

APPENDIX 1

OPERATIONAL SCHEDULE

EXHIBITION HALL 4 & 5, KL CONVENTION CENTRE

Important Notes:

1. This Schedule is applicable for Exhibition Hall 4 and 5 of KL Convention Centre.
2. **Specially designed booths must be removed latest by 7.00pm, 15 July 2006.**
3. All items left in hall including booth designs or decorations will be cleared and removed unless a special arrangement has been made with PIKOM or the official contractor, QUBE Integrated Malaysia Sdn Bhd.

DATE	TIME	ACTION	PARTIES INVOLVED
11 JULY 2006 (Build-up, 1 st Day)	9.00am-6.00pm	Build-up	PIKOM, QUBE
	11.00am-6.00pm	Build-up	Other Contractors
	6.00pm	Hall Close	PIKOM, QUBE, Other Contractors
12 JULY 2006 (Build-up, 2 nd Day)	9.00am- 6.00pm	Continue Build-up	PIKOM, All Contractors
	11:00am-6.00pm	Move-in & Set-up	Exhibitors
	6.00pm	Loading Bays & Hall Close	Exhibitors, All Contractors
13 – 14 JULY 2006 (Actual 1 st & 2 nd day)	9.15 am	Hall Open	PIKOM & Exhibitors
	7.30pm	Hall Close	Visitors
	8.00 pm	Hall Close	PIKOM & Exhibitors
15 JULY 2006 (Actual 3 rd day)	9.15am	Hall Open	PIKOM & Exhibitors
	6.00pm	Hall Close & Tear Down	Visitors
	6.00pm-7.00pm	Move Out ALL Exhibits	Exhibitors
	7.00pm-10.00am	Tear-Down	All Contractors

OPERATIONAL SCHEDULE – continued
KL CONVENTION CENTRE - LOADING ROUTES & SCHEDULES

12 JULY 2006

1. All exhibitors are allowed to unload their exhibits at the loading bay from 11:00 am to 6.00 pm. The loadings bays will be closed at 6.00 pm sharp and there will be no extension.
2. Entrance into the service road is one way from Exxon Mobil side and exit at the Mandarin Oriental side.
3. Access to service road to the loading docks will be base on first come first served basis. Delivery vehicle to Hall 4 & 5 are required to wait along the slip road from Jalan Kia Peng.
4. Upon availability of vacant loading bays in the loading only will the delivery vehicle be allowed into the service road.
5. All vehicles unloading should have a driver and an accompanying person. To gain entry into the loading bay, the driver must produce an exhibitor or contractor pass. All delivery and move in is located between loading bay 4 & 5.
6. No Temporary passes will be issued on the spot. Failure to produce a pass will result in the vehicle not being allowed to enter the loading bays.
7. Please brief your drivers/transporter where your booth is located. The security will not allow them into the loading bay until they are able to advise the security.
8. Your driver will be allocated approximately not more than one (1) hour to unload your items. Your driver will have to provide his hand-phone number to the security so that they can be contacted to remove the vehicle if necessary.
9. The loading/unloading will be marshaled by the security of the KL Convention Centre.
10. Exhibitors may come in to set up their booths through the "Entrance/Exit" at Hall 5.

OPERATIONAL SCHEDULE – continued
KL CONVENTION CENTRE - LOADING ROUTES & SCHEDULES

13 JULY 2006

1. Exhibitors will be allowed into the halls at 9.15 am on 13th July 2006. Exhibitors can gain access into the halls from 9.15 am onwards via Loading Bay Hall 4 (side door) & "Entrance/Exit" at Hall 4.
2. Exhibitors are no longer allowed to **enter** through the "Entrance/Exit" at Hall 5.
3. Only hand carried goods are allowed into the lifts from the parking bays in the venue. No trolleys are allowed onto the lifts, concourse area and the main lobby due to the potential damage it can cause to the venue.
4. At the end of the day, exhibitors may remove their exhibits via loading bays 4 & 5. Please note that you have to fill up an exhibitor goods removal form available at PIKOM's Site Office and have supporting documents such as invoices & delivery orders to show proof of ownership and submit it to the security to exit with the goods.
5. All the entrances, exits & loading bays will close at 8.00 pm sharp.

14 JULY 2006

Same as above.

15 JULY 2006

Same as above except:

1. All loading bays will open from 6 pm onwards
2. No removal forms will be required from this time onwards
3. All the doors in Halls 4 & 5 will be opened for exhibitors to hand carry their belongings out.
4. Exhibition Halls & all loading bays will close at 10.00 pm sharp.