .

The organizer has appointed official audio & supplier. You may contact:

#### **PT, EXPOVISION**

Kota Baru Bandar Kemayoran, Blok C4

Jakarta 10610 Indonesia

Phone : (62-21) 6414630

Fax : (62-21) 6414634

Attn : Mrs.Pintalia

### **b. Water & Waste (ORDER FORM 5)**

Exhibitor requiring water & waste sold use the appropriate form.

### **c. Compressed air ( ORDER FORM 6)**

Exhibitor requiring compressed air sold complete order form no.6 . The organizer reserves the right to restrict the used of all machines exceeding 70 dbA

### **d. Hotel Reservation ( ORDER FORM 7 )**

### **e. Telephone & Internet Access ( ORDER FORM 8 )**

Public telephones are available around fair grounds, however exhibitors wish to order for Internet Access, IDD line, local line for their own stand, please fill **FORM 8**.

### **f. Exhibitors Entry Passes ( ORDER FORM 9 )**

Valid during the exhibition period, can be collected at show management office.

### **g. Product Index (ORDER FORM 10)**

### **h. List Material to be exhibit (ORDER FORM 11)**

Exhibitors fill this form for product categories in the catalogue.

### **i. Show Directory Advertising (ORDER FORM 12)**

One free directory is provided for each exhibitor. The directory includes complete data on the Aseanwood Furnitechno 2007 and contains advertisement

### **j. Air- Conditioning**

The halls are fully air-conditioned and it is forbidden to operate any other air conditioning units inside the halls.

### **k. Security**

Security guards will patrol the exhibition site in general, but their duties will not include specific attention to individual stands. It is strict condition of the contract that exhibitors agree to follow any security procedures deemed appropriate by the organizer or Indonesian Authorities.

### **l. Gold Passes / VIP INVITATION ( ORDER FORM 13 )**

### **m. Exhibit Goods & Shipping ( ORDER FORM 14 )**

**n. Plants and Flower**

The organizer has appointed official florists supplier, you may contact :

**PT.EXPOPLANT**

Kota Baru Bandar Kemayoran Blok C-4

Jakarta 10610- Indonesia

Tel.(62-21) 6414630

Fax.(62-21) 6414634

Contact Person :Mrs.Pintalia

**o. Taxis & Shuttle Bus**

Taxis fitted with meters are available at the airport, hotels, etc. Day hired limousine services are also available. **Shuttle bus service provided from the appointed hotels from & to fairground daily.**

**p. Working passes**

For contractors and Exhibitors is available at show management office during preparation and dismantling period. This passes are not valid during the opening day, only for preparation and dismantling.

**q. Information Counter**

During the show organizer will provide selling directory book, providing the list of exhibitors name and address, and giving information regarding the show.

**r. Bank and Currency**

An official bank will be available at the Aseanwood Furnitecno 2007, providing money changer services and others bank facilities. The US\$ is the official currency for all exhibition billing.

**s. Photographer**

The official photographer will be available on site and should be contacted direct of any photographic work require by exhibitors

**t. Business Center**

The business center will provide public service which covers the following : facsimile, photocopy, postal service, typing, telephone cards, etc.

**u. Emergency First Aid**

The Organizer will provide a special room for emergency first aid treatment on minor injuries. Those requiring specific treatment will be referred to on appropriate hospital.

**u. Restaurant**

There will be Indonesian & Asian Restaurant in Aseanwood Furnitecno 2007 grounds which offer a wide range of food and beverages at reasonable prices.

## H. MEDIA PUBLICITY AND SPONSORSHIP CAMPAIGN (ORDER FORM 12)

- a. Exhibitors are invited to submit press releases and other publication material for the organizer to release to local media during pre publicity campaign. However, actual publication will be determined by each respective media. Complication of material should be submitted no later than **October 20<sup>th</sup>, 2007**
- b. Exhibitors who are willing to participate in the sponsorship campaign may choose the following :
- Exhibition Directory
  - Joint Advertisement Press Ad
  - Signboard for company's name or product name.
  - Banners for outdoor and indoor

## I. EXHIBIT GOODS – SHIPPING, & FREIGHT FORWARDING

- Exhibitors should notify the Organizer of any items or machinery over 4 meters high or exceeding 2 tons in weight, on **Order Form 14**. Exhibit on Shell Scheme may not exceed the fascia height of 2.5 m without the written permission of the Organizer.
- An official freight forwarder has been appointed as the handling and clearing agent for this exhibition in Indonesia : **PT. SRI LANGKA & PT. TRANSLINK GLOBAL MANDIRI**. Full documentation, details of procedures, scheduling of dates and cost estimated will be sent to Exhibitors by the Official Freight Forwarder. You may contact :

### PT. SRI LANGKA

Jl. Gunung Sahari Raya No.33  
Jakarta 10720 – INDONESIA  
Phone : (62-21) 6260742, 6391769  
6243024-25  
Fax : (62-21) 6296046  
Email : [s\\_langka@pacific.net.id](mailto:s_langka@pacific.net.id)  
Attn : **Mr.Arsyad Libuy**  
**Mr.Saiful**  
**Ms.Ranny**

### PT. TRANSLINK GLOBAL MANDIRI

Jl.Ir.H.Juanda III/25-25 A  
Phone : (62-21) 3523278, 3456244  
Fax : (62-21) 3813488, 3805701  
E-mail : [tgmpam01@idola.net.id](mailto:tgmpam01@idola.net.id)  
Attn : **Mr. Richard Lim**  
**Mr. Bambang**

## J. CUSTOMS PROCEDURES

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

1. All goods must be consigned to “ **Aseanwood Furnitecno 2007**” (**The 2<sup>nd</sup> Furniture Technology & Woodworking Machinery Show**) exhibitions and not to forwarding agents in Indonesia or the Organizers.
2. Documentation for each shipment must include each of the following:
  - \* Exhibitors invoice and Combined Certificated of Value and Origin (special form distributed by the Shipping contractors)
  - \* Airway Bill

\* Packaging List

\* Brochure/ Leaflets covering goods invoiced.

The above documents must be returned to the shipping contractor specifying : “ **Aseanwood Furnitecno 2007 (The 2<sup>nd</sup> Furniture Technology & Woodworking Machinery Show)** , Jakarta International Expo Kemayoran with notification of exhibitors name, Hall and stand number, as the consignee.

3. A special goods classification procedure will be followed to cover all materials on the Exhibitor’s invoice and Combined Certificate of Value and Origin. In brief these are :

- Exhibition goods/products. Entry for the exhibition is duty free. Then pay duty if permanently imported, no duty if re-exported.
- Pamphlets/ sales brochures (printed matter). These are duty free, but **MUST NOT IN THE INDONESIAN LANGUAGE OR CONTAIN ANY WRITING IN CHINESE CHARACTERS.**
- Materials for exhibition, stand decoration or construction. These must be re-exported or disposed of under Customs control after the exhibition.
- Souvenirs/give away items. Limited quantities of such items printed with the exhibitors name will be permitted entry duty free.
- Films and slides enter duty free for use in the exhibition, but have special requirements for entry procedures. Details from the shipping contractors.

4. Goods shipped in for the exhibition may remain at the exhibition center up to six months from date of entry, except goods restricted for import, which must be re - exported within three months after the exhibition. Restricted good list will be supplied by the shipping contractor.

5. Import facilities at the Jakarta International Expo Kemayoran.

- a. Temporary import permit without letter of credit.
- b. Temporary suspension of import duty until the goods are sold, re-exported.
- c. Individual exhibitor permit to participate in the exhibition.

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

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

#### **K. VISAS**

- Visitors are required to possess passports valid for 6 months beyond travel dates.
- Despite the recent relaxation of visa requirements for tourist, exhibitors are recommended to possess a valid business visa which can be applied for at an Indonesia Embassy or through a Consular Representative.

**L. FAILURE TO EXHIBIT**

Any organization which, having signed a contract, fails to exhibit whether or not for any reason of the Exhibitor's choosing and has not been released from the contract by the Organizers shall be liable for the full amount stated in the contract plus any additional costs incurred by the Organizers as a result of such failure to exhibit.

**M. LIMITATION OF LIABILITY**

The Organizers, their servants or agents shall not be liable for the safety of Exhibitors, their servants, agents, contractors or invitees during the exhibition nor for any restrictions or conditions which prevent the construction, erection, completion, alteration or dismantling of stands or the entry, sitting or removal of exhibits, or for failure of any services or amenities provided by the hall landlords or other third parties.

**N. SUB-LETTING**

The Exhibitor must not transfer, dispose of, part with, or otherwise sublet the whole or any part of his site, whether for financial consideration or otherwise. The Exhibitor must, if he is an agent, distributor or licensee, state at the time of contract names of the principals to be represented. This does not prohibit an Exhibitor displaying the products of a principal for whom he becomes an agent, distributor or licensee after the time of contract, with the prior written permission of the Organizers.

**O. FORCE MAJEURE**

The organizers shall not be liable to the Exhibitor by reason of any cancellation or part-time opening of the exhibition, either as whole or in part, for any non-performance of their obligations under this contract or for any amendments or alterations to all or any of the Rules and Regulations of the Exhibition in each case to the extent that such occurrence is due to any circumstances not within their control.

**P. INSURANCE**

Exhibitors shall make sure that they are fully covered by insurance including, but not restricted to, all risks on their property, exhibits or articles or any kind, public liability and comprehensive protection against any loss or damage caused by any circumstances whatsoever whether by reason of fire, water, theft, accident or any other cause. The Exhibitors shall insure against, indemnify and hold the organizer harmless in respect of all costs, claims, demands and expenses to which the organizer may in anyway be subject as a result of any loss or injury arising to any person (including members of the public or the organizer's staff, agent or contractor or invitees).

If the organizer so demand the exhibitor shall provide proof to the organizer that the exhibitor has adequate insurance cover. Exhibitors must ensure that their temporary staff and the staff of their servant, agents or contractors are insured against claims for workman's compensation.

The period for which such insurances shall be maintained shall return from the time the exhibitor or any of his servant, agents or contractors first enters the exhibition ground, and to continue until he has vacates the exhibition grounds and all his exhibits and property have been removed.

## **Q. GENERAL RULES**

1. The use of inflammable materials is strictly forbidden without prior appropriate treatment. And the use of fire is forbidden for their working.
2. It is forbidden to proceed to work on hydrant, or to build on water supply and drainage systems and electric installations. It is forbidden to abstract public thought fares or store goods or equipment out side the pavilion.
3. Wastes, rubbish, unused goods, etc must be removed to appropriate premises, the day before the Fair's opening at the latest.
4. Matters which are not specifically regulated in this General Information, Regulation and Condition shall be settled by the Organizer by considering the main objective of the fair, based on the prevailing regulations in Indonesia.