



QSNCC

**Rules & Regulations**

**Queen Sirikit National Convention Center**

Rules & Regulations of Queen Sirikit National Convention Center (QSNCC) are for proposes of security, safety, and smooth operations. QSNCC requires the cooperation of exhibitors and contractors to strictly follow all rules and regulations.

### Venue General Information

#### 1. Height of Event Space

• Event Hall B2	6.2	meters
• Exhibition Hall 5-8	7.0	meters
• LG Foyer A	8.5	meters
• LG Foyer B	8.5	meters
• Exhibition Hall 1-4	13.0	meters
• Main Foyer A	5.0	meters
• Main Foyer B	5.0	meters
• Plenary Hall 1-4	9.0	meters
• Ballroom Hall 1-4	9.5	meters
• Ballroom Foyer	8.5	meters
• Meeting Room	4.2	meters

#### 2. Floor Load Capacity

• Event Hall B2	800	kilograms/square meters
• Exhibition Hall 5-8	1,500	kilograms/square meters
• LG Loading	1,500	kilograms/square meters
• LG Foyer A	500	kilograms/square meters
• LG Foyer B	500	kilograms/square meters
• Exhibition Hall 1-4	2,000	kilograms/square meters
• G Loading	2,000	kilograms/square meters
• Main Foyer A	500	kilograms/square meters
• Main Foyer B	500	kilograms/square meters
• Plenary Hall 1-4	1,000	kilograms/square meters
• Ballroom Hall 1-4	1,500	kilograms/square meters
• Ballroom Foyer 1-4	500	kilograms/square meters
• Meeting Rooms	500	kilograms/square meters

### 3. Hanging Points: Load Capacity

• Exhibition Hall 5-8	500	kilograms/point
• LG Foyer A	300	kilograms/point
• LG Foyer B	300	kilograms/point
• Exhibition Hall 1-4	500	kilograms/point
• Main Foyer A	300	kilograms/point
• Main Foyer B	300	kilograms/point
• Plenary Hall 1-4	150	kilograms/point
• Ballroom 1-4	300	kilograms/point

### 4. Elevators: Size & Capacity

- Freight Elevator  
Width 3.5 m. x Depth 8.0 m. x Height 3.0 m. Load capacity up to 5,000 kg.
- Service Elevator  
Width 1.5 m. x Depth 2.7 m. x Height 3.0 m. Load capacity up to 2,000 kg.

## General Information

1. **DO NOT** smoke, drink alcohols, and stay overnight in the hall area.
2. **DO NOT** bring in weapons or drugs into QSNCC.
3. **DO NOT** commit illegal acts at QSNCC.
4. **DO NOT** bring in animals into the venue unless authorized by Event Services Department.
5. **DO NOT** distribute all type of pirated goods in the venue. Organizers, Exhibitors and Associates who fail to comply must be liable for all indemnities.
6. **DO NOT** use passenger elevators or escalators for loading purposes.

## Rules and Regulations for Operations

### Handover of space and return of space

1. Main organizer to have their representative(s) for handing over space with Event Service Department. Organizer's representative(s) must inspect all area, and then sign the hand over form accordingly.
2. Upon tear down & move out process, organizer' representative(s) to inspect all area with Event Services Department and then sign the space return form accordingly.
3. Organizer is agreed to be responsible for damage & loss. Damage charges shall be estimated by Event Services Department.

## Setup and Tear down

1. Organizers, Contractors, Exhibitors, and Person Involved must design standard & special booths, decorations, signages, and advertisements in a proper position as per below conditions:
  - Keep a distance of at least 1.5 m. away from fire exits, fire hoses, fire extinguishers and there must be no obstructions from booth structure, wall, or belongings.
  - For Exhibition Halls 1-4 on level G, fire hose pits must be easily accessed.  
There must be no obstructions from booth structure, decorations, and belongings towards fire hose pits. Fire hose pits can be covered by carpet.  
However, it must be cut as per fire hose pits size and must be also clearly marked that it is a fire hose pit.
  - Keeping a distance of at least 50 cm. away from wall & partitions.
  - Keeping a distance of at least 3 m. away from restrooms, and QSNCC's Food & Beverage outlets inside the halls.
  - Hall gangway must be at least 2.5 m. width.
2. At least 30 days prior to setup date, organizers, exhibitors and person involved must provide Event Services Department the floor plans, special booths design, and indoor & outdoor decorations included specific size & dimension in order to get an approval before operating.
3. Construction & Decoration: Height Limitation:

• Event Hall B2	below 3.0 meters
• Exhibition Hall 5-8	below 5.0 meters
• LG Foyer A	below 3.0 meters
• LG Foyer B	below 3.0 meters
• Exhibition Hall 1-4	below 7.0 meters
• Main Foyer A	below 3.0 meters
• Main Foyer B	below 3.0 meters
• Plenary Hall 1-4	below 5.0 meters
• Plenary Foyer	below 3.0 meters
• Ballroom 1-4	below 5.0 meters
• Ballroom Foyer	below 3.0 meters

Organizer, Exhibitors and Person involved must sign the consent letter to be responsible in case of damages occurred. Two-storeys booth or any construction with



over 5 meters, construction drawing with signature of the engineer, and a copy of professional license of engineer are required to submit to Event Services Department at least 15 days prior to setup date.

4. Commercial distribution is prohibited at the main foyer unless authorized by Event Services Department.
5. All workers must wear proper uniform & equipment as safety helmet & safety shoes to prevent accident that may occur during construction process.
6. Organizers, Contractors, Exhibitors, and Person involved must present authorized badge to QSNCC's security, wear a badge at all time in the venue and be around permitted working area only.
7. **DO NOT** bring in children or irrelevant person to the area during set up and tear down periods.
8. Organizers, Contractors, Exhibitors and Person involved must use only designated loading entrance. Loading goods, tools and equipment through public entrance and fire exit is prohibited.
9. In case of special booths and decorations construction, Organizers, Contractors, Exhibitors and Person involved must lay plastic sheet, corrugated carpet or plywood mat for venue floor protection.
10. Organizers, Contractors, Exhibitors, and Person involved must prepare tools & equipment for venue floor protection. For example, to lay carpet or plywood mat.
11. Installation of curtain around the wall must not block or obscure the fire exit signages, fire exit doors, fire host cabinets. Event Services Department reserves full right to withhold any construction which against the law or not follow floor plan approved by Event Services Department.
12. Any act that causes damage toward wall and surface of building is prohibited as below
  - **DO NOT** nail, drill, and apply adhesive tape at venue's floor, wall, surfaces, and structure.
  - **DO NOT** pull, hold, hang, and tether anything with QSNCC building & structure. Event Services Department reserves full right to charge for any damages if fails to comply with rules and regulations.
13. **DO NOT** use any constructing tools or equipment that may cause toxic, dust, smoke, and flame. Event Services Department reserves full right to terminate all work processes if the contractor/worker fails to comply with rules and regulations.

14. **DO NOT** use chemical spray or paint that causes dust and toxic.
15. Using of thinner, turpentine is limited to 500 ml./booth/usage. and accompany with fire extinguisher (15 pounds of Fire Ade 2000) stand by in the working area. Limit usage times as below
  - Inside the exhibition hall area, using of chemical substance is allowed as per setup date and time stated in the contract agreement.
  - At Main Foyer, using of chemical substance is allowed only at 18.00-24.00 hrs.All chemical substance must be moved out of QSNCC area after using of the day, Event Services Department reserves full right to terminate all work processes if the contractor/worker fails to comply with rules and regulations.
16. **DO NOT** bring in gas, explosives, radioactive, flammable or dangerous substance into the building.
17. **DO NOT** use standard electrical sockets of the building. Electrical sockets on the wall & pillars are strictly forbidden using for construction and exhibition. All workers must use designated power supply only.
18. **DO NOT** adjust or modify lantern, electrical sockets, electric wire and any part of QSNCC.
19. For safety precaution, electricity wire across entrance, exit, and fire exit must be covered with neat and proper materials with the condition that those doors must be able to operate as usual.
20. Exhibitors, Contractors, and Person involved must notice Event Services Department at least 3 hours in advanced for overnight working request. All charges will be calculated by Event Services Department.
21. All materials and equipment must be removed from the area as per finish date & time of space rental stated in the contract agreement. Event Services Department reserves full right to clear the area by moving and storing remaining materials with the penalty fee of 10,000 THB/square meter/day (excluded 7% VAT). In this case, QSNCC will take no responsibility to any damage & loss of remaining materials & belongings.
22. All construction materials such as wooden board, wooden crate, carton, plastic, foam, steel, etc. must be cleared out of QSNCC, otherwise operation fee will be applied.
23. **DO NOT** put dangerous & toxic substance, oil, and acid into drainage ditches. Penalty fee of minimum 10,000 THB/booth (excluded 7% VAT) will be applied at all circumstances.

24. For constructing any work over 2.0 m. height, contractor must follow rules and regulations and submit catwalk permission form, scaffold permission form, and wear personal safety equipment all the time.

### **Catwalk Regulations**

1. Catwalk Organizers, Contractors, Exhibitors and Person involved must sign the catwalk working form, then provide ID card, and register in & out time with QSNCC's security before working on the catwalk.
2. Accessing catwalk will be allowed only persons with safety belt and helmet. Security team reserves full right to withhold any operation until full safety equipment is provided by organizers, contractors, exhibitors and person involved.
3. QSNCC's security staff reserves full right to examine tools bag/box and equipment that will be used on catwalk.
4. **DO NOT** use electrical sockets on the catwalk area without permission of Event Services Department.
5. Unhealthy condition & drunk person is strictly prohibited to work on the catwalk.

### **Scaffolding Regulations**

1. To complete the scaffolding installation form before start working. Workers must strictly follow all regulations.
2. Scaffolding must be in good condition. The top platform must contain of guardrails with at least 90 cm. height from the floor of top platform. Also, area for standing must be at least 35 cm. width.
3. All four sides of scaffolding base must be extended by supporting legs or other suitable materials, hooked/gripped with metal pipes to the base on both sides to prevent instability.
4. In case of using the scaffolding with wheels, the wheels & joints must be in good condition. At least two wheels must be able to be locked.
5. Only 2 workers allowed on the scaffolding. Workers must be in healthy condition to work at height and must wear safety belts, safety helmets, gloves, and anti-slip shoes at all times.
6. Barriers/Fences and warning signs around the scaffolding must be used to prevent unexpected accident from unauthorized access.



### Generator Regulations

1. To use a generator, the organizers, contractors, exhibitors and person involved must notice Event Services Department at least 15 days prior to the event date. And installation must be as per designated area only.
2. Size of drainage container must be 10% larger (in width & length) than the size of generator. Barriers or fences must be also prepared around the generator.
3. The generator must be placed on a plywood floor mat with thickness at least 15 mm.
4. Ground wire with proper covered materials is required for accident prevention.
5. There must be 2 dry chemical fire extinguishers (15 pounds) prepared per 1 generator.
6. Electric wire must be in safety standard without modification.
7. To fill up the generator's petrol, organizers, exhibitors or person involved must employ QSNCC fireman every time.
8. The generators must be under professional supervision at all time.

### Cooking Gas Regulations

1. **DO NOT** bring gas cylinder and all kind of flammable gas cylinder into the building. In case of necessity, Event Services Department must be noticed at least 15 days prior to the event date. In this case, standard fire extinguisher must be prepared for safety reason.
2. There must be at least one fire distinguisher (15 pounds) for each fire class (A, B, C) for safety reason.
3. Cooking gas must be installed with standard gas cutting equipment.

### Balloon Regulations

1. The use of Balloon must be approved by Event Services Department at least 7 days prior to the event date. Only helium balloons are permitted in the area and must be properly anchored.
2. Gas balloon is prohibited in the event area.

### Rules for forklift usage

1. Only electrical forklifts are allowed inside the Exhibition Halls.
2. The weight of forklift (including its batteries) must not exceed the maximum floor loading capacity of each area (see floor loading capacity on page 2).
3. Forklifts conditions have to meet the operating & safety standard.



4. **DO NOT** stand on its forks or ride on while driving.
5. Patrol-type Forklifts are permitted to use outside the building only.
6. Using a forklift to move a large machinery, plywood sheets, or iron sheets at 15 mm. thickness must be paved from loading entrance to its display area while loading.
7. Forklift controller must be trained of forklift safety courses as law compulsory.

### **Noise Control at public area**

1. Organizers, Exhibitors, and Person involved is allowed for broadcasting below 85 decibels in the event area.

### **Vehicle Display**

1. **DO NOT** bring in vehicle which does not match with exhaust standard in the event area.
2. The amount of gasoline must not exceed  $\frac{1}{4}$  of its fuel tank capacity.
3. The amount of CNG or LPG must not exceed 10% of its fuel tank capacity.
4. The fuel tank or gas tank must be firmly sealed.
5. Battery terminals must be disconnected during the show.
6. **DO NOT** turn on the vehicle engine during the show.
7. Plywood or carpet with minimum 10 mm. thickness must be paved under the vehicle for weight distribution and oil stains prevention.

### **Machinery Display & Demonstration**

1. Organizers must submit design, size and weight of machinery for getting approval from Event Services Department at least 15 days prior to the event date.
2. Machinery demonstration must not cause any dust, smell, spark and noise pollution.
3. To display any machinery, plywood sheets, or iron sheets with at least 15 mm. thickness must be paved under machinery for weight distribution.

### **Security**

1. QSNCC's security staff will patrol public area, entrance, and exit of the venue.
2. Car parking space is prohibited to use for other activity unless there is a written permission from Event Services Department.
3. Overnight parking is not allowed unless there is permission from Event Services Department.

4. Other outsources of security services are not allowed inside QSNCC.

### **Cleaning**

1. QSNCC's cleaning staff will patrol public area, entrance, and exit of the venue.
2. Other outsources of cleaning services are not allowed inside QSNCC.

### **Miscellaneous Regulations**

#### **Phone & Internet Installation**

Organizers, Exhibitors, and Person involved must have a service from QSNCC official internet provider only. In case other outsource vendor is required, the importation fee will be applied.

#### **Selling or Distribution of Alcoholic Beverage**

For selling, giving away, or distributing an alcoholic beverage within the event area, Organizers, Exhibitors, and Person involved must present Event Services Department the permission document from concerned government unit at least 7 days prior to the event date.

#### **Pyrotechnics**

The use of pyrotechnics or any type of pyro special effects must request a permission from concerned government unit and provide this document to Event Services Department at least 15 days prior to the event date. Fireman and fire extinguisher must be prepared up to standard during the display period.

#### **Remotely Piloted Aircraft (Drone)**

1. Organizers, Exhibitors, and Person involved must request a permission document with concerned government unit and provide it to Event Services Department at least 15 days prior to the event date.
2. Drone must be in good condition while operating.
3. Getting a permission from those landlords before flying.
4. Studying area floor plan and aerodynamics are a must.
5. Preparing emergency plan for an accident, medical treatment and problem solving in the case that drone is out of control.

6. Keep up drone maintenance as per manufacturer's manual
7. Proficiency of drone piloted & drone system is a must
8. Drone controller must carry a copy of registration certificate at all time during operating a drone
9. Drone controller must prepare a fire extinguisher during operating and must also apply an insurance valued at least 1,000,000 THB. - per a claim.
10. Drone operation that may harm the life, body, property and disturbing others is strongly forbidden.
11. Making sure there is no obstruction during drone taking-off and landing.
12. Drone must be in the sight of controller during flying. **DO NOT use only** the drone camera or any similar equipment to control the drone.
13. Operating the drone outside the building is allowed only between sunrise and sunset so that the controller can clearly monitor it.
14. flying must not be over 90 m. (300 feet) height above the ground.
15. Drone flying must not infringe human rights & privacy of other persons.
16. Drone flying must not disturb or bother other persons.

### **Lucky Draw**

Lucky draw or sweepstakes (except an internal party celebration within organization) must request a permission from concerned government sectors and provide this document to Event Services Department at least 7 days prior to event date.

### **Live Broadcasting**

For live broadcasting & television recording with mobile vehicle, organizers must inform Event Services Department at least 7 days prior to the operation date. Outside broadcasting car (OB) is allowed to park at only the designated parking area. Organizer must wire all cables neatly & properly in all area.

### **Deposit for Damages**

Organizers or Contractor must pay a damage insurance **50,000 THB. - (Fifty Thousand Thai THB) per Hall per Event** (not over 200,000 THB. -) at least 15 days prior to the setup date, otherwise QSNCC will not allow any construction. Payment can be by 2 methods:

**Cashier cheque**, payable to N.C.C. Management and Development Co., Ltd.

**Bank transfer** to N.C.C Management and Development Co., Ltd.

Terms of Returning Damage Insurance:

- ❖ In case of no damage, full damage insurance will be returned within 21 working days after function end.
- ❖ In case of the damage valued below the paid damage insurance amount., QSNCC will assess the damage and deduct this damage amount from damage insurance. Then the remaining damage insurance will be returned within 21 working days after function end.
- ❖ In case of the damage valued over the paid damage insurance amount, Organizers, Contractors, or Exhibitors must settle the outstanding balance to N.C.C. Management and Development Co., Ltd. within 10 working days after function end.

**I hereby acknowledge & accept all the QSNCC's rules and regulations.**

Event Name.....Event Date.....

Company Name.....

Official Contractor.....

Person in charge.....

Contact Number.....Email.....

In case of any exhibitor build up booth on their own,  
please specify company's name as contractor and exhibitor.