

Subject line: **March Exhibitor Update(Issue 2) | SEMICON Southeast Asia**



Dear Exhibitor,

Warm Greetings from SEMI Southeast Asia!

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

1. EXHIBITION VENUE

Address: [MITEC, 8, Jalan Dutamas 2, Kompleks Kerajaan, 50480 Kuala Lumpur, Wilayah Persekutuan Kuala Lumpur, Malaysia](#)

2. MOVE-IN/MOVE-OUT SCHEDULE

Move-in / Build-up		
> Raw Space (Exhibitors and Contractors)	04 May	15:00 – 21:00
	05 - 06 May	09:00 – 21:00
> Standard Decorated Booth (Exhibitors)	05 - 06 May	09:00 – 21:00
> Aisles to be cleared by (for aisle carpet laying)	06 May	15:00
> Completion of all Booth Structures by	06 May	21:00
> Completion of Booth Dressing & Product Display by	06 May	21:00
> Final Hall Cleaning	06 May	By 21:00
Move-out / Tear down / Dismantle		
> Collection of rental items	09 May	From 16:00
> Standard Decorated Booth	09 May	By 19:00
> Distribution of packing materials by Contractors	09 May	From 16:00
> Raw Space Contractor	09 May	By 23:00
> Final Hall Cleaning	09 May	By 23:00
Hand-over of Hall to venue owner	09 May	24:00

3. OPENING CEREMONY

The official [SEMICON SEA 2019 Opening Ceremony](#) will take place at **0900 at Myspace2 at Level 3**. Exhibitors are welcome to witness this Opening which will be graced by the Guest of Honour, Deputy Prime Minister of Malaysia, YAB Dato' Seri Dr. Wan Azizah Dr. Wan Ismail (*inviting*).

All booths must be ready before 0830 on 7 May 2019 for the show opening and opening ceremony. No contractors will be allowed into the halls from 0830 onwards on 7 May.

4. OPENING SCHEDULE OF EXHIBITION

- **7-8 May (Tues - Wed) 1000 - 1700**
- **9 May (Thurs) 1000 - 1600**

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.

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:-

- **5-6 May 2019, 0900 - 1800**

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 26 April 2019.** If you have forgotten your password, please contact Zaniel at +65 6391.9515 or email : zlee@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 <https://www.dynamiquekonzepts.com/semiconsea/forum/>

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:

- **4 May, 1500 - 1800**
- **5-6 May, 0900 - 1800**

Booth Size	EAC Temporary Sticker (valid during build-up & tear-down only)	EAC Permanent Sticker (valid during show days only)
9-18sqm	5	3
19-36sqm	10	3
37sqm onwards	20	5

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 the Concourse 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:-

- 5-6 May, 0900 - 2100

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:-

- 4 May, 1500 - 2100
- 5-6 May, 0900 - 2100

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.

Proper operation attire is required and **strictly no slipper and shorts are allowed**. Inside the Hall, Contractor Pass must be worn to access the Hall at all times.

10. MITEC's HOUSE RULES

- Strictly **NO** outside Food/Drinks (booth catering can be ordered via MITEC)
- No Slippers/Shorts/Singlets
- No Unauthorized Recording
- No Smoking
- No washing of paint

Notes: These house rules are subject for changes. Kindly note that breaking any of these house rules will lead to you being escorted out of MITEC or you'll be fined by for breaching the house rules.

11. ELECTRICAL SUPPLY

Please be informed that electrical supply for power points and stand lightings of all Standard Decorated Booths will only be available on 5 May (Sunday) at 1300 (approx.). Supply for Special Design Booth is subject to the condition of the stand construction.

12. AIR CONDITIONING

Please be informed that air-conditioning for the halls will only be available on 6 May (Monday) from 1000-1800 and during show hours only.

13. DELIVERY OF HAND-CARRIED & VALUABLE EXHIBITS

For security reasons, you are strongly encouraged to deliver your hand-carriable and valuable items on 6 May before 2100. 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.

Please note that **no trolley is allowed at the front foyer of the halls**. Move-in & delivery of exhibits can only be done via the loading and unloading area.

14. DELIVERY OF HEAVY EXHIBITS

Exhibitors with heavy machinery are allowed to move-in to the halls on 5 May, 1500 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	R.E. Rogers (Malaysia) Sdn Bhd
Contact: Ms Brenda Tan Email: Brenda.tan@aptshowfreight.com Tel: 65.6499.8975 / 6499.8960	Contact : Mr Amir Email: amir@rogers-asia.com Tel : (603) 5510 8611

15. ELECTRICAL SUPPLY FOR MACHINERY EXHIBITS – FORM 8 SECTION C

Exhibitors with high electrical demand exhibits and machines requiring an individual power supply are reminded to order through [FORM 8 – Section C] online. The price includes the cable terminating in a fused switch / isolator, electricity consumption and connection to the exhibits under Exhibitors' supervision.

16. LOADING & UNLOADING (COMMERCIAL VEHICLE ONLY)

The attached vehicle-pass needs to be submitted at the gate of loading/unloading bay 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.

Download: [Vehicle Pass 2019 – Exhibitor / Contractor](#)

17. HALL DAMAGES

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

18. 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 APT or RE Rogers should you require such service.

19. HANGING OF BANNERS / FRAMEWORK / HELIUM BALLOONS / FLYING OBJECTS

Written approval must be obtained from the Organizers 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. Drones & Remote-controlled flying objects are not permitted in MITEC's premise

20. CLOSING CEREMONY

In appreciation to all our exhibitors for your effort and support at SEMICON SEA 2019, SEMI will be throwing an appreciation party with food & drinks on **9 May from 1530 - 1630 at TECHArena Stage** within the exhibition halls. All exhibitors are welcome to join in the fun! There will a Grand Draw exclusively for visitors & delegates too!

21. MEDIA AGENCY

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

Reshvinder KAUR (Ms)

Ascendus 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@ascendus.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.

22. TRAVEL & VISA ARRANGEMENT

Please refer to our travel page 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.

23. 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 4 May 2019.**

SOCIAL MEDIA

Keep up with SEMI Southeast Asia's news and updates!
Support us in 3 simple steps: Like, Follow & Share!



Trust that the above is clear. For any further queries, please feel free to contact:

SEMI SEA Operations Team

Zaniel Lee (Mr)

Email: zlee@semi.org

Gillian Lim (Ms)

Email: glim@semi.org

Linda Tan (Ms)

Email: ltan@semi.org