

SEMICON[®] SOUTHEAST ASIA

NEW SHOW DATES

MAY 22-24, 2018

MITEC

KUALA LUMPUR

MALAYSIA

www.semiconsea.org

THINK SMART MAKE SMART

BE PART OF THE ELECTRONICS MANUFACTURING SUPPLY CHAIN EVENT IN SEA!

[IMPORTANT] FINAL EXHIBITOR UPDATE - APRIL 2018 [2]

As the show is fast approaching, we would like to draw your attention to the following useful and important information:-

1. EXHIBITION VENUE

Address: Malaysia International Trade & Convention Centre (MITEC) Kompleks MITEC No. 8, Jalan Dutamas 2, 50480 Kuala Lumpur, Malaysia

P: +603 2633 3067

[MITEC Location Map.pdf](#)

2. MOVE-IN/MOVE-OUT SCHEDULE

Please see attached for the move-in and move-out schedule. Kindly adhere strictly to the schedule.

[Onsite Operations Schedule 2018.pdf](#)

3. OPENING CEREMONY

The official SEMICON SEA 2018 Opening Ceremony will take place at 9.00am on 22 May at the MAINStage at Level 1 Concourse. Exhibitors are welcome to witness this Opening which will be graced by the Guest of Honour, Minister of International Trade and Industry, Dato' Sri Mustapa Mohamed.

All booths must be ready before 9.00am on 22 May 2018 for the show opening and opening ceremony. **No contractors will be allowed into the halls from 8.30 am onwards on 22 May.**

[Opening Ceremony 2018.pdf](#)

4. OPENING SCHEDULE OF EXHIBITION

- **22-23 May (Tues - Wed) 1000hrs - 1700hrs**
- **24 May (Thurs) 1000hrs - 1600hrs**

Please click [HERE](#) for daily activities on the show floor.

Minors under the age of 16 will not be admitted during the build-up of the event.

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5. EXHIBITOR BADGE COLLECTION

If you have already registered your exhibitor badges via the online portal, kindly collect the printed badges at the Exhibitors Registration Counter located at Foyer of the Exhibition Halls 2&3 at MITEC Kuala Lumpur upon your arrival onsite at the following schedule:-

- **20-21 May 2018 0900-1800hrs**

Please ensure that all badges are collected before the opening of the exhibition. For those who have not registered for their name badges online, please do so immediately. The registration portal will **shut down by 4 MAY 2018**. If you have forgotten your password, please contact *Gillian* at +65 6339.9512 or email glim@semi.org immediately.

Exhibitor badges are valid throughout the show days inclusive of build-up and tear-down days. Exhibitor badges are meant for personnel manning the booth. For visiting purposes, please register as a Visitor via www.semiconsea.org.

Exhibitor badges will be printed according to your online submission with 3 fields (**NAME, COMPANY, COUNTRY**).

6. EXHIBITOR APPOINTED CONTRACTOR [EAC] BADGE COLLECTION

Sticker badges will be issued to all registered and approved exhibitor appointed contractors (EAC) for access to the halls during the build-up and tear-down days only. EACs do not need to requisite for badges. Limited standby badges for show days will be issued based on below table. Special Design Contractor Registration will commence on:

- **19 May 1500 - 1800hrs**
- **20-21 May 0900 - 1800hrs**

Booth Size	EAC Sticker Badge (valid during build-up & tear-down only)	EAC Standby badge (valid thru from build-up, show days & tear-down)
9-18sqm	5	3
19-36sqm	10	3
37sqm onwards	20	5

*** Please note that badges will not be released without full payment on performance bond and admin fee.**

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7. TEMPORARY ACCESS FOR DELIVERYMAN TO THE EXHIBITION DURING SHOW HOURS

For deliverymen who needs to enter the exhibition hall, they will have to produce their identity card at the Temporary Access Counter located at the registration area at Foyer of Exhibition Halls 2 & 3 at MITEC in exchange for a temporary pass for access to the halls.

8. STANDARD DECORATED BOOTH

Standard Decorated Booths are ready for your decoration at the following schedule:-

- **20-21 May 0900 - 2100hrs**

Standard Decorated Booth Contractors are not encouraged to come into the hall before the advised time as your booth will not be completely ready for your decoration.

9. EXHIBITOR APPOINTED CONTRACTORS (EAC)

Only EAC who have obtained official approval from SEMI via email and have paid their performance bond and admin fee will be allowed access to the halls at the following schedule:-

- **19 May 1500 - 2100hrs**
- **20-21 May 0900 - 2100hrs**

If you have not done so, please request your appointed contractor to submit the technical drawings or special design stand layout (plan, elevation and perspective views drawings) to us immediately for approval. Otherwise, contractors are not allowed to commence work on site.

10. ELECTRICAL SUPPLY

Please be informed that electrical supply for power points and stand lightings of all Standard Decorated Booths will only be available on **20 May (Sunday)** at **1300hrs** (approx.). Supply for Special Design Booth is subject to the condition of the stand construction.

11. AIR CONDITIONING

Please be informed that air-conditioning for the halls will only be available on **21 May (Monday)** from **1000hrs** and during show hours only.

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12. DELIVERY OF HAND-CARRIED & VALUABLE EXHIBITS

For security reasons, you are strongly encouraged to deliver your hand-carriable and valuable items on **21 May** before **2000hrs**. Please note that only general security will be provided in the exhibition halls.

Small hand-carried or trolley-pushable items may be brought into the halls by exhibitors/contractors themselves. Exhibitors/Contractors are reminded to bring their own trolley if required.

13. DELIVERY OF HEAVY EXHIBITS

Exhibitors with heavy machinery are allowed to move-in to the halls on 20 May, 1500hrs onwards. Please note that Exhibitors with heavy exhibits (dynamic or static) exceeding 1000kg must submit Form 5 to us immediately.

You are requested to co-ordinate with our Official Freight Forwarders, APT Showfreight or RE Rogers, on the move-in procedures and delivery schedule of your exhibits:-

APT Showfreight (S) Pte Ltd

Tel : (65) 6499 8978 / (65) 98374845

Email : brenda.tan@aptshowfreight.com

Attn : Ms Brenda Tan

R.E. Rogers (Malaysia) Sdn Bhd

Tel : (603) 5510 8611

Email : rasyid@rogers-asia.com

Attn : Mr Rasyid Abdullah

Only the official forwarders are permitted to operate mechanical lifting (pallet truck, forklift, crane etc.) onsite.

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14. LOADING & UNLOADING (COMMERCIAL VEHICLE ONLY)

The attached vehicle-pass needs to be submitted at the gate of loading and unloading bays of MITEC in order to gain access. Due to space constraint, please note that only 45 minutes of grace period is given for exhibitors/contractors to unload your goods.

The goods vehicles must have the driver or an assistant in attendance at all times. No parking is allowed at the loading and unloading bays. No goods vehicles will be allowed to drive into the halls for loading/unloading purposes.

[Vehicle Pass 2018 - Contractor.doc](#)

[Vehicle Pass 2018 – Exhibitor.doc](#)

15. HALL DAMAGES

No DRILLING or BOLTING on any part of the halls especially the floor or wall is allowed.

16. STORAGE OF EMPTY CRATES OR CASES

According to Fire & Safety regulations, empty cases or crates (after unpacking) are not allowed to be stored at the rear of the booths. Storage service is available via our official freight forwarder. Please contact Brenda of APT should you require such service.

17. HANGING OF BANNERS / FRAMEWORK / HELIUM BALLOONS

Written approval must be obtained from the Organisers on hanging of banners, helium balloon or framework on the ceiling of the exhibition hall. Exhibitors or their appointed Special Design Contractors are required to submit design and size of banner/framework to us immediately. Professional Engineer endorsement is required for such hanging.

18. CLOSING CEREMONY

In appreciation to all our exhibitors for your effort and support at SEMICON SEA 2018, SEMI will be throwing an appreciation party with food & drinks on **24 May** from **1500hrs - 1600hrs** at MAINStage outside the exhibition halls. All exhibitors are welcome to join in the fun!

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19. MEDIA AGENCY

For media matters, please contact our appointed PR Agency, Acendus Communications :

Reshvinder KAUR (Ms)

Acendus Communications Sdn Bhd

M-2-3 Plaza Damas . 60 Jalan Sri Hartamas 1. 50480 Kuala Lumpur

Tel: 603.6201.4110

Mobile: 6017.275.7985

Email: resh.kaur@acendus.com.my

There will also be a Media Room at Arena Level 1A near the escalator where exhibitors may place their press kits for media review.

20. TRAVEL & VISA ARRANGEMENT

Please refer to our travel page at <http://www.semiconsea.org/semicon-sea-hotels> for more information on our official hotels. For those who are not sure about visa requirement, please click [HERE](#) or visit <http://www.imi.gov.my> for more information.

21. NEW DIGITAL BANNERS

Digital banners with the new show dates are ready for your download in the [Exhibitor Service Centre](#). You may also find past issues of the Exhibitors Update in this page should you have missed it.

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22. OUTSTANDING PAYMENT

To ensure a smooth check-in at the registration counter for badge collections, please be reminded to settle any outstanding payments prior to 19 May.

Trust that the above is clear. For any further queries, please do not hesitate to contact:

Benedict Tan (Mr)

Email : btan@semi.org

DID: +65.6391.9515

Gillian Lim (Ms)

Email: glim@semi.org

DID: +65.6391.9512

Linda Tan (Ms)

Email : ltan@semi.org

DID: +65.6391.9519

SEMI SEA OPERATIONS TEAM

