



TRENCHLESS ASIA 2024

EXHIBITOR MANUAL



www.trenchlessasia.com

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Event Timetable

INSTALLATION

| | | | |
|---------------------------|--------|--------------|--------------|
| Space Only | Sunday | 14 July 2024 | 10:00 -24:00 |
| Space Only & Shell Scheme | Monday | 15 July 2024 | 08.00 -22.00 |

All stand fitting & interiors should be completed by 22:00 Monday 15 July 2024

EXHIBITION OPEN PERIOD

| | | | |
|-----------|--------------|-------------------------|-------------|
| Tuesday | 16 July 2024 | Opening Ceremony | 10.00-10.30 |
| | | Exhibition | 10:30-17:00 |
| Wednesday | 17 July 2024 | Exhibition | 10:00-16:00 |

DISMANTLING

Space Only & Shell Scheme

| | | | |
|-----------|--------------|--|-------------|
| Wednesday | 17 July 2023 | | 16:00-22:00 |
|-----------|--------------|--|-------------|

N.B. All exhibits and stand fittings to be removed by 22:00 on Wednesday 17 July.

Useful Contacts

Organisers

Westrade Group Ltd
Carotino House
Bury Lane, Rickmansworth
Hertfordshire
United Kingdom WD3 1ED
Telephone: + 44 (0)1923 723 990
Website: www.trenchlessasia.com

Event Team

Contact: Kathryn Boi, Event Manager kboi@westrade.co.uk
Contact: Annabelle Keately, Events Coordinator akeately@westrade.co.uk

Sales

Trevor Dorrell – tdorrell@westrade.co.uk

Venue

World Trade Center Metro Manila

WTCMM Building, Sen. Gil J. Puyat Ave. cor.
Diosdado Macapagal Blvd., Pasay City 1300
Telephone: (632) 8982-0000

Email: rbdeluna@wtcmanila.com.ph
Contact: Ranille B. De Luna, Operations Manager
Website: <https://www.wtcmanila.com.ph>

Shell Scheme, Electrical Fittings & Furniture

[Cityneon Philippines Inc.](#)

8481 West Service Rd., Km 14, Brgy.
Merville, Parañaque City,
Philippines 1709
Telephone : + 63 2 8776 4612
m +63 915 603 4133
m +63 917 709 3533
email: thess@cityneon.com.ph

Freight Services

SITE Event Logistics
Contact: Lee@siteeventlogistics.com
Tel: +44 (0) 7841 627 642

Official Show Guide

Westrade Group Ltd
Telephone: + 44 (0)1923 723 990
Email: kboi@westrade.co.uk
Contact: Kathryn Boi
Trenchless Works contact – Leigh Abbott labbott@westrade.co.uk

AV Equipment

[Cityneon Philippines Inc.](#)

8481 West Service Rd., Km 14, Brgy.
Merville, Parañaque City,
Philippines 1709
Telephone : + 63 2 8776 4612
m +63 915 603 4133
m +63 917 709 3533
email: thess@cityneon.com.ph

Please find the **AV order form** in our contractor forms link on the website and return to sales.org@cityneon.com.ph

General Information

This manual is designed to inform and assist exhibitors in preparation for Trenchless Asia 2024 exhibition. It covers all practical points for participation in the show and gives details of official contractors appointed for this event. If you require any information, which is not contained in this manual, please contact the organisers.

Organiser's Forms

Completion of Form 1 (Health & Safety) and Form 2 (Risk Assessment) is mandatory for all exhibitors. Completion of all other forms is optional depending on your own individual stand. Please open Form 3 and only complete if the items listed are relevant to your display. Please only fill in Form 4 if you will have other companies represented on your stand, these could be your agents, principals, owners, subsidiaries, dealers or distributors. Please send the relevant forms to Annabelle Keatley at akeatley@westrade.co.uk

Form 1 Health and Safety form

Form 2 Risk Assessment

Form 3 Exhibit Information

Form 4 Represented Companies

(Please see forms as appendix of this document)

1.1 Payment

The rent of stand space contracted by exhibitors is payable to the organisers in accordance with the payment schedule detailed on the exhibitor's space contract.

In all cases space costs must be paid in full prior to the opening of the exhibition.

Please note: no exhibitor will be allowed to occupy stand space prior to full payment of space costs.

1.2 Badges & Passes

Exhibitor badges will be supplied to named individuals and will be available for collection from the registration desk on site. We will send information regarding ordering name badges.

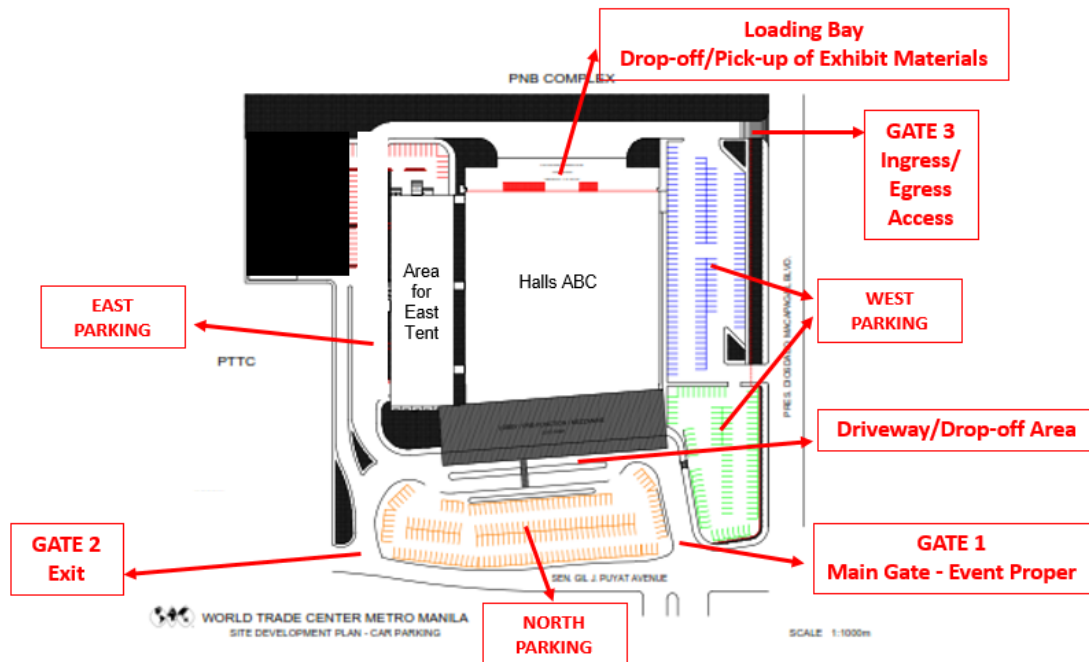
1.3 AV and Equipment Hire

AV and Equipment such as TV Monitors, projector and screen for your stand can be ordered via **Cityneon** on the form provided in our contractor forms link on the website.

1.4 Catering

A catering facility will be provided. Exhibitors who may wish to order catering supplies to be delivered to the stand are invited to use the form supplied by the catering company, details to follow.

1.5 Car parking



1.6 Stand cleaning

General cleaning is included in exhibitors' participation costs. The cleaning contractors are not responsible for cleaning exhibits or display material. Additional cleaning can be organised with the venue.

1.7 Security

Although the organisers will be providing adequate security, they cannot be held responsible for any loss, damage or accident, which may occur to the property of either exhibitors or their personnel whilst at the Centre.

Never leave equipment or displays of value unattended, most particularly during the installation and dismantling periods when it is impossible to check ownership of items of equipment being carried into and out of the hall.

1.8 Insurance

Exhibitors are responsible for insuring against any legal liability incurred in respect of injury or damage to property belonging to third parties.

In addition, it is recommended that exhibitors protect their expenditure against Abandonment and Cancellation or Curtailment of the event due to reasons beyond the organisers' control and/or non-arrival of their own exhibits.

The organisers do not accept responsibility for damage to stands or loss of any property on any stand or anywhere else in the exhibition; or in any course of its delivery there to or removal therefrom, from any cause whatsoever.

The organisers are not responsible for any loss sustained by exhibitors from fire, theft, damage or any reason; or for personal injury or loss to or by any person employed by the exhibitor or third party.

Exhibitors must cover themselves by insurance for the above and other circumstances as required. Exhibitors are strongly advised to insure exhibits whilst at the exhibition - including display material, personal effects and items on hire including video and computer equipment.

1.9 Public address system

The public address system will be used for messages during the build-up and breakdown periods only.

Whilst the exhibition is open, the use of this facility will be restricted to organisational and emergency announcements only. The understanding of this restriction by exhibitors and their visitors is much appreciated.

1.10 Noise

Objectionable sound devices may not be used.

1.11 Terms & Conditions

Please read the Trenchless Asia 2024 Exhibition Terms and Conditions which are included in your confirmation paperwork.

1.12 Internet Access

Shared wireless internet access with bandwidth 500 MBPS is available in exhibition hall.

Should you require dedicated wired internet for live streaming, data uploading etc. can be arranged through the venue **World Trade Center Metro Manila** via the forms found on our website.

You can place your orders via the venue, rate details attached **no later than** 3 weeks before the event.

1.13 Heavy Machinery on Display

Floor load capacity in Hall A is 250lb per sq ft.

Any exhibitor displaying heavy machinery or products at Trenchless Asia 2024 is required to complete the **Heavy Equipment Entry Permit** found on the link on our website for equipment/materials weighing more than 4 tons.

Please send details of any heavy equipment or machinery to kboi@westrade.co.uk

2.0 Venue

Trenchless Asia 2024 will be held at the [World Trade Centre Metro Manila](#).

Please find along with this manual a separate file with their comprehensive information regarding exhibiting.

2.1 Exhibitors' Deliveries and Freight

No delivery vehicle will be allowed to enter without a **Delivery Vehicle Gate Pass**.

- The Centre does not have onsite storage and cannot accept freight and shipment on behalf of exhibitors.

- Exhibitors who chose to manage their own freight carrier to the venue during the specified move-in and move-out day must notify the official logistics contractor 5 days prior to the move in date.
- It is important to ensure that sufficient move-in and move-out time is allocated.
- Advance deliveries and freight shipments are not permitted prior to the move-in date.
- Use of own forklift, tow motors, cranes, dollies, pallet jacks are not allowed under any circumstances.
- In the event that the exhibits (e.g. machinery, tool and equipment) required to be move-in/out and cannot be hand-carried, the official show freight forwarders, SITE Event Logistics, must be engaged to handle them by using the correct tool and method. The services of which will be chargeable by SITE Event Logistics.

Stand Details

This section of the manual provides you with information on Terms & Conditions and specifications associated with Shell Scheme and Space Only stands and additional options to enhance your presence at the event.

3.1 Stand numbers

Exhibitors' stand numbers will be as stated on the organisers' Space Contract Form unless otherwise agreed with the organisers.

Only one number will be used.

3.2 Exhibition layout

As the organisers endeavour to accommodate as many individual dimension requirements as possible, the exhibition floor plan may be subject to alteration at any time up to the opening of the exhibition.

All exhibitors affected by layout changes will be notified.

3.3 Shell Scheme Packages

Please complete the Shell Scheme **Fascia Name Board form** supplied by **Cityneon** and return it to sales.org@cityneon.com.ph by 5th July. Please also take note of the information regarding your basic Shell Scheme packages in this form.

Exhibitors taking advantage of the shell scheme packages will have the following choice:

1. **Standard Shell Scheme (9, 12 and 15sqm)**
 - Back and side wall – Aluminium support system with white melamine finish
 - Fascia Panel
 - Single colour needle punch carpet
 - 1 x information table
 - 2 x folding chairs
 - 1 x Waste Basket
 - 2 x Tube Light
 - 1 x 220 v electrical socket

2. Standard Shell Scheme (18sqm and above)

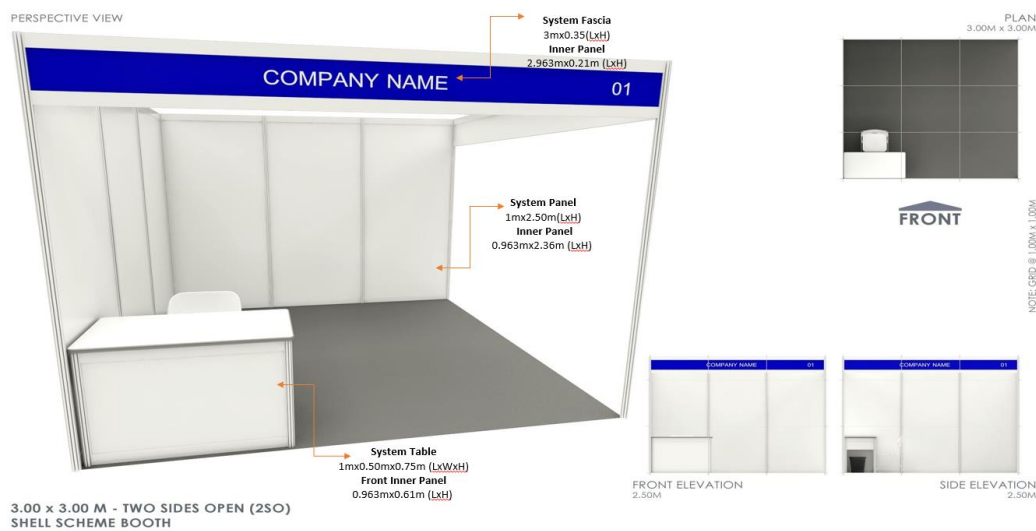
- Back and side wall – Aluminium support system with white melamine finish
- Fascia Panel
- Single colour needle punch carpet
- 2 x information tables
- 4 x folding chairs
- 2 x Waste Baskets
- 4 x Tube Light
- 2 x 220 v electrical socket

Additional wall panels, shelving, doors, electrical items or features may be ordered via the Shell Scheme Contractor in 3.5 below

Shell Scheme Specification

Wall height is 2.5m

Please check below shell scheme booth image for the wall & graphics size:



3.4 Fixing methods for graphics

The following methods can be used to attach graphics and other display material to shell scheme walls:

Velcro tabs - 'male and female' are required to fix to wall panels.

Hanging chains for heavy items - contact the shell scheme contractor for advice/availability Screws and nails are not acceptable. Any damage caused to wall panels will be charged to the individual exhibitor.

When preparing graphics, please refer to the sizing on the shell scheme booth image.

3.5 Shell scheme, electrical fittings & Furniture

The shell scheme, along with furniture and electrical packages are supplied on hire from the shell scheme contractor, as specified in shell scheme packages.

A full list of optional items also available on hire are listed on the **Cityneon Order Form**.

Note: All connections to electrical supplies must be made by the official contractor.

If a 24-hour electrical supply is required, special arrangements must be made in advance.

Electrical and Furniture Order form is available within the contractor forms link and returned to sales.org@cityneon.com.ph by 5th July.

Cityneon have also provided an optional Service Location Plan form for all exhibitors who wish to sketch the location of their utilities, such as Lighting / Socket / Connection point / Refrigerator / Shelf / Furniture including your entitlement for Standard Shell Scheme Booth on the Form. It is imperative that you complete this form as it will be used to install your requirement in the correct location before you arrive on-site.

Please note that the fluorescent lights are at the back of the fascia board.

If the location plan of any service is not submitted, it will be placed at the discretion of the official contractor and any relocation costs will be charged to the exhibitor.

3.6 **Space Only Stands**

The organisers require plans of free design stands, showing the ground plan and elevation (preferably drawn on a 1:200 scale).

Exhibitors should see that such plans are submitted as soon as possible and at least four weeks prior to the show opening, by themselves or any designer or contractor they may appoint. The following conditions apply:

- a. Stands and/or displays must be constructed in accordance with regulations laid down by the Authorities in the Exhibition Terms & Conditions.
- b. If the height of any solid wall exceeds 2.5m please ensure all plans submitted for approval.
- c. Existing signs must be left visible and access left free for fire-fighting equipment.
- d. All stand fitting should be backed-up, where necessary, to present a clean appearance from the gangways and adjoining stands. In the case of part-island sites, exhibitors are required to erect dividing walls to the height of 2.5m and it is suggested that they liaise with neighbouring exhibitors with regard to the construction and finishing of dividing walls.
- e. All stand fitting must be completed by 22:00 on Monday 15 July 2024.
- f. All exhibits, display and waste material must be removed from the site by 23:00pm on Wednesday 17 July 2024.

If you are using an additional contractor to Cityneon, please complete the **'Outside Contractor'** Form, with assistance from your appointed contractor and return these to Cityneon by the deadline date specified in each form. Please note the costs outlined in the form.

3.7 **Gangways**

Under no circumstances will exhibits, stand dressings, tables and chairs etc, be allowed in gangways.

Such items will be removed without warning.

Please make sure that all your exhibits are kept inside your stand area at all times.

3.8 Dilapidations

Exhibitors are responsible for any damage caused by their staff or contractors to the fabric of the exhibition hall, or to the site in general.

4.1 Freight Arrival Deadlines

We are pleased to announce that **SITE Event Logistics** have been appointed as the sole official international freight forwarder and onsite material handling contractor. No other company is permitted to handle freight onsite at the exhibition centre.

Through **SITE's** global office network, **SITE** are able to offer tailored solutions to your shipping requirements. **SITE** will assist all your documentation requirements free of cost to ensure shipments clear customs in time. As the recommended logistics contractor **SITE** will be able to provide the most competitive rates along with priority delivery to stand for clients who book services direct. **SITE** have different options available so please let them know which one you prefer.

DO NOT SEND ANY SHIPMENTS DIRECT TO VENUE AND OR TO YOUR REPRESENTATIVES HOTEL – SPECIFIC IMPORT LICENSES ARE REQUIRED AND COURIER/TRANSPORTERS WILL NOT BE ABLE TO PROCESS THE SHIPMENT FOR CLEARANCE.

Option 1 - Comprehensive all-inclusive freight package – Collected from clients door and delivered direct to stand at the venue.

Option 2 – All courier shipments to be received at the advanced receiving warehouse prior to the show. **SITE** will then deliver the shipments directly to each booth.

Option 3 – Customs clearance and delivery to booth for all modes of transport AIR / SEA / LAND

Document Deadlines

| | |
|---|---|
| For Regulated Products | 20 Working Days Prior Arrival of Shipment |
| Seafreight – Under Temporary Import /Tax Exemption | 03 June 2024 |
| Airfreight – Under Temporary Import / Tax Exemption | 03 June 2024 |

Cargo Arrival Deadlines

| | |
|-----------------------------------|--------------|
| Seafreight - Permanent /Temporary | 24 June 2024 |
| Airfreight – Permanent/ Temporary | 26 June 2024 |

All large machinery above 5 CBM or 1000 kg & self-propelled vehicles must be declared to SITE 10 days prior to the build-up so that they can apply for early access to your booth prior to stand construction.

It is important to note that the venue cannot support with acting as the importer of record on any shipping documents. Please contact SITE ASAP so they can assist with the receiving address and import instructions.

SITE Event Logistics

Contact: Lee@siteeventlogistics.com

Tel: +44 (0) 7841 627 642

4.2 Documentation

- Full details of the documentation requirements for the Philippines and consignee details will be circulated to all exhibitors by the Freight Forwarding Contractor.
- Exhibitors who are in doubt as to whether the export of their goods to the Philippines is restricted should contact the relevant Government or Trade Office of the country of origin.
- Additionally any goods of a hazardous nature should be separately listed on invoice forms and full particulars supplied to the official contractor so that suitable stowage can be arranged.
- Philippines import duty and tax will be liable on all items not re-exported again at the close of the exhibition.

Marketing

Partnership marketing is key to reaching your target markets on the day, the more face to face interactions you have the more sales and business leads are generated and a well thought out media plan ensures we work collaboratively to publicise and promote the event. Trenchless Works is well positioned to help deliver complex media plans, using all available routes to market, including several social media platforms, video content marketing, magazine, website and online advertising. We will help you to promote your company using our networks and connections and associated bodies linking industry networks. For further information please contact Leigh Abbott labbott@westrade.co.uk

Pre-Event Promotion

Marketing collateral will be sent to all exhibitors for use on your media platforms to promote the event. This will include bespoke graphics, general event promotion, flyers and digital content. You may require additional marketing to suit your campaign efforts, if you are setting up longer more in depth campaigns to support and promote Trenchless Asia, this can be discussed on a consultation basis. We would expect our exhibitors to take a pro-active role in helping promote the event to prospective and existing clients, as this will potentially benefit sales. For more information please contact Leigh Abbott labbott@westrade.co.uk

Official Show Guide

All exhibitors should complete their on-line entry using the online Map Dynamics portal using their log ins provided via email, by the deadline date of **Friday 31 May**.

Represented Companies

Make sure you complete this section to list your agents, principals, subsidiaries or distributors who will be represented on your stand.

Advertising

Advertising in the shows official show guide offers a sound investment opportunity for maximising audience awareness of your products and services. Contact Trevor Dorrell tdorrell@westrade.co.uk

Hotel Accommodation

The Westrade team will be staying at this hotel below. You can book using this code direct via their website **TA2024** to get our group discount.

Seda Manila Bay

Asean Avenue Cor. Abueva Road, Aseana City, Paranaque

1701 Metro Manila, Philippines

Tel: +632 5304 8888

Email: manilabay@sedahotels.com

Should you need any further assistance please do not hesitate to contact us.

6.2 Other Local Hotels

[Lanson Place \(Mall of Asia\)](#)

[Admiral Hotel Manila – M Gallery](#)

[Century Park Hotel](#)



Form 1

Health & Safety Declaration

RETURN TO:
WESTRADE GROUP LTD
Carotino House, Bury Lane
Rickmansworth
Herts WD3 1ED UK
Tel: +44 (0)1923 723 990
Email: akeatley@westrade.co.uk
RETURN DATE: IMMEDIATE

| | | | |
|-----------------|--|------------------|--|
| COMPANY: | | STAND NO. | |
|-----------------|--|------------------|--|

It is a condition of entry to the Exhibition that every Exhibitor, Contractor, Sub-contractor, Supplier and their Agents comply with The Health & Safety at Work Act 1974 and all other legislation covering the Venue. The Exhibitor accepts that it is their legal and moral responsibility to ensure that their own and others' Health & Safety is not put at risk by their actions, or inactions, throughout the tenancy.

Our Health & Safety representative on the stand will be:

| | | |
|--------------|------------------|-----------------------|
| NAME: | POSITION: | MOBILE NUMBER: |
|--------------|------------------|-----------------------|

(COMPLETE IN BLOCK CAPITALS)

ADDRESS:

POSTCODE

| | |
|-------------|-------------|
| TEL: | FAX: |
|-------------|-------------|

Tick below as appropriate:

- We have booked a **Shell Scheme** Stand. We have undertaken a Risk Assessment and are satisfied that all our personnel are trained and have been made aware of the potential risks while on site at the Exhibition and we will ensure that they receive a copy of all safety bulletins. We are satisfied that our exhibits on display and work practices will cause no hazards to our personnel or to others on site.
- We have booked **Space Only** indoor exhibition space. The principal contractor named on Form 4 has undertaken a specific Risk Assessment for this event in accordance with The Health & Safety at Work Act 1974 and he has trained his personnel and sub-contractors in all areas identified as being of risk. The principal contractor named on Form 4 has prepared a comprehensive Method Statement for the Exhibition and I am satisfied that he is sufficiently competent to undertake the work required.
- A copy of our own company Health & Safety Policy and Risk Assessment will be available for inspection at the Exhibition. We are also satisfied that all our own personnel are trained and have been made aware of the potential risks while on site at the Exhibition and we will ensure that they receive a copy of all safety bulletins.

TO BE SIGNED BY A SENIOR REPRESENTATIVE OF THE EXHIBITING COMPANY:

Authorised by:

| | |
|--------------|------------------|
| NAME: | POSITION: |
|--------------|------------------|

| | |
|----------------|--------------|
| SIGNED: | DATE: |
|----------------|--------------|



Form 2

RISK ASSESSMENT

RETURN TO: WESTRADE GROUP LTD

Carotino House, Bury Lane
Rickmansworth, Herts WD3 1ED UK
Tel: +44 (0)1923 723 990
Email: akeatley@westrade.co.uk

RETURN DATE: IMMEDIATE

COMPANY:

STAND NO.

| Hazards identified | Personnel or equipment at risk | Probable severity of outcome without controls: High: Fatal/Major Medium: Lost time Low: First aid/Minor | Outcome: personal injury or equipment damage | Likelihood to occur without controls High: Very likely Medium: Likely Low: Unlikely | Control measures that will be used to reduce assessed uncontrolled risks to Low levels. |
|--------------------|--------------------------------|--|---|---|---|
| | | | | | |
| | | | | | |

SIGNED:

DATE:



Form 3

**EXHIBIT
INFORMATION**

RETURN TO:
 WESTRADE GROUP LTD
 Carotino House
 Bury Lane
 Rickmansworth
 Herts WD3 1ED UK
 Tel: +44 (0)1923 723 990
 Email: akeatley@westrade.co.uk
RETURN DATE: IMMEDIATE

COMPANY:

**STAND
NO.**

ONLY COMPLETE THIS FORM IF ANY OF THE ITEMS BELOW ARE RELEVANT TO YOUR DISPLAY.

Please supply details

| | |
|--|-----------------|
| <p>HEIGHT INFORMATION: Is any part of your stand-fitting or equipment on display over 2.5m high?</p> | <p>Details:</p> |
| <p>HEAVY EQUIPMENT: Does any part of your indoor display weigh more than 4 tonnes?</p> | <p>Details:</p> |
| <p>MOVING MACHINERY Will you be displaying moving machines normally requiring guards?</p> | <p>Details:</p> |
| <p>COMPRESSED GAS: Will you be using compressed gasses? If so, please give full details</p> | <p>Details:</p> |

SIGNED:

DATE:



Form 4

REPRESENTED COMPANIES

RETURN TO:
 WESTRADE GROUP LTD
 Carotino House
 Bury Lane
 Rickmansworth
 Herts WD3 1ED UK
 Tel: +44 (0)1923 723 990
 Email: akeatley@westrade.co.uk
RETURN DATE: IMMEDIATE

| | | | |
|-----------------|--|------------------|--|
| COMPANY: | | STAND NO. | |
|-----------------|--|------------------|--|

All companies listed below will be included in pre-show publicity information and the quick reference exhibitor list in the catalogue. They will also be provided with promotional items (dependant on availability) free of charge. The companies listed should be represented on your stand and comply with clause 7 of the terms and conditions, which allows that they fall into one or more categories as your agents, principals, owners, subsidiaries, dealers or distributors.

(Please continue overleaf if more names apply)

| | |
|-------------------|--|
| COMPANY | |
| ADDRESS: | |
| POSTCODE: | |
| TELEPHONE: | |
| FAX: | |
| CONTACT: | |

| | |
|-------------------|--|
| COMPANY | |
| ADDRESS: | |
| POSTCODE: | |
| TELEPHONE: | |
| FAX: | |
| CONTACT: | |

| | | | |
|----------------|--|--------------|--|
| SIGNED: | | DATE: | |
|----------------|--|--------------|--|