

# Exhibition Manual

Dear Exhibitor,

This Exhibitor Technical Manual contains important information designed to assist you in preparing for the **IPVS 2025** Exhibition.

The Exhibition will be held in conjunction with the **37th Annual Conference of the International Papillomavirus Society (IPVS2025)** which will be held in **Bangkok, Thailand, from October 23-26, 2025**.

The exhibition floor plan has been designed to maximize the exhibitor's exposure to the delegates.

Please read all the information in this manual. It will take you very little time now and could save you a great deal of time later.

Also, we encourage you to forward this manual to everyone who is working on this project, including your stand builder, as it contains useful information about the Conference.

For further support please contact us at:

**Diyana Yosifova**

Exhibition Manager & Industry Coordinator

[dyosifova@kenes.com](mailto:dyosifova@kenes.com) Each exhibitor/supporter has received an e-mail with login details to access the Portal. The Portal enables Supporters and Exhibitors to:

- Submit Company logo and profile
- Order Lead retrieval (Badge scanners)
- Order exhibitor badges
- Submit booth drawing (for "Space Only" booths)

Link to access the Portal <https://exhibitorportal.kenes.com>

#### Notes:

The login details has been sent to the person signing the contract. This person is responsible for passing on the login details to third party if needed.

Access to all Portal services will be available only after submission of your company profile and logo.

Only deliverables as indicated in your contract, should be submitted via the Portal. Items not included in your contract will not be processed.

#### **Kenes Group Contacts:**

##### **Conference Organizer**

Kenes Group

Rue François-Versonnex 7

1207 Geneva, Switzerland

Tel: +41 22 908 0488 | Fax: +41 22 906 9140

##### **Conference website:**

<https://ipvconference.org/>

##### **Venue:**

##### **The Queen Sirikit National Convention Center**

Address: 60 Ratchadaphisek Rd, Khlong Toei, Bangkok 10110, Thailand

[Venue official website](#)

[Getting to the venue](#)

##### **Exhibition Manager & Industry Coordinator**

**Diyana Yosifova**

Kenes Group

Email: [dyosifova@kenes.com](mailto:dyosifova@kenes.com) | Tel: +41 22 908 0488 Ext: 258

##### **Sponsorship and Exhibition Sales**

**Sherwin Gentle**

Kenes Group

Email: [sgentle@kenes.com](mailto:sgentle@kenes.com) | Tel: +41 22 908 0488 Ext: 328

##### **Registration**

**Angel Todorov**

Kenes Group

Email: [reg\\_ipvs25@kenes.com](mailto:reg_ipvs25@kenes.com) | Tel: +41 22 908 0488 Ext: 334

##### **Hotel Accommodation**

Kenes Group

<https://hotels.kenes.com/congress/IPVC25>

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## **Official Contractors:**

**Booth construction / Additional Booth Fittings / Furniture Rental / Graphics and signage / AV / Electricity / Rigging**

### **PX SYSTEMS**

- **Electricity Order Form**
- **Electricity Catalog**
- **Furniture Catalog**
- **Furniture Order Form**
- **Printing Service Order Form**
- **AV Order Form**
- **Rigging Service Order Form**

For queries, please contact:

Ms. April Soe: [april.soe@pxsystem.com](mailto:april.soe@pxsystem.com)

CC: Operations Team: [operations@pxsystem.com](mailto:operations@pxsystem.com)

**Cleaning Services / Security / Internet Wired and Wi-Fi / Flowers & Plants**

### **QSNCC**

- **QSNCC Services Order Form**

For queries, please contact:

Ms. Nichakul Phantunit | E-mail: [Nichakul.pha@qsncc.com](mailto:Nichakul.pha@qsncc.com) | Tel: 099 246 9241

### **Hostesses**

#### **BIC Events**

*Recommended supplier*

- **BIC Events Order Form**

*Order Form in Word also available upon request*

For questions and inquiries, please contact:

**Nadi Shin Thant (Nadi)**

E-mail: [info@bicevent.me](mailto:info@bicevent.me)

### **Catering Services**

#### **QSNCC**

*Exclusive Service*

- **Booth Catering Services Order Form**

- **Booth Catering Services Presentation**

For questions and inquiries, please contact:

**Suphawinee Chumsuk (Boom)**

E-mail: [suphawinee.chu@qsncc.com](mailto:suphawinee.chu@qsncc.com)

**Freight Handling & Customs Clearance Agent**

**DSV Fairs & Events Spain** has been appointed the official forwarding agent and clearance agent for IPVS 2025.

- **IPVS 2025 Shipping instructions**

**Contact Details:**

**Olimpia Rodrigalvarez:**

E-mail: [olimpia.rodrigalvarez@dsv.com](mailto:olimpia.rodrigalvarez@dsv.com) | Office: +34 954325842 | Mobile +34 628930293

**Lorena Perdomo:**

E-mail: [lorena.perdomo@dsv.com](mailto:lorena.perdomo@dsv.com) | Office: +34 930260837 | Mobile +34 627582484

Action Item	Deadline	Contact Person
Hotel reservation	As soon as possible	<a href="https://hotels.kenes.com/congress/IPVC25">https://hotels.kenes.com/congress/IPVC25</a>
Company logo and profile	As soon as possible and no later than September 19	Via Kenes <b>Exhibitors Portal</b> For queries, please contact Diyana Yosifova: <a href="mailto:dyosifova@kenes.com">dyosifova@kenes.com</a>
Booth Design for Approval (Space only)	Thursday, September 11	Via Kenes <b>Exhibitors Portal</b> For queries, please contact Diyana Yosifova: <a href="mailto:dyosifova@kenes.com">dyosifova@kenes.com</a>
K-Lead retrieval app	Thursday, October 9 <i>Onsite rate will apply for orders received after the deadline</i>	Via Kenes <b>Exhibitors Portal</b> For queries, please contact Diyana Yosifova: <a href="mailto:dyosifova@kenes.com">dyosifova@kenes.com</a>
Text for Fascia (Shell Scheme stands only)	Friday, September 19	<b>Fascia Name Order Form</b>
Exhibitor Badges Order	Thursday, October 9	Via Kenes <b>Exhibitors Portal</b> For queries, please contact Angel Todorov: <a href="mailto:reg_ipvs25@kenes.com">reg_ipvs25@kenes.com</a>

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**Electricity** **Friday, September 19**  
• **Furniture Rental** *Early Rate: Orders received by September 19*  
• **Printing & Graphics Services** *Standard Rate: Orders received between September 20 and October 17 – rates will increase by 10%*  
• **AV** *Final Rate: Orders received from October 18 onward – rates will increase by 30%*  
• **Rigging** *Only booths only)* *Onsite Orders: Not available*

• **Booth Cleaning**  
• **Security**  
• **Internet** **Wednesday, October 1, 2025**  
• **Wired & Wi-Fi**  
• **Flowers & Plants**

**Hostesses & Temporary Staff Hire** **September 20, 2025**

**In-booth Catering** **Friday, October 3**  
*Exclusive*

## Shipping Information

## PX SYSTEMS

- **Electricity Order Form**
- **Electricity Catalog**
- **Furniture Catalog**
- **Furniture Order Form**
- **Printing Service Order Form**
- **AV Order Form**
- **Rigging Service Order Form**

For queries, please contact:

Ms. April Soe: [april.soe@pxsystem.com](mailto:april.soe@pxsystem.com)

CC: Operations Team: [operations@pxsystem.com](mailto:operations@pxsystem.com)

## QSNCC

### **QSNCC Services Order Form**

For queries, please contact:

Ms. Nichakul Phantunit: [Nichakul.pha@qsncc.com](mailto:Nichakul.pha@qsncc.com)

| Tel: 099 246 9241

## Recommended supplier:

### **BIC Events**

#### **Order Form available here**

*Order Form in Word also available upon request*

For queries, please contact:

Nadi Shin Thant (Nadi): [info@bicevent.me](mailto:info@bicevent.me)

## QSNCC

### **Booth Catering Services Order Form**

### **Booth Catering Services Presentation**

For queries, please contact:

Suphawinee Chumsuk (Boom):

[suphawinee.chu@qsncc.com](mailto:suphawinee.chu@qsncc.com)

**Air freight (BKK airport)** **Pre-alert & Documents:**  
**September 30, 2025**  
**Cargo: October 7, 2025**  
**Courier cargo: October 14, 2025**

**Sea freight (PAT port only)** **FCL/LCL Freight**  
**Pre-alert & Documents:**  
**September 23, 2025**  
**Cargo: September 30, 2025**

**Courier** **Pre-alert & Documents:**  
**September 30, 2025**  
**Cargo: October 14, 2025**  
***Note:** All shipment sent via Courier would be cleared on permanent basis. To ensure no delay on delivery of your courier shipment to your exhibition stand we would STRONGLY recommend not sending courier shipments addressed to exhibition venue or yourself.*

**Road freight via warehouse** **Pre-alert & Documents:**  
**September 30, 2025**  
**Cargo: October 14, 2025**

#### **DSV Fairs & Events Spain**

For queries, please contact:

Olimpia Rodrigalvarez:

[olimpia.rodrigalvarez@dsv.com](mailto:olimpia.rodrigalvarez@dsv.com)

Lorena Perdomo: [lorena.perdomo@dsv.com](mailto:lorena.perdomo@dsv.com)

#### **Exhibition Timetable**

<b>Exhibition Set-up</b>	Tuesday, October 21, 2025	<b>09:00 AM - 09:00 PM</b> Space only booths set-up
	Wednesday, October 22, 2025	<b>08:00 AM - 08:00 PM</b> Continue set-up: all booths
	Thursday, October 23, 2025	<b>10:00 AM - End of IPVS Gathering (approx. 08:15 PM)</b>
<b>Exhibition Open</b>	Friday, October 24, 2025	<b>08:30 AM - 05:30 PM</b>
	Saturday, October 25, 2025	<b>08:30 AM - 04:00 PM</b>
	Sunday, October 26, 2025	<b>09:30 AM - 01:00 PM</b>
<b>Dismantling</b>	Sunday, October 26, 2025	<b>01:00 PM - 03:00 PM (Quiet)</b>
		<b>04:00 PM- 10:00 PM (Full)</b>

Timetable is subject to possible changes in accordance with the [scientific program](#). Updates will follow in due time.

#### **Set-up and Dismantling Notes**

**During set-up and dismantling: all workers must wear proper uniform & equipment as safety helmet & safety shoes** to prevent accident that may occur during construction process.

The exhibitors and all companies contracted by them are responsible for ensuring operating safety and compliance with industrial safety and accident prevention regulations on their

stands / event areas.

Empty crates and packaging material must be removed after set-up and no later than **Wednesday, October 22 at 20:00**. All aisles must be clear of exhibits and packaging materials to always enable cleaning.

Please note that no food will be provided by the Venue or Organizer during the set-up days. Exhibitors / Stand builders are responsible to provide the food for their staff during the build-up.

**Dismantling** of the booths **before the official closing of the Exhibition is not permitted.**

**Waste removal:** it is the exhibitor's responsibility to dispose of all materials after dismantling. Any charges incurred for waste removal will be invoiced to the exhibitor.

**Shell Scheme booths** -> any equipment, display aid or other material left behind after **Sunday, October 26, 2025 at 15:30** will be considered discarded and abandoned.

**'Space Only' booths** -> any equipment, display aid or other material left behind after **Sunday, October 26, 2025 at 22:00** will be considered discarded and abandoned.

If you use scaffolding or other constructions over 2 meters in height, you are required to submit a scaffold permission form and wear personal safety equipment at all times.

In addition to the information above, all Exhibitors and Builders must comply with the **QSNCC Rules and Regulations for Set-up and Dismantle**.

#### During Event Notes

Please note that all exhibitors should be in their booth **30 minutes** before the official opening hour.

Please note that **attendees will be passing through the Exhibition area on their way to the halls, poster area, and seating areas, even when the Exhibition is closed.**

Therefore, please do not leave any visible valuable items at your booth. Additionally, we recommend considering extra security for your booth outside of Exhibition Operating Hours. Security Services Order Form is available in **Tab: Booth Services**.

Please also be aware that **on Friday and Saturday, attendees will be present in the Exhibition area during the Poster Presentation Happy Hours, as scheduled in the scientific program**. While it is not mandatory to man your booths during these times, exhibitors are welcome to remain at their booths if they wish. Additionally, we recommend

considering extra security for your booth outside of Exhibition Operating Hours. Security Services Order Form is available in **Tab: Booth Services**.

IPVS 2025 Gathering Dinner Reception at the Exhibition Area

The **IPVS 2025 Gathering Dinner Reception** will take place in the Exhibition area and in the hallway on **Thursday, October 23 from 18:45 to 20:15**. We kindly encourage all the exhibitors to stay in their booths during the IPVS 2025 Gathering to attend the participants.

### **List of Exhibitors**

Please see all exhibitors listed here: <https://ipvconference.org/confirmed-sponsors-exhibitors/>

### **Exhibition Floor Plan**

The floor plan has been designed to maximize the exhibitor's exposure to the delegates.

For most updated floor plan and list of exhibitors, please click here:

<https://apps.kenes.com/floorplan/#/congress/IPVC25> All exhibitors are required to be registered and will receive a badge displaying the exhibiting company name.

**Please note that the Exhibitor badges will be personalized i.e. they will include the name of the badge holder as well as the country and company name.**

**Please submit the list of individual names via the Exhibitors Portal no later than 09 October.**

Exhibitor badges will be given as per your contract.

Two exhibitor badges will be given for the first 9 sqm booked and one additional badge for each 9 sqm after.

Any additional exhibitor's badges will be charged an exhibitor registration fee of **329 \$**.

Companies can purchase a maximum number of exhibitor registrations as follows:

- ✓ Stands of up to 60sqm – 15 exhibitor registrations
- ✓ Stands larger than 60sqm – 25 exhibitor registrations

The Exhibitors badges allow access to the Exhibition area (including access before the official opening hours); Opening Ceremony; Gathering Dinner Reception.

**Additional exhibitors badges can be ordered via the Exhibitor**

**Portal\*: <https://exhibitorportal.kenes.com> (at a rate of 329 \$ / badge)**



## Deadline: October 09, 2025

*\* Please make sure that your company profile has been submitted via the Exhibitor's Portal before placing an order*

For any inquiries related to registration, please contact the Registration Specialist, Angel Todorov at: [reg\\_ipvs25@kenes.com](mailto:reg_ipvs25@kenes.com)

### REGISTRATION OF STAND PERSONNEL

In order to be granted access in the exhibition area each individual will need to wear a name badge. This includes the regular staff from the exhibitor's company and any hired staff e.g. hostesses, bar and service personnel etc. For security reasons, stand personnel must wear their name badges at all times.

Each exhibitor is entitled to a number of complimentary exhibitor badges in accordance with the size of the exhibition stand as stated in their contract.

The badge is indicating	Company name, individual name, country
This badge will give you access to	Exhibition area (including access before the official opening hours); Opening Ceremony; Gathering Dinner Reception
This badge will <b>not</b> give you access to	Scientific and educational sessions; public transport pass; any offsite events
This badge is for	All representatives and staff of the exhibitor; local staff (hired by an agency eg., hostesses); guests of the exhibitor, bar and service personnel, photographer, etc.

Access to the **Venue** will be granted based on list of names that will be provided to **the Venue** by the organizers.

For this reason, stand builders/contractors/exhibitors must register in advance all of the personnel that are required to be on-site during set-up and dismantling periods.

The following information should be submitted to the Exhibition Manager at [dyosifova@kenes.com](mailto:dyosifova@kenes.com).

Full name

Name of the exhibit company

Name of the contractor/stand builder

Booth number

[Click here](#) to download the template, please fill only the green columns.

Citizens from over 90 countries and territories can enter Thailand without a visa, for tourism,

business, urgent work, or ad-hoc work for up to 60 days. However, we strongly recommend that you verify your visa requirements with your local Thai Embassy or check the Official Thai E-Visa Website [HERE](#) for more information.

To apply for your visa, it is best to do so at least 60 days before the conference.

### **Letter of invitation**

An official personalized letter of invitation will be provided to registered participants / exhibitors. In order to obtain an invitation letter, please approach the Registration Specialist, Angel Todorov at: [reg\\_ipvs25@kenes.com](mailto:reg_ipvs25@kenes.com).

Invitation letters can be provided electronically (PDF) or as a hard copy if required. Hard copies will be mailed via regular post free of charge. In case of special delivery (courier) request, the participant will be responsible for all charges.

Unfortunately, we are unable to send invitation letters directly to consulates. Invitation letters are prepared solely for individuals and are mailed directly to them.

Lead Retrieval systems are a helpful tool for receiving participants' contact information when they visit your booth or your session. Information obtained by the lead retrieval system enables Exhibitors to enhance their database by securing valuable leads for further marketing and communication.

We are pleased to offer you the **K-Lead Application**. Exhibitors can download the **K-Lead app** onto *their own* smart phone or tablet and transform their device into an instant, easy lead retrieval system and capture participants' full contact information with a quick scan of their badge.

The advantages of the **K-Lead application**:

**Seamless Integration:** Download directly to your device; no extra hardware needed!

**Effortless Scanning:** Quickly scan attendee badges to capture leads.

**Customizable Notes:** Add personal comments to each lead for better follow-up.

**"Quick Scan" Function:** Ability to quickly scan delegates as they enter the symposium hall.

**Instant Access:** Get real-time lead information for immediate engagement.

**Universal Compatibility:** Download from the **Apple Store** or **Google Play** using Kenes K-Lead App.

**Cost per unit: \$ 750** (excluding 4% credit card charges fees, excluding VAT if applicable)

Device is NOT included!

**Deadline: 2 weeks prior to the event**

Onsite rate of **\$ 850** will be applied for orders received after above deadline.

**Are you ready to revolutionize the way you collect and manage leads at your next event?**

**Unlock the Power of K-Lead Plus:**

**Automated Follow-up Emails:** Immediately after scanning, send personalized emails to every lead. Make every connection count without lifting a finger!

**Tailored Email Customization:** Craft the perfect message with customizable subject lines, email content, and signatures. Attach PDFs to add a polished, personal touch that stands out.

**Timely Engagement:** Say goodbye to the hassle of manual follow-ups. K-Lead Plus handles it by sending tailored emails right after each scan, keeping your brand top of mind.

**Trackable Insights:** Monitor how your emails perform with engagement metrics. Learn what works and refine your strategies for maximum impact, ensuring you're always improving.

**Compatibility:** K-Lead Plus requires at least one K-Lead license purchased.

**Cost for K-Lead Plus: \$ 750**

With **K-Lead Plus**, every scan is a step towards a stronger business relationship.

Elevate your event networking and turn leads into valuable partnerships with ease and efficiency.

**Don't just meet leads; master the art of follow-up with K-Lead Plus. Get started today and experience the difference real engagement makes!**

To order K-Lead and K-Lead Plus, please access the Exhibitor's Portal

<https://exhibitorportal.kenes.com>.

**Important Notes:**

*Device Not Included: The application must be installed on your personal or company device (tablet/smartphone).*

*Reliable Data: Participant badge barcodes carry contact details as provided by registrants or their agencies. Note: Group registration may contain generalized information.*

*Content Responsibility: Information content is managed by the registrant or their agency, not Kenes Group or the Organizing Committee.*

*Easy Reservation: Secure your Wireless Barcode Reader in the Exhibitor's Portal*

*<https://exhibitorportal.kenes.com>.*

*GDPR Compliance: We've updated our [privacy policy](#) in compliance with GDPR. Your personal data won't be shared without consent. Presenting your badge for scanning implies consent to*

*share your details.*

*By purchasing the K-Lead and the K-Lead Plus, Exhibitors and Sponsors agree to [Data Processing Agreement](#).*

## **Exhibition Area**

The Exhibition will be held in **Ballroom 1-3 on Level 1**.

**Virtual tour and pictures available here:**

**<https://www.qsncc.com/en/plan/venue-space/level-1>**

### **Max Build-Up Height**

- Hall height is **9.5 meters**.
- **Maximum build** up height allowed for booth walls is **5 meters**.
- **Exhibitors who will have stands higher than the maximum permitted height will not be allowed to set-up their stands.**
- Shell scheme stand build up is **2.4 meters**.

Structures installed for specific events, exhibition stands including installations, special structures and exhibits as well as advertising displays must be sufficiently stable that they do not pose a threat to public safety and order and, in particular, that they do not endanger life and health.

**Exhibitors / customers are responsible for ensuring the load-bearing capacity and stability of such structures and may be required to furnish the relevant proof.**

Floor

**Floor Finish: Carpeted.**

**Maximum floor load: 1,500 kg/sq.m**

**Space only Exhibitors are required to protect the carpet. To protect the hall's carpet, construction equipment like scaffolding must be set on a protective carpet layer.**

**Mechanical damage or soiling which cannot be removed during the normal cleaning and maintenance of the floor will be repaired at the expense of the person/company causing the damage.**



## Shell Scheme Booths

To ensure the smooth and efficient installation and dismantling of your Booth, **PX SYSTEMS** has been nominated as the **official stand contractor** for **IPVS 2025**.

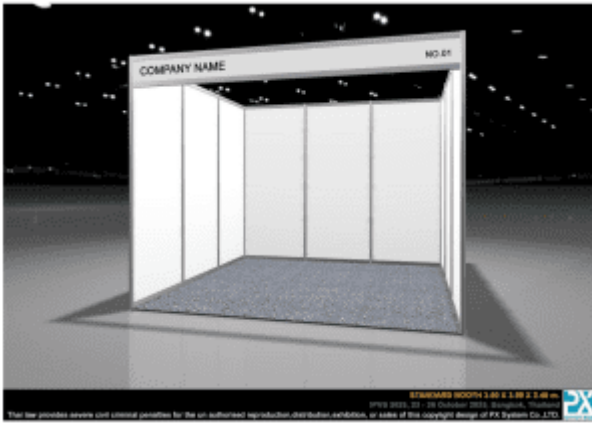
**Shell Schemes which have been pre-booked with Kenes include the following:**

### -> **IPVS 2025 - Shell scheme package**

- **Walling** – standard shell scheme system, **2.4m-high**
- Company name on **Fascia board** printed in black standard lettering and booth number
- **Lighting** (1 spot per 3 m<sup>2</sup> / electricity is not included)
- **Carpet**

### **Booth Package does not include:**

- Furniture
- Electricity
- Graphics
- Daily booth cleaning



\*Image shown is for illustration purposes only

**Additional Furniture Rental / Graphics & Signage / Additional Booth Fittings / Electricity / Other supporting services** can be ordered directly via the **PX SYSTEMS** by **September 19, 2025**.

Orders placed after the deadline are subject upon availability.

For queries, please contact:

Ms. April Soe: [april.soe@pxsystem.com](mailto:april.soe@pxsystem.com)

CC: Operations Team: [operations@pxsystem.com](mailto:operations@pxsystem.com)

#### **Order Forms:**

- **Electricity Order Form**
- **Electricity Catalog**
- **Furniture Catalog**
- **Furniture Order Form**
- **Printing Service Order Form**
- **AV Order Form**

#### **Deadline: September 19, 2025**

Fascia Sign

\*Maximum of 30 characters (including spaces) may be written on your fascia (valid for 9 sqm booths). Please submit lettering for fascia by **September 19, 2025 via this [Fascia Name Order Form](#)**.

Please write or type in ENGLISH CAPITAL LETTER with booth no. In all cases, abbreviations will be used i.e. Company = Co., Limited = Ltd.

#### **Notes:**

- **If the text for your fascia is not received by this date, we will provide you with a**

**fascia title as per your application form.**

- **Late submission with requirement to have different name from prepared one will cost 1000 Baht.**

If you wish to print your logo on the board, instead of your company name or in addition to the name, this can be ordered at additional cost via the Official Contractor **PX SYSTEMS**.

### **Technical Information and Regulations for Shell Schemes Booths**

- All basic shell scheme booth will be designed and built by **PX SYSTEMS** – the official stand contractor.
- Exhibitors are not allowed to make any alterations to the structure of the booths or remove any integral parts from the booths. Exhibitors wishing to remove or change the location of any standard equipment within the booth should indicate clearly on the location plan and forward it together with clear instructions to the official stand contractor and the Exhibition Manager before **September 19**.
- No free-standing stand-fitting or display(s) may exceed a height of 2.5m or extend beyond the boundaries of your booth. This includes company names, advertising materials, flags and logos provided by the exhibitor.
- It is not allowed under any circumstances to cut, nail or drill into or through the walls, fascia, floor, or ceiling.
- Please do not use any adhesive products that may leave marks or cause damage to the panels and booth structure. Booth must be returned in the same condition in which it was received. Any damage to booth structure will be invoiced to the exhibitor.
- It is possible to use fishing line (nylon) to hang pictures etc.
- An exhibitor occupying a booth at the corner can request to close the additional side(s). If the official stand contractor and the Exhibition Manager is not being notified in writing before **September 19** it will be assumed that the exhibitor will have opening on the additional side(s).
- A back wall of a booth (any booth type) cannot be used by other exhibitors.
- Shell scheme booths will be provided with a blue carpet. If an exhibitor wishes to change the color of the carpet in the booth, additional cost may be incurred. Please contact **PX SYSTEMS** – the official stand contractor. The exhibitor will be invoiced by **PX SYSTEMS**.
- Excess stock, literature or packing cases may not be stored on, around or behind booths, unless contained within a lockable storeroom.
- Exhibitors requiring additional equipment may contact **PX SYSTEMS** – the official stand contractor – as per published deadlines (see section “Deadlines & Key dates”).
- Electrical switchboards have to be reachable and the Exhibitor has to switch off the Booth light at the end of the day.

### **Space Only Booths**

Exhibitors are required to submit the Following for the organizer and venue approval:

- **A scaled drawing (scaled 1:200 DWG), including elevation views of the proposed Booth to be built.**
- **Utility connections: electrical and a list of all appliances**
- **The name and contact details of their construction company.**

Please submit the files through the Kenes Exhibitor's Portal: <https://exhibitorportal.kenes.com>

Each exhibitor will be contacted with login details to access the Exhibitor's Portal.

**Deadline: September 11, 2025**

#### **Construction Notes:**

- All exhibits are to be displayed to avoid blocking aisles, obstructing adjoining stands, or damaging the premises.
- Exhibitors are kindly requested to allow sufficient see-through areas that ensure clear views of surrounding exhibits. Entire sideways walls will not be approved.
- Island booths should be partly accessible on all **"open" sides**. We try to keep the exhibition as open and inviting as possible. Wall construction alongside aisle is allowed but max 1/3 of side to side may be covered.
- Construction finish must be perfect in all the stand's visible areas, including rear sides.
- Advertising on the boundary with other stands is prohibited.
- **Multilevel** structures are **not permitted**.
- **Arches, bridges**, or similar constructions connecting two or more Booths **are not permitted**.
- The **maximum building height** for the top of all elements is **5 meters**.
- Structures installed for specific events, exhibition stands including installations, special structures and exhibits as well as advertising displays must be sufficiently stable that they do not pose a threat to public safety and order and that they do not endanger life and health.
- Exhibitors / customers are responsible for ensuring the load-bearing capacity and stability of such structures and may be required to furnish the relevant proof.
- Any part facing neighboring stands that is above 2.40 m in height needs to be designed with neutral surfaces (white or grey).
- **Special care must be taken to ensure that the visitors will be inside the booth and not standing in the aisle.** For example:
  - Screens or any kind of equipment to be shown or demonstrated may not be placed directly on the edge of the stand constructed in order to ensure that the visitor viewing the screens/equipment will be inside the booth and not blocking aisle traffic.
  - Any counter, desk etc. or device (i-pads, touch screens etc.) which attract visitors may not be placed immediately at the borders of the booth facing the aisles (there should be a reasonable distance from the edge of the booth)
  - Coffee bars or other F&B-stations must be inside the booth area to ensure that the visitors are standing and queuing up inside the booth area and not standing in the aisle.



**Kindly note:**

- The organizers will not approve booths that do not comply with the accepted standards until the necessary changes have been made.
- Work cannot commence until the booth drawings are approved by the organizers and the venue.
- The used spaces must be returned to the Venue completely clear of all items and the Exhibition areas restored to their original state.

**Electricity**

Electricity must be ordered directly to the builder for the set-up and dismantling of the booth.

- **Electricity Order Form**
- **Electricity Catalog**

Contact: Ms. April Soe: [april.soe@pxsystem.com](mailto:april.soe@pxsystem.com) | CC: Operations Team: [operations@pxsystem.com](mailto:operations@pxsystem.com)

**Deadline for electricity orders: September 19, 2025**

**Ceiling Rigging**

Ceiling Rigging is permitted and must be done by the venue.

- **Rigging Service Order Form**

**Deadline: September 19, 2025**

Contact: Ms. April Soe: [april.soe@pxsystem.com](mailto:april.soe@pxsystem.com) | CC: Operations Team: [operations@pxsystem.com](mailto:operations@pxsystem.com)

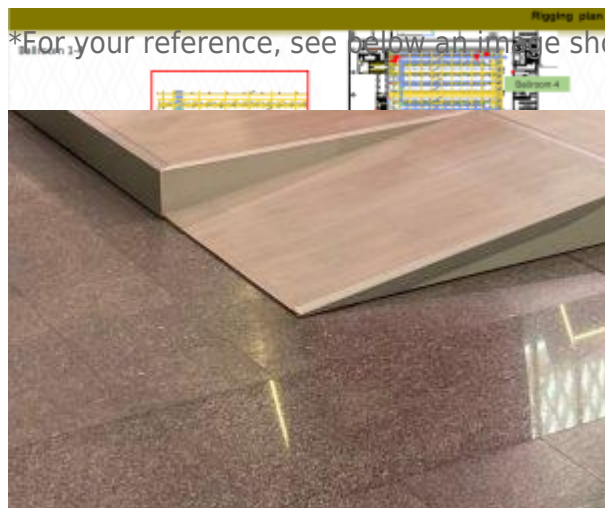
*Click on the image to enlarge it*

## **Raised Floor / Platform**

The organizers and the Venue must be informed if the booth has a platform (when submitting the drawings for approval), as well as the scheduled set-up (day and time). Without this information the Venue/ Official Contractor will not be able to provide the requested service(s) and the prepayment will not be refunded. Before placing the platform, the exhibitor/stand builder must confirm that service(s) provided by the Official Contractor (electricity, water, cables, Internet, etc.) are in the right place. Access to the service points/tramp/electricity tramp are compulsory when a platform is installed (keep those points accessible!). Once the platform is installed, no new services that need to go under it will be accepted.

Please note that if your booth has a platform/raised floor, you are required to provide either a ramp\* or sloped edging around the entire booth\*\* to ensure access for people with disabilities. The platform sides must be closed and finished neatly. The platform edges must be safe, secured and easily visible to avoid trip hazard.

\*For your reference, see below an image showing a ramp:



\*\*For your reference, see below an image showing sloped edging around the entire booth:



## Electricity

Electricity must be ordered directly to the builder **PX SYSTEM**.

- **Electricity Order Form**
- **Electricity Catalog**

Contact: Ms. April Soe: [april.soe@pxsystem.com](mailto:april.soe@pxsystem.com) | CC: Operations Team: [operations@pxsystem.com](mailto:operations@pxsystem.com)

**Deadline for orders: September 19, 2025**

### **Rules & Regulations Related to Electrical Services, PX SYSTEM CO., LTD.**

PX SYSTEM CO., LTD. has often encountered numerous short circuit problems causing danger to exhibitors and visitors mainly due to the installation of equipment that is not regulated by exhibitors or contractors, such as illegal connection or equipment adaptation, therefore, all electrical installation works must be carried out by applying the following rules:

1. All electrical installation must conform strictly to the required TISI standard (in Thailand) without any exception.
2. There are two main power supply circuits: "For Exhibit" and "For Lighting". It is forbidden to misuse the power supply as follows.
  - a. Orders under Section B: Socket/Breaker for Exhibits are allowed for devices such as machinery, engine, TV, Laptop charger, etc. and not allowed to apply for all Lighting equipment such as spotlight, LED Ribbon, etc.
  - b. Orders under Section C: Breaker for Lighting are allowed for devices such as Spotlight, LED, Ribbon, etc.
3. The cable of a main power, water, and compressed air supply from the utility hatch, is provided 2 meters long. An extension of the length or any relocation are subjected to a surcharge following the price for each equipment.
4. The standard electrical supply is 110V, 220V, or 380V with approximately 10 percent fluctuation.
5. For all electrical usage, it is mandatory to calculate the circuit load with a 20 percent safety

margin.

6. It is prohibited for power supply, water, and compressed air wiring equipment to be installed crossing any aisle in the exhibition for safety reasons and not to obstruct traffic for all exhibitors, visitors, and other contractors.
7. A 3-Phase circuit breaker is required to connect directly with machinery or engine, otherwise, a load center will be required if multi-connection is needed.
8. The company prohibits any equipment installation that causes damage or misuse to our equipment installed for the exhibition.
9. The Electrical Official Contractor reserves the right to disconnect the electrical supply to an installation, which in opinion is deemed as dangerous or likely to cause disturbance to others without prior notice. Exhibitors/contractors will not be entitled to claim any damages both directly and indirectly from any and all parties involved.

## Electric Plug and Socket Type in Thailand

Country / state / territory	Plug type	Single-phase voltage (volts)	Frequency (hertz)
	Types <b>O</b> and <b>C</b> and are the official standards <a href="#">Click here for more details</a>		
Thailand	<div><p><b>Type O</b></p><ul style="list-style-type: none"><li>used exclusively in Thailand</li><li>3 pins</li><li>grounded</li><li>16 A</li></ul></div> <div><p><b>Type C</b></p><ul style="list-style-type: none"><li>commonly used in Europe, South America &amp; Asia</li><li>2 pins</li><li>not grounded</li></ul></div>	230 V	50 Hz

## Booth Cleaning

The organizers will arrange for general cleaning of the Exhibition premises prior to the opening of Exhibition and daily prior to opening thereafter (excluding exhibit booths and displays).

For ordering stand cleaning, please refer to this form:

### [QSNCC Cleaning Services Order Form](#)

**Deadline: October 1, 2025**

For queries, please contact:

Ms. Nichakul Phantunit | E-mail: [Nichakul.pha@qsncc.com](mailto:Nichakul.pha@qsncc.com) | Tel: 099 246 9241

Notes:

1. For booth space over 50 sq.m., at least 2 cleaners and booth space over 100 sq.m. at least 3 cleaners are required
2. Booth cleaning service includes: floor cleaning with a vacuum cleaner, mop, broom, empty and

clean bins and ashtray wiping counter/ desk top, etc. (not exhibit).

3. Booth cleaning service does not cover removal of oil spillage, paints and other liquids deposited on the floor, walls and other surfaces.

## **Internet & Wi-Fi**

Complimentary Wi-Fi will be provided by the Conference during official Conference days at most areas. This public Wi-Fi connection is limited for basic web browsing or checking emails.

Should you have any internet-based feature/device/activity at your stand (for example: product demonstrations), we strongly recommend ordering a dedicated internet connection for your stand (wireless or wired connection) to guarantee a consistent internet connection inclusive of technical support.

## **QSNCC Internet Order Form**

**Deadline: October 1, 2025**

For queries, please contact:

Ms. Nichakul Phantunit | E-mail: [Nichakul.pha@qsncc.com](mailto:Nichakul.pha@qsncc.com) | Tel: 099 246 9241

## **Security**

Please do not leave any bags, boxes, suitcases, or any type of product unattended at any time, whether inside or outside the exhibition area.

Neither the **Venue** nor the organizers can accept responsibility for the security of the stands and their contents. The **Venue** as well as the organizers are not liable for any possible loss, theft and/or damage occurred during the rental period of any private property or goods. Exhibitors are fully responsible for the security of their stand and equipment.

## **QSNCC Security Services Order Form**

**Deadline: October 1, 2025**

For queries, please contact:

Ms. Nichakul Phantunit | E-mail: [Nichakul.pha@qsncc.com](mailto:Nichakul.pha@qsncc.com) | Tel: 099 246 9241

## **Booth Catering**

Food & Beverages service is an **exclusivity** of the Venue. Any external F&B must be notified and approved by the Venue.

## **QSNCC**

- **Booth Catering Services Order Form**
- **Booth Catering Services Presentation**
- **Deadline: October 3, 2025**

For questions and inquiries, please contact:

Suphawinee Chumsuk (Boom): [suphawinee.chu@qsncc.com](mailto:suphawinee.chu@qsncc.com)

**Important:**

- It is **not allowed** to enter any kind of Food & Beverages including coffee machines from outside the venue.
- This exclusivity also includes all types of catering equipment such as coffee makers, juicers, popcorn machines, etc.
- The Venue reserves itself the right to add a charge for the entry of any F&B products not supplied by the venue (authorization is necessary from the venue) as follows:
  - Concession fee at THB 10,000 per booth per day for bringing in coffee machine.
  - If for client's own use and limited to a maximum of 36 bottles (330-350 ml) per day, there will be no extra charge
  - If F&B is brought in for marketing purposes, a fee of THB 5,000-10,000 per day will apply, depending on the type and quantity of items
- The exhibitor must consider the space available on the booth to store and display the requested deliveries.

**Parking**

QSNCC provide indoor parking for up to 3,000 vehicles. The car park has direct elevator and escalator access to the event levels. Accessible parking, and Priority parking are at B1 and B2 levels while EV charging bays and Lady Parking are at B1 level. Motorcycle parking located at LM level.

Detailed information is available here: [QSNCC Parking Information](#)

**Flowers & Plants**

**[QSNCC Flowers & Plants Order Form](#)**

**Deadline: October 1, 2025**

For queries, please contact:

Ms. Nichakul Phantunit | E-mail: [Nichakul.pha@qsncc.com](mailto:Nichakul.pha@qsncc.com) | Tel: 099 246 9241

**Hostesses and Local Staff**

**Recommended Agency: BIC Events**

**[Hostesses & Local Staff Order Form](#)**

*Order Form in Word also available upon request*

For questions and inquiries, please contact:

Nadi Shin Thant (Nadi): [info@bicevent.me](mailto:info@bicevent.me)

## Storage

We don't count with storage facilities. Short-term storage of materials left over after assembly (empty boxes, crates, cases, pallets etc.) should be coordinated with **DSV** team (payable service. See Section Shipping Instructions).

## Accommodation

Kenes International is offering exhibitors specially reduced rates for various hotels around the Conference venue.

Information, pictures, location, and rates are available on the hotel accommodation page: <https://hotels.kenes.com/congress/IPVC25>

- **Instructions on Getting To the Venue**
- **Instruction on Loading Routes and Rates**

In addition to the Rules & Regulation below, all Exhibitors and Builders must comply with the **QSNCC Rules and Regulations**, which are binding to all Exhibitors.

## Animals

It is not permitted to bring animals into the Venue.

## Build-Up & Dismantling Period

- During the period of build-up and dismantling, it is prohibited to consume **alcoholic beverages** in the working area as well as to perform work under the influence of alcohol, drugs or any other type of substances that could alter the perception of risk.
- The Exhibitors and contractors are required to wear the necessary **personal protective equipment** (PPE) such as protective helmets, eye protection, and hand protection required by the specific work activity, with special attention to the safety shoes/boots inside the facilities for your own safety.
- The use of cutting machines, welding machines, sanders and a spray gun is strictly forbidden.

## Health & Safety

- It is the responsibility of the booth holder to ensure the health, safety and welfare of all employees, contractors and visitors as far as is reasonably practicable throughout the event.
- It is recommended that the booth holders appoint a supervisor for the booth, with the specific responsibility for ensuring the health & safety of their staff and stand builders. It is advisable that a Risk Assessment is completed for the booth and submitted to the organizers.

## Children

No person under the age of 18 years can be admitted to the Exhibition, either during build-up, opening days or breakdown. This rule also applies to Exhibitors' children and must be strictly enforced to comply with the safety regulations of the exhibition.

## **Compressed Gases**

Use of compressed gases is not allowed.

## **Damage to the Building**

Boring, screwing, nailing, or the use of paint, glue, adhesive stickers, fixtures of any kind or anything that can damage the structural elements of the building (floor, walls, ceiling, pillars...) are not allowed. In case of damage of the facilities, the cost of repair or replacement will be charged to the exhibitor.

## **Disposal of Material**

It is obligatory to collect and dispose of all material during the build-up or dismantling of the event. When the dismantling period is over, the exhibitor loses any right to claim losses or damage to property left behind. Any costs incurred by the Venue in removing this property will be charged to the exhibitor.

## **Fire Regulations**

- Booth material and fittings must be non-flammable or impregnated with fire-retardant chemicals.
- As a general rule, easily inflammable synthetic substances, foam polyester, and no fireproof straw and reeds are prohibited.
- Storage paint liquids, gas or other inflammable substances in the booth space is forbidden.
- The use/storage of inflammable substances is forbidden (liquids, gas or other). For any doubt for these substances contact the organizers or the Venue.

## **Smoke**

It is not permitted the operation of any machine in the exhibition that emanate fumes, gases or steam, or any item or device that generates or contains flame.

## **Heavy Weight Element / Large Machinery**

In case the exhibitor/stand builder brings large machinery, any kind of heavy weight element or structure inside the exhibition area it is mandatory that the Venue will be provided with a detailed project describing the unload procedure inside the exhibition area:

- Exhibition access used.
- Transportation used to bring the element inside the Venue and weight.
- Plan for weight distribution (number of platforms, dimensions, and weight resistance)
- Forklifts, cranes, or any other machinery used for the unloading / uploading of the element.  
How the element is going to be unloaded and how is going to be brought inside the exhibition area.
- Once the Venue has the complete information, the unloading of the element will be approved



or rejected.

### **Hanging of Posters, Banners etc.**

Hanging of posters, banners or decals, stickers, or similar items, on the walls, floors, ceilings, or pillars within or outside the installations of the Venue are not allowed.

### **Insurance (compulsory)**

- Exhibitors are required to take out appropriate Insurance. Third part liability insurance is obligatory. It remains the Exhibitors full responsibility to insure themselves appropriately.
- Neither the organizers nor the Venue, their representatives or agents will be held responsible for any loss or damage to exhibitor's property. Exhibitors must take precautions to protect their property against pilferage.
- The organizers do not provide insurance for exhibitors and their property. The exhibitor is responsible for his property and person and for the property and persons of his employees through full and comprehensive insurance and shall hold harmless the organizers for any and all damage claims arising from theft and those perils usually covered by a fire and extended-coverage policy. Therefore, you are obliged to have a **public liability insurance** that covers all injuries to persons and damages that might cover in connection with the exhibition.
- Exhibitors are personally liable for all expenses incurred by the organizers or by third parties in regard to technical services provide.
- We also recommend that you have additional coverage against loss or damage to exhibition material during transport and during exhibition times. Please make arrangements for insurance coverage through your company's insurer.

### **Liability**

- Exhibitors are responsible for all property damage as well as any loss or injury caused by their property, agents or employees. Companies will indemnify the organizers against all claims and expenses arising from any damages.
- If for any reason whatsoever the Exhibition needs to be abandoned, postponed, or altered in any way, either in whole or part, or if the organizers find it necessary to change the dates of the Exhibition, the organizers shall not be liable for any expenditures, damages or loss incurred in connection with the Exhibition.
- The organizers shall further not be liable for any loss which the Exhibition or Exhibition contractors may incur due to the intervention of any authority which prevents or restricts the use of the Venue or any part thereof in any manner whatsoever.

### **Sound equipment and Music**

In general, the use of sound equipment/music in booths is permitted as long as the noise level does not disrupt the activities of neighboring exhibitors.

Speakers and other sound devices should be positioned to direct sound inward (to be contained within the booth) rather than outward (toward aisles and other exhibitor booths).

It is difficult to establish decibel level restrictions. If an exhibitor or attendee is standing within ~3 meters of an exhibitor's booth and cannot carry on a normal voice-level conversation, the noise source is too loud.

Further guidelines:

- Live music is not allowed.
- The organizers reserve the right to require the exhibitor to discontinue any activity, noise, or music that is too loud.
- The organizers reserve the right to require the exhibitor to discontinue any activity, noise, or music that is deemed objectionable.
- Exhibitors are reminded that third party copyrights should not be infringed. The organizers have no copyright responsibility in respect of any exhibiting company.

Proper dispensation must be obtained and any royalties due, paid prior to the use of materials. Should any copyright dispute arise, the organizers will not be liable for any resulting loss or damages, sustained by any exhibitor or third party.

## **Security**

- Please do not leave any bags, boxes, suitcases, or any type of product unattended at any time, whether inside or outside the exhibition area. The organizers and the Venue cannot accept liability for loss of or damage to private property or goods.
- Neither the Venue nor the organizers can accept responsibility for the security of the booths and their contents. The Venue as well as the organizers are not liable for any possible loss, theft and/or damage occurred during the rental period of any goods. Exhibitors are fully responsible for the security of their booth and equipment.

Please consider hiring extra security for your booth if needed. Order Form is available under tab: Booth Services.

## **Personal Transportation Vehicles**

Bikes, skates, electric scooter and any personal transport by wheels are not permitted inside the building.

## **Promotional Activities**

- All demonstrations or instructional activities must be confined to the limits of the Exhibition booth.
- Advertising material and signs may not be distributed or displayed outside the exhibitor's booths.
- Advertising activities must not cause obstructions or disturbances in the gangways or at

neighboring booths.

- The Exhibition Manager reserves the right to require the exhibitor to discontinue any activity, noise, or music that is deemed objectionable.
- Exhibitors are allowed to film on their own booth, staff and material, but all equipment and camera crew must stay within the exhibition booth. Filming of other exhibitors and their materials, Conference features or any sessions is expressly forbidden unless permission has been given by the exhibitor or the organizer respectively.
- The photographing of booths is not permitted during the setup/breakdown of the exhibition unless the photographer is hired by the exhibitor to take photographs of his/her own stand and can avoid inclusion of neighboring booths. Photography during the opening times of the exhibition of all aspects of the event is allowable in all instances except in cases where the photographer or photography equipment would cause an obstruction or danger to delegates / staff visiting or working in the exhibition hall.

### **Smoking Policy**

The **Venue** operates a **NO SMOKING** policy in ALL halls.

### **Special Effects**

Special effects lighting, live music, smoke and laser projection may not be used in the booths.

No permission will be given for projection in the aisles or on the walls of the hall.

- In addition to the information above, all Exhibitors and Builders must comply with the **QSNCC Rules and Regulations**

### **Waste Removal**

- Exhibitors are responsible for the removal of all refuse/waste from the exhibition area. The used space must be returned completely clear of all items and restored to its original state.
- In case that exhibitors wish to leave any kind of waste material during set-up/dismantling, they should order a waste container in advance.
- Any discarded waste, including promotional material, left behind will be removed by the Venue and/or the organizers at the expense of the exhibitor concerned.

The Venue reserves the right to access inside the booth in order to check the compliance with the Venue regulations.

### **Delivery & Logistic Services**

**IPVS 2025 Shipping instruction:** [available here](#)

**DSV Fairs & Events Spain** has been appointed the official forwarding agent and clearance agent for IPVC 2025.

The [Shipping instructions](#) are designed to assist you with the movement of exhibits and stand

materials for IPVS 2025.

Failure to comply with these instructions and deadlines, may cause unnecessary delays in handling / clearance and additional expenses being incurred.

For security, insurance, and efficiency reasons **DSV** is the *exclusive* agent nominated by the organizer for move in and move out handling of empties for the conference.

Exhibitors and booth builders are free to deliver their goods or to pick their goods up from outside the venue. Those who use their own facilities up to the venue are requested to coordinate their time schedule and unloading of their cargo into the venue with DSV.

### **Contact Details:**

Before the event, all enquiries should be routed via:

**Olimpia Rodrigalvarez:**

[olimpia.rodrigalvarez@dsv.com](mailto:olimpia.rodrigalvarez@dsv.com)

Office: +34 954325842

Mobile +34 628930293

**Lorena Perdomo:**

[lorena.perdomo@dsv.com](mailto:lorena.perdomo@dsv.com)

Office: +34 930260837

Mobile +34 627582484

During the event:

DSV will be contactable during the build-up, show open & pull-down periods.

**Under no circumstances may packing materials of any kind be left in the aisles, on the stands, around or behind the stands.**

Once the event and dismantling are complete, neither the Venue nor the Organizer can be held responsible for the safekeeping or storage of any items left in the building. If the Venue handles the removal of these items, the associated costs will be charged to the exhibitor.

As we, at **Kenes Group**, seek to inspire sustainable development in our industry, we do our best to organize this event in an environmentally and socially responsible way.

We invite you to actively participate in our sustainability efforts by considering the enclosed **Sustainability tips & tricks.**

Let's work together on enhancing the event experience, meeting the expectations of our audience, and minimizing the wastage of time, resources and expenses.

Rethink your Booth Design!

- When planning your stand, think of the many benefits of producing a stand that you can reuse at multiple events, not just for better sustainability, but also for cost

- Design your booth and displays using environmentally responsible materials and energy efficient lighting if applicable.
- Choose the core elements such as walls, counters from reusable materials.
- Choose recyclable carpets, vinyl flooring and other floor
- Design and word signage so that it can be stored and reused multiple

#### Plan Smartly your Set-up and Dismantling!

- Follow the organiser's set-up Working on your stand outside the set hours directly affects the energy needed to keep the exhibition hall open and functioning.
- Use efficient, low energy consumption
- Make a conscious effort to minimize packing Whenever possible, use environmentally responsible packing materials that are reusable, recyclable or biodegradable.
- Consider using materials or packaging that generate less waste at the end of the material's life cycle

e.g. less volume or less weight.

- Participate in the facility's recycling efforts by recycling cardboard, freight boxes, plastic wrappings and other recyclable items during move-in and move-out.

#### Be Conscious of your Booth Presence!

- Be sure to shut off any electronic devices outside of event hours to conserve
- Provide promotional items made of recycled, responsibly grown natural fiber, and non-toxic and biodegradable Ensure items are useful, not merely promotional in nature.
- Giveaways with some imagination could also be electronic: free music downloads; free online subscriptions or free internet access.
- Instead of a giveaway, consider a donation to a special cause in the name of your booth
- Inform and train your staff about the environmentally responsible practices to be implemented during the

#### Reduce Carbon Footprint!

- Use local staff in the booth if
- Minimize transportation to and from the show Use biodiesel or alternative fuel shipping methods, or a [SmartWay hauler](#), where applicable.
- Where possible, travel by If travelling by plane, choose airlines that strive to reduce the environmental impact of their flights.
- At the destination, travel to your hotel and around the destination on public transport or shuttle buses, or group together for sharing a taxi
- For car rentals, choose electric or low-emission, and if possible, consider ride-share.

#### Measure & Share Your Learnings!

If possible, we also encourage you to track your success, but more importantly be proud of your sustainability efforts and share your stories and achievements.

We'd love to hear about your best practices. If you'd like to share examples or new ideas with us, please contact us!

We truly thank you for helping to reduce the impact of exhibiting on the environment!