

PROGRAMME OF EVENTS (As at Sunday 1 December 2013)

1 December 2013, Sunday

Evening Welcoming Reception for Conference

2 December 2013, Monday

Morning BRIDEX Conference

Noon BRIDEX Conference
Luncheon

Afternoon BRIDEX Conference

3 December 2013, Tuesday

Morning Opening Ceremony
Official Tour
Tour by VIP delegations
Displays and Demonstrations

Noon Official Luncheon

Afternoon Tour by VIP delegations
Exhibitions (Trade Visitors Only)
Displays and Demonstrations

Evening BRIDEX Night

4 December 2013, Wednesday

Morning Tour by VIP delegations
Exhibition (Trade Visitors Only)
Displays and Demonstrations

Noon Networking Luncheon

Afternoon Tour by VIP delegations
Exhibition (Trade Visitors Only)
Golf Tournament (Empire Golf and Country Club)
Displays and Demonstrations

5 December 2013, Thursday

Morning	Tour by VIP delegations Exhibition (Trade Visitors & Public) Displays and Demonstrations
Noon	Luncheon Displays and Demonstrations
Afternoon	Tour by VIP delegations Exhibition (Trade Visitors & Public) Displays and Demonstrations

6 December 2013, Friday

Morning	Exhibition (Public) Displays and Demonstrations
Noon	Prayer Break (Closed)
Afternoon	Exhibition (Public) Displays and Demonstrations

*BRIDEX 2013 is expected to be officiated by His Majesty Sultan Haji Hassanal Bolkiah Mu'izzaddin Waddaullah, the Sultan and Yang Di-Pertuan of Brunei Darussalam, the Minister of Defence and the Supreme Commander of the Royal Brunei Armed Forces. (subject to change)

Note:

3 December 2013	0900 – 1400	Open to VIPs Only
3 December 2013	1400 – 1700	Open to Trade Visitors
4 December 2013	0900 – 1700	Open to VIPs and Trade Visitors
5 December 2013	0900 – 1700	Open to VIPs, Trade Visitors & Public
6 December 2013	0900 – 1700	Open to Public

* subject to change

RULES AND REGULATIONS

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1 DEFINITION

In these Terms and Conditions the terms:

- a. "Exhibitor" means any person, firm or company who has made application for and who has been granted space in the Exhibition;
- b. "Exhibition" means the event detailed on the Reservation Form and Contract Agreement;
- c. "Organiser" means Royal Brunei Technical Services (RBTS) including its agents, authorised officers and workmen, successors and permitted assigns;
- d. "Reservation Form" means the prescribed form on which the Exhibitor has used to indicate and reserve the required exhibition space;
- e. "Contract Agreement" means the prescribed form on which the Organiser and Exhibitor agrees and confirms the exhibition space; and
- f. "Exhibitor's Order Book" means the Order Book drawn up by the Organiser in respect of the Exhibition.

2 CONTRACT FOR STAND SPACE

- i Applications for stand space at the Exhibition must be made on the Organiser's official Reservation Form and must (if so required) contain information on all exhibits to be displayed. The Organiser may at its sole discretion accept a deposit in lieu of written application provided that these Terms and Conditions shall apply to any such application and shall, together with the Exhibitor's Order Book and subject only to the execution of a Contract Agreement, constitute the entire agreement between the Organiser and Exhibitor. Until the completed Contract Agreement has been received and executed by the Organiser, the Organiser has the right without giving notice to the Exhibitor to reallocate the stand space to another exhibitor and the application will be reassessed or deemed to have been rejected.
- ii Upon acceptance of the reservation and execution on the Contract Agreement by the Organiser there shall be a contract between the Organiser and the Exhibitor and of which the Terms and Conditions and the Exhibitor's Order Book shall be an integral part.

3 ALLOCATION OF STAND SPACE

Every effort shall be made to allocate to the Exhibitor the stand space which has been ordered. However, to facilitate an effective layout of the Exhibition and if the Organiser believe it to be in the best interests of the Exhibition, the Organiser, by written notification, has the right to make a stand space reallocation without reducing or adjusting its size.

4 PAYMENTS

- (i) All payments must be made in accordance with the terms and method of payments set out on the Reservation Form and Contract Agreement.
- (ii) In the event the Exhibitor fails to meet any such payment obligations (whether as to the amounts or date of payment) then the Organiser reserves the right to cancel its contract with the Exhibitor and to resell or reallocate the stand space allocated to the Exhibitor and the provisions of paragraph 5 below relating to cancellation charges shall apply.
- (iii) All payments to be made by the Exhibitor to the Organiser shall be made without deduction of or withholding for any taxes, duties, assessments or government charges whatsoever. Any such costs other than specified in the Reservation Form and/or Contract Agreement, shall be fully borne by the Exhibitor.

5 CANCELLATION OF STAND SPACE

- (i) If the Exhibitor requests at any time after signing the Contract Agreement and prior to the Exhibition to cancel or reduce the stand space allocated to it, the written notice of such request, stating the reasons for such cancellation or reduction, must be given to the Organiser by Recorded Delivery Post. For the avoidance of doubt the Organiser shall not be obliged to accept the Exhibitor's notice of cancellation or reduction. The date of cancellation shall be the date the Organiser notifies the Exhibitor that it accepts the Exhibitor's notice.
- (ii) In the event that the Organiser accepts the Exhibitor's notice of cancellation or reduction of its stand place, or in the event that the Organiser terminates the contract with the Exhibitor for whatever reason, the Organiser shall have the absolute discretion (but without prejudice to any other right or remedy available to the Organiser and without being under any liability to refund or reduce any payment due under these Terms and Conditions) to reallocate or resell the stand space allocated to the Exhibitor and to apply the following cancellation charges:

Time of cancellation occurring prior to the Cancellation charge (% of total)
Commencement of the Exhibitor cost set out in Contract Agreement;

7 months or more	20% of total cost (plus VAT if applicable)
5 months or more and less than 7 months	50% of total cost (plus VAT if applicable)
Less than 5 months	100% of total cost (plus VAT if applicable)

The cancellation charges may be deducted from monies already paid up by the Exhibitor. Any balance shall be returned to the Exhibitor without interest. If the monies already paid up by the Exhibitor are insufficient, the Exhibitor shall forthwith and in any event not later than seven (7) days of receipt of notice pay to the Organiser the balance of the cancellation charges.

- iii The Exhibitor hereby acknowledges that the above amounts represent reasonable compensation for the costs incurred by the Organiser as a result of the Exhibitor's cancellation and that they do not represent a penalty.

6 REDUCTION OF SPACE

In the event the Exhibitor by notice to the Organiser in accordance with paragraph 5 requests a reduction of the size of its stand space, then the Organiser shall be entitled to resell or reallocate such excess stand space and to apply the scale of cancellation charges set out in the preceding paragraph 5 above to the area by which the original stand space allocated to the Exhibitor is reduced and charge the Exhibitor accordingly for such reduction.

7 STAND SPACE AND EXHIBITS

- (i) The Exhibitor must occupy the space allocated to it by show opening time on the first day of the Exhibition. In the event the Exhibitor fails to do so, it shall be deemed to have cancelled its stand space and the Organiser shall be entitled to resell or reallocate such stand space and the provision of Paragraph 5 relating to cancellation charges shall apply.
- (ii) The Exhibitor acknowledges that it shall be entitled to use contractors other than the appointed Official Stand Contractors or when the Organiser or Official Stand Contractors have not provided a shell.
- (iii) Full details of any shell scheme provided by the Organiser will be supplied in the Exhibitor's Manual. Plans for specially built stands or displays other than those constructed from any shell scheme must be submitted by the Exhibitor to the Organiser for approval before construction is ordered.
- (iv) If in the reasonable opinion of the Organiser the Exhibitor's stand or display extends beyond its allocated space, the Organiser may at its sole discretion charge the Exhibitor for the extra space occupied at the prevailing rate.
- (v) The Exhibitor shall be entitled to exhibit only those items specified on the Reservation Form or Contract Agreement.

- (vi) The Exhibitor shall not erect its exhibits in a manner which would in the reasonable opinion of the Organiser obstruct the light or impede the view along the open spaces, common areas or gangways of the Exhibition or cause any inconvenience to or otherwise adversely affect the displays of any other exhibitor.
- (vii) No acceptance by the Organiser of the Exhibitor's Contract Form or allocation of the Exhibitor's name to any particular part of any Exhibition floor plan or number will constitute any agreement, warranty or representation by the Organiser that the Exhibitor is entitled to exhibit at the Exhibition in such particular location. The Organiser reserves the right, by written notification to the Exhibitor, to alter the layout of any Exhibition floor plan or position of any stand at any time.
- (viii) The Organiser shall without notice be entitled to access at all reasonable times before, during and after the Exhibition to the Exhibitor's stand and for this purpose the Organiser shall be entitled to use such force as may be necessary without incurring any liability whatsoever to the Exhibitor. The Exhibitor shall at all times comply with all reasonable orders, instructions and requests of the Organiser.
- (ix) Should any dispute arise as to the stand space allocation or the extent of any extra stand space deemed by the Organiser to be occupied by the Exhibitor beyond that allocated or as to the Exhibitor's right to display any exhibits, the decision of the Organiser shall be conclusive and binding on the Exhibitor.
- (x) The Exhibitor shall keep the space occupied by it and the common areas hygienic, neat and clean at all times.
- xi The Exhibitor shall ensure that all necessary approvals and licenses for its exhibits have been obtained from the Relevant Authorities.

8 GROUP STAND

Contracting parties for group stands and national groups are responsible for ensuring that all Exhibitors within their group are fully aware of, and agree to abide by the Rules and Regulations of the exhibition.

9 SUB-LETTING OF STANDS

The exhibitor must not transfer, dispose of, part with or otherwise sublet the whole or any part of its allocated space, whether for financial consideration or otherwise. The Exhibitor must, if he is an agent, distributor or licensee, state at the time of contract the name of the principals to be represented. This does not prohibit an Exhibitor displaying the products of a principal for whom he

becomes agent, distributor or licensee after the time of contract, with the prior written permission from the Organiser.

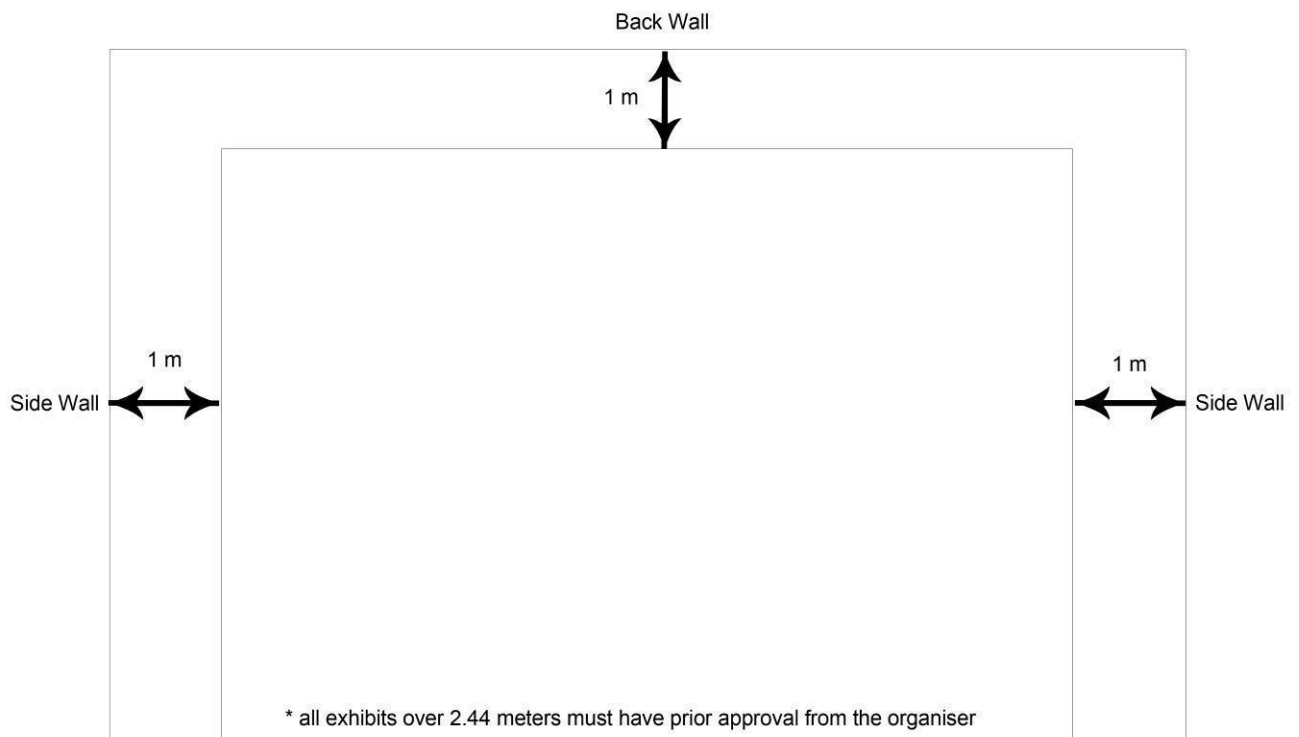
10 STAND BOUNDARIES AND DESIGN RESTRICTIONS

10.1 No exhibitor may place any display material and exhibit or allow a dividing wall or any part of their stand design and fitting beyond their contracted boundary.

10.2 Open frontages: All stands, irrespective of height must have at least one-half of any frontages facing an aisle open. The maximum height allowed is 4.0 meters. All Exhibitors must seek approval from the Organiser for any stand construction that exceeds 2.44 meters in height.

Booth along the perimeter of the hall that has lower ceiling height, the maximum height is 2.44 meters only.

10.3 Any design for a structure exceeding 2.44 meters in height must be submitted for approval in advance and will be considered on an individual basis. If approved, this structure will be restricted to an area of 1 meter away from the back and side walls.



10.4 For Double-Storey Stands

- a. The exhibitor at the lower level of a particular booth must be the same as that of the upper level.
- b. The **rental rates** of the contracted floor area at the upper level shall be **50% that of the lower level.**
- c. The contracted floor area at the upper level shall not exceed 50% of the contracted floor area at the lower level of the particular booth.
- d. Subject to ceiling height limitations, all stand structures and objects exceeding 2.44 meters in height must be placed at a minimum distance of 1.0 meters from all boundaries adjoining a neighbouring booth.
- e. All booth designs and construction must comply with guidelines, rules and regulations laid down by the Organiser, relevant government authorities, as well as the exhibition hall owner.
- f. Stand designs and layout plans must be submitted to the Organiser at least 30 days prior to the exhibition.

10.5 Only upon the Organiser's approval may the exhibitor commence work on site.

10.6 The booth must be constructed in accordance with the approved design and be ready within the build-up period as specified.

10.7 Upon conclusion of the exhibition, the exhibitor shall ensure that its booth is dismantled in a safe, systematic and organised manner within the specified dismantling or teardown period. It shall also be responsible for clearing all debris and rubbish resulting from the dismantling.

11 EXHIBITS MOVE-IN AND MOVE-OUT

11.1 Cargoes / Exhibits items, which are consigned directly to the exhibition site should **NOT** arrive at the exhibition hall earlier than as stipulated date below:

- (i) The exhibition halls will be opened at 0800hrs to 1730hrs on show days. On the first days of the show, 3rd December 2013, the halls will be opened at 0700hrs.
- (ii) A detailed build-up schedule together with guideline for the moving-in of exhibits can be found on the main page of the **General Rules.**
- (iii) Exhibitors, their agents or contractors are responsible for the early installation of their heavy or large exhibits according to the build-up schedule provided by

the Organiser. Such heavy or large exhibits that arrive late may not be permitted into the exhibition hall.

DATES AND TIME

Heavy Exhibits Move In	:	24 November – 27 November 2013
Build-Up	:	28 November – 30 November 2013
Final Cleaning	:	1 December 2013
Media Walk About	:	2 December 2013
Show Days	:	3 December 2013 – 6 December 2013
Hand Carry Items Move Out	:	6 December 2013 [1800 hours – 2100 hours]
Tear Down	:	7 December – 9 December 2013
Stand Contractor		
Hand Over Hall	:	10 December 2013

11.2 All cartons and packaging material and boxes should be clearly marked with the following:

(Stand No.), (Hall)
(Exhibiting Company)
(Freight Forwarder)

C/O Exhibition Centre for BRIDEX2013

BRIDEX International Conference
Centre Jerudong, BG3122
Brunei Darussalam

11.3 If mechanical handling within the exhibition halls is required, only the Official Freight Forwarder will be permitted to perform the task. Forklifts, cranes and pallet trucks from other forwarders will not be allowed into the exhibition halls. If any heavy or large exhibits arrive on site requiring mechanical aid in site installation, the Organiser will appoint the Official Freight Forwarder to be the site installation contractor on the Exhibitor's behalf, and all costs incurred will be borne by the Exhibitor.

11.4 Fire Regulations

All materials used in stand construction must be totally fire-proof to normal international standards and also in accordance with local regulations.

11.5 Power Supply and Lighting

Supply voltage : 415 volts 3 phase 4 wire system with neutral point solidly earthed or 230 volts single phase 3 wire system. Both subjected to a variation of +5%

Frequency : 50 Hz with a variation maintained within +1%

Power Factor : Not less than 0.85 lagging

Neon Lights : Usage of neon lights are subject to the approval from the Organiser. Should any Exhibitors use neon lights without prior

approval from the Organiser, strict action will be taken against them.

11.6 Statutory Requirements:

All electrical installation must comply with the statutory requirements of Brunei Darussalam including:

a) **Start-up of motors**

All motors must have independent automatic protection against excessive current surges using any of the following starters:

- i) **Up to 3HP Direct On-line**
- ii) **3 – 10HP Star Delta**
- iii) **Above 10HP Auto Transformer**

b) **All electrical installation and lighting services work on site must be carried out and solely supplied by the Organiser's official contractor.**

c) Exhibitors requiring special arrangements (e.g. different voltages and frequency or special connections to equipment) must arrange for their own transformer and/or convectors which must comply with Brunei Darussalam statutory requirements.

d) All electrical equipments must be tested by the Organiser's appointed licensed engineers prior to turning on the electricity supply.

11.7 Operating Machinery or Exhibits

a) Moving machinery must be fitted with safety devices and these devices may be removed only when the machines are not in operation and not connected to the source of power.

b) No motors, engines, contrivances or power-driven machinery may be used without adequate protection against fire and public liability risks.

c) All pressure valves or equipment under pressure must conform to safety standards and regulations. Approval for its use is required and the organiser reserves the right to prohibit the use of such equipment if approval has not been obtained.

11.8 Dangerous and Hazardous Materials

The following are not allowed in the hall:

- a) Naked, lights and lamps, or temporary gas.
- b) Petrol, dangerous gases or highly inflammable substances.
- c) Radioactive materials.

11.9 Military Exhibits

- a) There are strict laws and procedures that govern the temporary importation and display of military exhibits. Details of all exhibits must be submitted to the Organiser in advance for necessary information processing and clearance by the relevant authorities. Non-compliance may cause costly delays and/or refusal of entry of such exhibits into the country.
- b) These details should be classified under 3 specific groups:
 - (i) Weapons / Ammunition / Explosives to be put on Static Display (Please state broad types).
 - (ii) Automatics Weapons (Please state broad types).
 - (iii) Equipment other than Weapons / Ammunition / Explosives to be put on Static Display (Please state broad types).

11.10 Shipment Deadlines:

By Sea Freight Shipment (Muara Port)

By Air Freight Shipment Brunei International Airport

- a) **All details on such equipment must be given to the official freight forwarder at least 10 weeks before the exhibition. Details will include pro-forma invoice, packing lists, airways bills and/or Bill of Lading.**
- b) Exhibitors are advised that such exhibits should arrive, if by sea, at Muara Port, Brunei Darussalam, at least 14 working days before the exhibition.
- c) Exhibits brought in by air should arrive at least 7 working days before the exhibition.
- d) All military exhibits must be provided with armed security immediately on its arrival in Brunei. Such arrangements may be made with the Official Freight Forwarders.

12 LICENCE OR PERMIT

12.1 Issuance

Licences or Permits are issued by the relevant government department / agency responsible for the type of commodities or items before importation or exportation.

12.2 Application for licence/permit

Written application or completed form (subject to the requirement of the respective Departments / Agencies) must be submitted to the Government / Agency responsible for such prohibited and controlled commodities.

12.3 There are some prohibited or controlled commodities or items that require A.P (Approval Permit) issued by the RCED other than the licence/permit issued by the relevant government agency before being imported or exported.

Note to RBTS : Please state full title of RCED

13 HALL MANAGEMENT'S SPECIAL CONDITIONS

All Exhibitors are bound by the following terms and conditions as stipulated by the hall owners/management of the Exhibition Centre.

- a) Exhibitors shall not bring or cause to be brought any rodents, pests or vermin into the Exhibition Hall(s) and shall not, without the written consent of the hall owners/managers, bring livestock or animals into the hall unless they are connected with the purpose of the exhibition, subject to appropriate licences or permits being issued by the Relevant Authorities.
 - b) **Smoking** is strictly not permitted in the exhibition building and in the immediate surrounding areas thereof.
 - c) The Organisers and the International Conference Centre Management will not accept liability for any accident to any person nor for any loss of property incurred by individuals or groups using the facilities and equipment.
 - d) All facilities and equipment belonging to International Conference Centre are not allowed to be taken out of the premises. These are only to be used within the building.
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14 PROHIBITED AND RESTRICTED GOODS GUIDE

Exhibitors are advised to contact the relevant government departments or the Organiser in order to bring the items listed below into this country:

Types of Commodities	Government/Agency	Contact Information
Religious Publications, Prints, Films, CD, LD, VCD, DVD, Cassette, Recital of Al-Quran, Hadith, Religious books, Talisman commodities (such as textiles, clothing, etc.) bearing dubious stamps & photos.	Royal Brunei Police Force Islamic Dakwah Centre Internal Security Department	+673 2459500 info@police.gov.bn +673 2383996 PDI@brUNET.bn +673 2341083 info@internal-security.gov.bn
Halal, Fresh, Cold and Frozen Meat	Board of Issuing Halal Import Permit Section Ministry of Health Agriculture Department Royal Customs and Excise Department	+673 2242565 info@religious-affairs.gov.bn +673 2380586 Moh2@brUNET.bn +673 2380144 info@agriculture.gov.bn +673 2382333 jked@brUNET.bn
Firearms, Ammunition and Explosives, Fireworks, any dangerous weapons and Scrap Metal	Royal Brunei Police Force	+673 2459500 info@police.gov.bn
Telecommunication and Radio communication apparatus such as Telephones, Mobile Phones, Fax Machines, Walkie-talkies, Remote Controls, etc.	Authority for Info-Communications Technology Industry (AiTi)	+673 2323232 info@aiti.gov.bn
Satellite Receiver (TVRO System)	Prime Minister's Office	+673 2224645 info@pmo.gov.bn

Types of Commodities	Government/Agency	Contact Information
All used/reconditioned vehicles with or without engines such as Minibus, Pick-ups, Trucs, Trailers, Heavy Vehicles and Bicycles (except new cars)	Land Transport Department	+673 2451997 ext. 511 info@land-transport.gov.bn
The order, insignias, medals, badges and decoration instituted by statues of His Majesty The Sultan	Adat Istiadat Department	+673 2244545 info@adat-istiadat.gov.bn
Historical Antiques made or found in Brunei	Museum Department	+673 2244545 info@museums.gov.bn

15 SAFETY

All displays must be made safe for security reasons. Explosives and live ammunition are prohibited unless there is written approval from the Relevant Authorities.

16 FIREARM LICENSES

Exhibitors are reminded that anyone caught in the possession of firearms without the necessary licences or permits can be charged under the law which carries a **MANDATORY** death penalty. Our Official Freight Forwarder can assist in obtaining the necessary import and display licences or permits. Please contact them for all such imports.

17 DAMAGE TO STAND STRUCTURES AND EXHIBITION PREMISES

No person under any circumstances shall cut into or through any floor covering, wall or any fittings in the Exhibition Centre nor alter any stand services structure unless with the prior consent in writing by the Organiser. Any such damage to stand structures or exhibition premises shall be fully borne and invoiced to the Exhibitor.

18 STAND CLEANING

During exhibition days (3rd –6th December 2013), the Organiser shall be responsible for the daily cleaning of stand carpets and gangways. The Exhibitor shall be responsible for the general tidiness of its own stand throughout the Exhibition. Otherwise, this responsibility can be taken on by the Organiser at a fee. Exhibitors may also wish to arrange for cleaning services for their respective booths. Please contact the Organiser for further information.

19 FOOD AND BEVERAGE

No outside food or beverages are allowed to be brought into the Exhibition Centre at any time. The Organiser will endeavour to set up sufficient restaurants, cafeteria and snack counters within the exhibition halls for the convenience and comfort of all exhibitors and visitors.

20 STORAGE OF PACKING MATERIAL

Arrangements for the storage of empty and non-usable cartons and cases should be made directly with the Official Freight Forwarders. **Otherwise, Exhibitors will have to arrange for these to be transported out from Exhibition Centre by 22nd November 2013.**

21 FILMS AND VIDEO TAPES

All films and videotapes, even if they originate from Brunei Darussalam, **MUST** obtain the Censor Board's approval. Clearance takes about **six (6) weeks** but Exhibitors are advised to send in their films in good time indicating the note:

FOR EXHIBITION PURPOSES – Foreign Exhibitors should get this arranged by their local agents or contact the Official Freight Forwarder to obtain approval on their behalf. A minimal fee will be imposed for the processing of such arrangement by the Freight Forwarder. As inspectors may visit the site, Exhibitors are advised to make available a copy of the censorship certificate at hand during the exhibition.

22 OPERATING EXHIBITS

The Organiser reserves the right to determine the acceptable sound level of demonstrations for exhibits and/or audio-visual presentations in the event of justifiable complaints received from other Exhibitors.

23 OFFICIAL CONTRACTORS / TECHNICAL SERVICES PROVIDER

- (i) The Organiser has appointed an Official Stand Contractor for handling various services in order to ensure an efficient and regulated build-up and dismantling;
 - a) Exhibitors may appoint their own stand building contractors subject to approval from the Organiser.
 - b) Exhibitors are responsible for making their own arrangements for services directly with the Organiser's contractors.
- (ii) The services of official contractors are for the convenience of Exhibitors, and the Organiser shall accept no liability in respect of any contract entered into between Exhibitors and such contractors for the negligence or default or breach of any such persons, their servants and agents.
- (iii) Where mechanical handling within the Exhibition Hall is required, only the Official Freight Forwarder may be appointed by Exhibitors and the Organiser must be informed of the appointment accordingly.

24 WATER AND WASTE

Exhibitors requiring water and waste services and/or management should contact the Official Stand Contractor about availability and costs and provide a detailed plan for their requirements.

25 AUDIOVISUAL EQUIPMENT AND POTTED PLANTS

Exhibitors can rent audiovisual equipment and potted plants. Please refer to Form 14 of the Exhibitors Order Book or contact the Operations Unit for further enquiries.

26 EXHIBITOR PARKING AND SHUTTLE SERVICES

Car parking lots are available within the International Exhibition Centre but are limited to cars with official stickers only. Ample parking area is available approximately 2KM from the exhibition centre and shuttle services will be provided.

27 VISITOR TICKETS

27.1 Complimentary tickets will be allocated based on total exhibition space taken according to the Contract Agreement signed. The complimentary tickets will be sent out approximately 6 weeks before the Exhibition. These are to be distributed to existing and potential customers and are strictly for distribution to armed forces, police, law enforcement officials, customs, immigration and trade visitors only.

Exhibitor Entitlement:

INDOOR SPACE (SQM)	TICKET ENTITLEMENT
9 – 35	3
36– 63	5
64– 99	7
100– 199	13
200 and above	16

27.2 The Organiser will not be responsible for any tickets that are claimed to be lost after collections/distribution by the Exhibitor(s). All invited guests of the Exhibitor are not allowed to bring along their companions under the age of 18 for the business meeting and official events or even the exhibition during trade days.

27.3 To request for additional tickets, please complete 'Form 6 Complimentary Visitor Tickets' or contact the Organiser at bridex@rbtsbn.com. Exhibitors may also purchase and collect visitor tickets from the visitor Registration counter operational on 3rd December 2013 (0830hrs – 1615hrs). Additional tickets are chargeable at **BND50 per ticket**. Tickets sold/distributed are not refundable.

28 TRAVEL IMMIGRATION INFORMATION

28.1 Visa Requirement:

Visa is permission, not a pass, to enter Brunei Darussalam, endorsed in the passport or travel document of a foreign nationally approved by the Director of Immigration and National Registration or other authorised officers.

28.2 Validity

Length of validity of visa is **3 months maximum**.

28.3 Processing

1-3 working days.

28.4 Fees of the Visa Application - Professional

Single Entry: **BND20.00**

Multiple Entry: **BND30.00** (valid for 3 months)

28.5 Entry Requirements

A person should have a **valid passport/travel document** recognised by the Brunei Director of Immigration and National Registration. The passport must have a **validity of at least 6 months** before entering the country. The following countries stated below are exempted from the requirement for social, business, or professional visits of certain periods.

Note: 30 days for 25 European Union countries (EU).

28.6 Any person who wishes to enter Brunei Darussalam must do so through authorised entry points and must abide by conditions set by the Brunei Darussalam Government. For immigration or VISA information, please visit <http://www.tourismbrunei.com>.

28.7 The Organiser will enforce an admin fee of BND15.00 which will be billed accordingly.

29 MEDIA CENTRE

The media centre is located in the Exhibition Hall, which will be manned throughout the exhibition period by the Organiser's appointed Press Consultants. Exhibitors are invited to place press release or media kits there at anytime throughout the exhibition, please refer to the Marketing Services Unit.

30 ATTENDANCE

- (i) The Exhibitor acknowledges that the Organiser shall not be held responsible for the failure of all or any other contracted exhibitors to attend the Exhibition or the failure or any number of attendees to attend the Exhibition for any reason whatsoever.
- (ii) Any application for stand space or any acceptance thereof by the Organiser shall not be conditional on the presence or location of any other Exhibitor at the Exhibition or any other Exhibition.

31 EXCLUSION OF PERSONNEL

The Organiser reserves the right in its absolute discretion to exclude or remove or require the Exhibitor to exclude or remove from the Exhibition any person whose presence in the reasonable opinion of the Organiser is or is likely to be undesirable or harmful at any time before, during and after the Exhibition. Therefore, the Organiser may exercise such right notwithstanding that any

such person is the employee, agent or contractor of the Exhibitor or otherwise in any way connected or associated with the Exhibitor.

32 UNDESIRABLE ACTIVITIES

- (i) If it appears to the Organiser that the Exhibitor may be engaged in activities which are deemed to be contrary to the best interests of the Exhibition or which appear unethical or to be in breach of the law, the Organiser may, without being under any liability to refund or abate any charges paid or due herein, cancel any stand space allocation which may have been made to the Exhibitor and require it forthwith to vacate the stand space allocated to it and refuse the Exhibitor the right to participate further in the Exhibition.
- (ii) Canvassing for order, except by the Exhibitor on its own stand in the normal course of its business, is strictly prohibited. The distribution or display by the Exhibitor of printed or other placard or circulars or other articles except by the Exhibitor on its own display space is prohibited, except with the prior written consent of the Organiser.

33 SECURITY PRECAUTIONS

All materials used for building, decorating or covering stands or displays must pass all security, health and safety instructions of non-flammable materials. The Exhibitor must comply with all instructions given by the relevant authorities to avoid the risk of fire or any other risks.

34 COMPLIANCE WITH REGULATIONS

The Exhibitor shall abide by and observe all requirements, laws, rules and regulations whether imposed by the Relevant Authorities, the Organiser and owners or managers of the Exhibition building.

35 INSURANCE

- (i) The Exhibitor shall obtain public liability insurance against personal injury, death or damage to or loss of property by any cause whatsoever. If proof in writing of such insurance is not received by the Organiser from the Exhibitor at least one month before the Exhibition commences (if required by the Organiser), the Organiser, without being under liability to refund or abate any charges paid or due herein, may cancel any allocation of stand space to the Exhibitor and shall be entitled to resell or reallocate such space.

- (ii) The Exhibitor shall also ensure that it has full indemnity insurance against the usual risks in respect of all losses, damage or injury to goods and persons and shall upon reasonable request provide copies of such insurances to the Organiser.

36 CANCELLATION OR CHANGE OF LOCATION OR DATE OF EXHIBITION

- (i) In the event that due to reasons or factors or events outside the Organiser's reasonable control the Exhibition or any part thereof is prevented from being held in a particular location or on a particular date the Organiser shall be entitled in its absolute discretion to cancel, relocate or change the date of all or any part of the Exhibition or reduce the planned period for preparation, display or dismantling of the Exhibition and in such event any refund of payments to the Exhibitor shall be at the absolute discretion of the Organiser. Such refund, if given, shall be a fair and proportionate share of the balance of the aggregate exhibit fees received by the Organiser in relation to the Exhibition as the Organiser thinks fit after deducting expenses incurred by and reasonable compensation for the Organiser, but in no case shall the amount of any refund to the Exhibitor exceed the amount paid by the Exhibitor nor shall the Exhibitor be entitled to review or audit any of the Organiser's financial records.
- (ii) In the event that the Exhibition is cancelled by the Organiser for commercial reasons, including without limitation, lack of support, then all payments made by the Exhibitor to the Organiser shall be refunded without interest but the Exhibitor hereby agrees that in such circumstances it will have no further claim (whether for damages, loss of profit or otherwise) against the Organiser.

37 DEFAULT AND EXHIBITOR'S INSOLVENCY

If the Exhibitor breaches or fails to perform or observe any obligations or restrictions set out in these Terms and Conditions, or if the Exhibitor becomes bankrupt, commits any act of bankruptcy, ceases to carry on business, goes into liquidation, or has a receiver, administrative receiver, manager or administrator appointed in respect of any of its assets or enters into any composition with his creditors generally or has a petition presented for the making of an administration order or has an order made or resolution passed for it to be wound up (otherwise than in furtherance of any scheme for amalgamation or reconstruction) or undergoes any similar or equivalent process in any jurisdiction then the Organiser shall be entitled without notice to the Exhibitor to terminate its contract with the Exhibitor forthwith and to resell or reallocate the stand place allocated to the Exhibitor.

38 LIMITATION OF LIABILITY

- (i) The Organiser, its employees or agents shall not be liable for any loss (including loss of profits), theft, damage or injury to person or property suffered by the Exhibitor, its employees, agents or contractors, howsoever and whensoever caused.
- (ii) Information given by the Organiser about the Exhibition is accurate to the best of its knowledge at the time it is given, but shall not constitute any warranty or representation by the Organiser and therefore any mistake or omission will not entitle the Exhibitor to cancel its stand space booking or to claim any damages.
- (iii) Whilst the Organiser shall use all its reasonable endeavours to organise and promote the Exhibition in such manner as it considers appropriate, the Organiser reserves the right to amend or vary the manner or methods of such organisation and promotion and therefore any statement made by or on behalf of the Organisers to audience projections or methods or timing of promotion shall constitute only general indications of the Organiser's promotion and organising strategy and shall not amount to any representation or warranty to such effect.

39 INDEMNITY

The Exhibitor hereby fully and effectually indemnifies the Organiser against all costs, claims, demand, proceedings and losses whatsoever made against or incurred by the Organiser, its employees, agents or contractor against any claim made by any third parties, contractor or agent appointed by the Organiser as result of the failure on the part of the Exhibitor, its agents, contractors or employees to perform in any way any contract entered into by the Exhibitor with such third parties, contractors or agents.

40 ASSIGNMENT

The Exhibitor shall not be entitled to assign or delegate to a third party any rights or obligations to the Exhibitor arising under these Terms and Conditions. The Organiser shall be entitled to assign the whole or any part of its contract with the Exhibitor without notice to or consent from the Exhibitor.

41 ENTIRE AGREEMENT

These Terms and Conditions, together with the Reservation Form, Contract Agreement and the Exhibitor's Order Book contain the entire agreement

between the Organiser and the Exhibitor and no amendments or modifications shall be valid or effective unless agreed in writing by the Parties prior to such amendments or modifications taking effect.

42 DISPUTE RESOLUTION, GOVERNING LAW AND JURISDICTION

42.1 These Terms and Conditions shall be construed and governed in accordance with Brunei Law and the Exhibitor hereby submits to the non-exclusive Jurisdiction of the Bruneian courts.

42.2 The Parties hereby agree covenant and undertake that they will use all their best endeavours to resolve any dispute arising under and by virtue of this Agreement amicably based on the spirit of mutual co-operation and benefit. In the event that any such dispute cannot be resolved in such amicable manner within thirty (30) days of such dispute first arising, then and only in such event the Parties shall refer such dispute to Arbitration in accordance with the provisions of the Arbitration Act (Cap. 173) of the Laws of Brunei Darussalam.

43 TERMINATION

No termination of this agreement between the Organiser and the Exhibitor shall occur unless in accordance with these Terms and Conditions. For avoidance of doubt, the Exhibitor shall, upon written confirmation of its participation in the Exhibition be deemed to have read in full these Terms and Conditions and shall be fully bound by the same throughout the entire duration of this Agreement.

44 UNFORESEEN OCCURENCES

In the event of any occurrences not foreseen in these Rules & Regulations and the Contract Agreement, then the decision of the Organiser shall be final.

THE ORGANISER

We are here at your service! Please feel free to contact us for all enquiries you may have about your participation at BRIDEX 2013. For your easy and efficient reference, please find enclosed a list of the various units and their respective officers.

Mailing addresses & contact details:

BRIDEX 2013 Secretariat Office

BRIDEX International Conference Centre
Jerudong BG3122, Bandar Seri Begawan
BRUNEI DARUSSALAM

Telephone: +673 2 613 613
Fax: +673 2 613 316
Website: www.bridex2013.com

The Organiser

Royal Brunei Technical Services

6th Floor, Setia Kenangan Office Block
Setia Kenangan Complex, Kampong Kiulap
Bandar Seri Begawan BE 1518
Brunei Darussalam

Telephone : +673 2 242700/1/2
Fax : +673 2 244797
Website : www.rbts.com.bn
Email : info@rbtsbn.com

The Management Office

Contact : **Hjh Rosmawati Hj Manaf**
Exhibition Director

E-mail : rosmawati@rbtsbn.com

Contact : **Doreen Ng**
Secretariat

Email : doreen@bridex2013.com

Contact : **Zailani Yusof**
Deputy Exhibition Director- Cum Head of Operations & Logistics
Email : zailani.yusof@rbtsbn.com

Sales Department

Contact : **Aziemah Abdullah**
E-mail : aziemah.abdullah@rbtsbn.com

Contact : **Lina**
E-mail : lina@bridex2013.com

Marketing Services Department

Contact : **Amar Dini**
E-mail : amar.dini@rbtsbn.com

Contact : **Hafiz Hamlee**
E-mail : hafiz@bridex2013.com

Operations Department

Contact : **Azahar Ahmad**
E-mail : azahar.ahmad@rbtsbn.com

Logistics Department

Contact : **Nordin Karna**
E-mail : nordin.karna@rbtsbn.com

USEFUL LIST OF CONTACTS

OFFICIAL STAND CONTRACTOR

CITYNEON DISPLAYS AND CONSTRUCTION SDN BHD

Lot 42, Beribi Light Industrial Estate II, Kg Beribi, Jalan Gadong, Gadong, Bandar Seri Begawan, BE1118 Brunei Darussalam

Telephone : (673) 2421 447
(673) 2431 204
(673) 2455 365
(673) 2455 366
Fax : (673) 2431 205
Website : www.cityneon.com.bn

Contact person : **Dato' Ting Jack Chai**
E-mail : cityneon@brunet.bn

Contact person : **Lim Bee Gek**
E-mail : cityneon@brunet.bn

OFFICIAL FREIGHT FORWARDING

JIM PROJECT & EXPO LOGISTICS (M) SDN BHD

Wisma JIM

No 23, Jalan Apollo U5/194, Bandar Pinggiran Subang,
40150 Shah Alam, Selangor Darul Ehsan, Malaysia

Telephone : +60 (3) 7846 1811
Fax: : +60 (3) 7846 1944
Website : www.jim.com.my

Contact person : **Daniel Mithran**
E-mail : daniel@jim.com.my

Contact person : **A Kumarason**
E-mail : kumar@jim.com.my

ACCOMMODATION

BRIDEX2013 OPERATIONS UNIT

Contact person : **SHAMSUL BADRI DAUD**
E-mail : shamsul@bridex2013.com

Contact person : **NORDIN KARNA**
E-mail : nordin.karna@rbtsbn.com

TRANSPORT & STAND CLEANING SERVICES

BRIDEX2013 OPERATIONS UNIT

Contact person : **NORDIN KARNA**
E-mail : **nordin.karna@rbtsbn.com**

SECURITY & OHS

Contact person : **HJ KAMIS HJ HAMDAN**
Email : **kamis.hamdan@rbtsbn.com**

GENERAL RULES

BUILD-UP AND TEARDOWN SCHEDULE

[View Build-Up and Teardown Schedule PDF]

Please adhere to Build-Up and Teardown schedule closely to ensure smooth operations.

Date and Time

Build-Up	: 28 th November to 30 th November 2013	(0900hrs – 2100 hrs)
Teardown	: 7 th December to 9 th December 2013	(0900hrs – 2100 hrs)
	10 th December	(0900hrs – 1700hrs)

SHOW OPENING HOURS

3 December 2013	0900 – 1400 hrs	Strictly for VIPs Only
3 December 2013	1400 – 1700 hrs	Delegates, VIPs & e Visitors
4 December 2013	0900 – 1700 hrs	Delegates, VIPs & Trade Visitors
5 December 2013	0900 – 1700 hrs	VIPs, Trade Visitors & General Public
6 December 2013	0900 – 1700 hrs	VIPs & General Public

ADMISSION – IMPORTANT NOTICE

On 3rd to 5th December 2013, the exhibition is open to Militaries, Business Professionals and Trade Visitors Only.

ADMISSION FEES

VISITING DATES AND TIME	CATEGORIES	PER DAY (BND)	TICKET PACKAGE
3 December 2013 (1400 – 1700 hrs)	Trade Visitors Only	30	80
4 December 2013 (0900 – 1700 hrs)	Trade Visitors Only	50	
5 December 2013 (0900 – 1700 hrs)	Open to Trade and Public Visitors	30	
6 December 2013 (0900 – 1700 hrs)	Open to Public Visitors	10	-

MOVE-IN AND MOVE-OUT INSTRUCTION TO EXHIBITORS

The exhibition closes at **1700 hrs** on 6 December 2013 (Friday). For the safety of visitors at the show, exhibitors may not allow to dismantle their exhibits before **1700 hrs**.

Exhibitors are advised to remove all hand-carried items, souvenirs and valuables once the show closes. Please do not leave your stand unattended or leave exhibits/souvenir items locked cupboards or within stands for collection the next day, as the furniture suppliers will be moving all moveable items on the same evening as closure.

EXHIBITS CLEARANCE AND STAND DISMANTLING

Removal of heavy exhibits or loaded crates, and dismantling of stands should commence from **0900 hrs** by 7 December 2013 (Saturday) – 8 December 2013 (Sunday). All stands and exhibits material must be removed from the exhibition hall by **1700 hrs** on **11 December 2013 (Wednesday)**.

ELECTRICAL POWER & WATER SUPPLY

The utilities supplier will disconnect progressively from **1800 hrs** on 7 December 2013 (Saturday). Please note that there will be NO Electrical Power and Water supply from then onwards. If you require extension of power supply on 7 December 2013 (Saturday), please inform the Organiser's office at least one day in advance.

IMPORTANT!

Please ensure that you have submitted a list of hand-carried equipments to the Organiser upon your registration at the Exhibition Registration Counter. Please retain the second and third copies of the Hand-Carried Equipment form (*Exhibits Movement*). These are to be presented to the Organiser's personnel for verification before removing from the exhibition hall on the last day of the show, **6 December 2013 (Friday)**.

REMINDER

All goods to be removed from site at **1730 hrs to 2100 hrs** on 7 December 2013 (Saturday) and **MUST** be accompanied by a certified copy of the Hand-Carried Equipment form (*Exhibits Movement*).

Exhibitors must also prepare this form on behalf of their suppliers for rented equipment as otherwise, the rented items will not be allowed out from the exhibition.

TEARDOWN SCHEDULE

	6 December 2013	7 – 9 December 2013	10 December 2013
Exhibition Closed	1700 hrs		
Disconnection of all power supply	1800 – 2100 hrs		
Delivery of empty cases to exhibitors	1800 – 2100 hrs		
Move out for hand-carried items only	1800 – 2100 hrs		
Move out of heavy equipment		0900 – 2100 hrs	
Shell Scheme stand and Independent Stand to be dismantled and removed from the Exhibition Hall		0900 – 2100 hrs	
Hall cleaning		0900 – 2100 hrs	1400 – 1700 hrs
Handover of Exhibition Hall			1700 hrs

HAND-CARRIED GOODS / EXHIBITS MOVE-IN / MOVE-OUT FORM (THREE COPIES)

Moving In (0900-2100hrs)

- a) Obtain the form from the Organiser.
- b) Complete the form.
- c) Get it endorsed by the Organiser.
- d) After endorsement, retain second and third copies.

Moving Out (1700-2100hrs)

- a) Submit second and third copies for re-endorsement.
- b) Retain third copy for security inspection at the exit.

Note:

The above procedure for hand-carried goods does not apply to exhibits brought in by Official Freight Forwarders.

HAND-CARRIED MOVE-OUT AND SECURITY PROCEDURES

Kindly ensure that you have submitted a list of incoming hand-carried goods to the Organiser and have received your second and third copies of the Exhibits Move-In / Move-Out Form to clear your goods upon moving out. These must be presented to

the Organiser for verification and will be checked against goods removed from the halls on 6 December 2013 after 1700hrs. If there are any alterations to quantities being taken out, e.g. if the goods are consumable or taken in by freight, please notify the Organiser.

Exhibitors must also prepare this form on behalf of their suppliers for rented equipments as otherwise, the rented items will not be allowed out of the exhibition halls.