



TRENCHLESS ASIA 2026

EXHIBITOR MANUAL



This manual is designed to inform and assist exhibitors in preparation for Trenchless Asia 2026 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.

EVENT TIMETABLE

INSTALLATION		
SPACE ONLY	MONDAY 8 JUNE 2026	11:00 - 21:00
SPACE ONLY & SHELL SCHEME	TUESDAY 9 JUNE 2026	09.00 - 18.00
All stand fitting & interiors should be completed by 18:00 Tuesday 9 June 2026		
EXHIBITION OPEN PERIOD		
WEDNESDAY 10 JUNE 2026 - 10:30 - 17:00		
REGISTRATION OPENS	09:00	
OPENING CEREMONY	10:00 - 10:30	
TOUR OF THE EXHIBITION	10.30 - 11:00	
DRINKS RECEPTION	17:00 - 19:00	
THURSDAY 11 JUNE 2026 - 09:30 - 16:00		
REGISTRATION OPENS	09:00	
CONFERENCE BEGINS	10:00	
EVENT CLOSE	17:00	
DISMANTLING		
SPACE ONLY & SHELL SCHEME	THURSDAY 11 JUNE 2026	16:00 – 22:00
N.B. All exhibits and stand fittings to be removed by 22.00 on Thursday 11 June 2026		

CONTACTS

ORGANISERS - WESTRADE GROUP LTD

Carotino House, Bury Lane, Rickmansworth
Hertfordshire, United Kingdom WD3 1ED

T: + 44 (0)1923 723 990

W: www.trenchlessasia.com

Kathryn Boi - kboi@westrade.co.uk

Stuart Hillyard - shillyard@westrade.co.uk

Paul Harwood - pharwood@westrade.co.uk

QSNCC – EVENT VENUE

www.qsncc.com/en

MAIN CONTACT:

Charn Amornchaiprasit (Bill)
N.C.C. Management & Development Co.,Ltd.

charn.amo@qsncc.com

T: (66-2) 229-3417

FREIGHT & SHIPPING SERVICES

Lee Alford
Compass Event Logistics
T: 0044 7841 627642
E: lee@compasseventlogistics.com

HEADQUARTER HOTEL

BANGKOK MARRIOTT MARQUIS QUEEN'S PARK

Available to book via our website from 27 March 2026

Other local hotels also available to book:

- Moderna by Fraser Bangkok – closest to venue
- AETAS Lumpini
- Centre Point Sukhumvit 10
- Solaria Nishitetsu Hotel Bangkok
- Sofitel Bangkok Sukhumvit

STAND CONTRACTORS – SPACE ONLY

FOR ALL BESPOKE SPACE ONLY STAND DESIGN REQUIREMENTS PLEASE CONTACT:

N.C.C. Management and Development Co.,Ltd.
Ratchaphum Thanawasinkul ratchaphum.tha@qsncc.com

ELECTRICAL FITTINGS & ADDITIONAL FURNITURE

An online portal will be available for exhibitors who wish to order furniture and electrical equipment for their shell scheme booths. A link will be provided for exhibitors in order to request access credentials (username and password) for the portal. **Deadline 23 April 2026**

[REGISTER HERE](#) to receive a username & password or scan the QR code below



AV EQUIPMENT HIRE – TV/ELECTRICAL

ELECTRICAL FITTING & SUPPLIES SERVICE FORM

For any queries please contact:

N.C.C. Management and Development Co.,Ltd.

Supranee Chomdee supranee.cho@qsncc.com

SHELL SCHEME GRAPHICS

N.C.C. Management and Development Co.,Ltd.

Nuttaporn Tadatonggul nuttaporn.tad@qsncc.com

Direct Tel: (+66) 2-229-3421

GRAPHICS ORDER FORM

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 check 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.

ORGANISER FORMS

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.

BADGES & PASSES

Please register all exhibitor personnel for your stand using our **EXHIBITOR REGISTRATION – the link will be sent to you once available.** Badges can be collected from our registration desk on **Tuesday 9 June from 14:00. – the deadline for providing names to us is Friday 15 May 2026.**

All stand personnel must present their badge when they need to enter the exhibition hall for setup or tear down. Any stand contractors / staff who do not have a name badge can get the venue contractor badge with the security staff at the loading area by using an identification card in exchange. However, please note that loss or damage of venue contractor badge shall be fined 300 THB per card.

STAND CATERING

Suphawinee Chumsuk suphawinee.chu@qsncc.com

N.C.C. Management and Development Co.,Ltd.

Tel: (66)2-229-3164

CATERING ORDER FORMS

ADDITIONAL STAND CLEANING

ADDITIONAL CLEANING FORM

For queries please contact:
Suttipat Neamkhuntod Suttipat.nea@qsncc.com
Event Services Executives
N.C.C. Management and Development Co.,Ltd.
T: +66 (0) 2229 3044

Stand cleaning is included in exhibitors' participation costs. but are not responsible for cleaning exhibits or display material.

INTERNET ACCESS

Shared wireless internet access is available in exhibition halls. Should you require dedicated wired internet, this can be arranged through the venue.

HEAVY MACHINERY ON DISPLAY

Any exhibitor displaying heavy machinery or products at Trenchless Asia 2026 is required to send full specification details and images of the machine/product to the organisers immediately.

Please email Kathryn Boi with all measurements, weight details and images at your very earliest opportunity to kboi@westrade.co.uk

PLEASE NOTE MAXIMUM WEIGHT FOR THE EXHIBITION HALL IS 1,500 kg. PER SQUARE METER. Please ensure that the weight of any machine or equipment does not exceed the floor's capacity.

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.

Stand numbers

Exhibitors' stand numbers will be as stated on the floorplan unless otherwise agreed with the organisers. Only one number will be used.

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.

SHELL SCHEME

Please complete the Shell Scheme Fascia Name Board form either via the form or on the exhibitor portal [OR USING THIS FORM](#) WHERE YOU CAN ALSO ORDER ADDITIONAL FURNITURE.

STANDARD SHELL SCHEME PACKAGE

Standard booth size 3.00 x 3.00 x 2.50 m. System structure size 3.00x 3.00 x 2.50 m.

- Fascia board with company name and booth number
- 1 unit Lockable cabinet
- 1 unit Round table
- 2 units Fiber chairs
- 1 unit Waste basket
- 2 units Fluorescent
- 1 unit Socket 5 Amp
- 1 unit Grey carpet (3.00 x 3.00 m.)



Standard booth size 4.00 x 3.00 x 2.50 m. System structure size 4.00x 3.00 x 2.50 m.

Standard booth size 5.00 x 3.00 x 2.50 m. System structure size 5.00x 3.00 x 2.50 m.

- Fascia board with company name and booth number
- 1 unit Lockable cabinet
- 1 unit Round table
- 2 units Fiber chairs
- 1 unit Waste basket
- 2 units Fluorescent
- 1 unit Socket 5 Amp
- 1 unit Grey carpet (4.00 x 3.00 m.)



Standard booth size 6.00 x 3.00 x 2.50 m. System structure size 6.00x 3.00 x 2.50 m.

- Fascia board with company name and booth number
- 2 unit Lockable cabinets
- 2 unit Round tables
- 4 units Fiber chairs
- 2 unit Waste baskets
- 4 units Fluorescent
- 2 unit Socket 5 Amp
- 1 unit Grey carpet (6.00 x 3.00 m.)



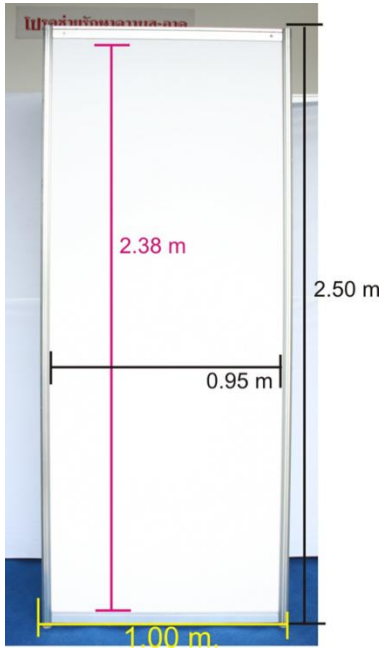
STAND GRAPHICS

There is an order form for any stand graphics and printing.

GRAPHICS AND PRINTING ORDER FORM

Deadline 23 April 2026

Note: maximum recommended width for graphics is 0.95m wide.



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.

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 exhibitor portal or using [THIS 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.

SPACE ONLY STANDS

The organisers require plans of free design stands, showing the ground plan and elevation (preferably drawn on a 1:200 scale). Please send to kboi@westrade.co.uk

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. The height of any solid wall must not exceed 2.5m.**
- 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 18:00 on **Tuesday 9 June 2026**.
- f. All exhibits, display and waste material must be removed from the site by 22:00 on **Thursday 11 June 2026**.

If you are using an additional contractor to N.C.C please inform us of the company details and contact information to provide the information to the venue.

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.

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.

CAR PARKING

05:00 - 24:00 Level B1 / Level B2 / Level LM

QSNCC provides indoor parking for up to 3,000 vehicles from 5.00 to 24.00. (Parking validation is available from 07.00 -21.00 hrs. at any information counter.) The car park has direct elevator access to the event levels. Accessible parking, and Priority parking are at B1 and B2 levels while EV charging bays are at B1 level.

EVENT SHOW GUIDE

All exhibitors should complete their on-line profile using the Map Dynamics portal using the details provided via email, this information is used for the event show guide - deadline date of **FRIDAY 17 APRIL**

The minimum requirements for this are to add the below;

- **Contact address, telephone and email**
- **Company description - maximum 100 words**

You also have the possibility of adding the details of who will be on the stand, photos, links to video, social media and more. It is a great way of showcasing your company and is free of charge to exhibitors.

REPRESENTED COMPANIES

Make sure you complete the [ONLINE FORM](#) to list your agents, principals, subsidiaries or distributors who will be represented on your stand.

EXHIBITORS' DELIVERIES

OFFICIAL SHIPPING PARTNER:

We're happy to announce that Compass Event Logistics has been appointed by Westrade as the official freight forwarder and on-site logistics partner for this event. With a global office network and years of experience supporting exhibitions worldwide, Compass provides end-to-end shipping solutions tailored to your needs — from documentation support and customs clearance to final delivery direct to your stand. All documentation assistance is provided free of charge, ensuring a smooth and stress-free experience.

By booking directly with Compass, you'll benefit from:

- Preferential rates
- Priority delivery to your booth
- 24/7 telephone contact
- Local support from a dedicated logistics team

AVAILABLE SHIPPING SERVICES

Option 1 – Door-to-Stand All-Inclusive Service:

Compass collect your materials from your premises and deliver them directly to your stand — hassle-free and fully managed.

Option 2 – Courier Shipments via Advance Warehouse:

Send your materials to our advance warehouse prior to the event. Compass will ensure they are safely delivered to your booth in time for setup.

Option 3 – Empty Case Handling & Storage:

With limited on-site storage at the venue, we recommend booking empty case handling with Compass in advance (minimum 48 hours before build-up).

KEY SHIPPING DEADLINES

Document Deadlines

SEA FREIGHT: 11th May 2026

AIRFREIGHT: 18th May 2026

Shipment Arrival Deadlines in Bangkok

SEA FREIGHT: 18th May 2026

AIRFREIGHT: 25th May 2026

Shipment Arriving Compass Advance Warehouse 26th May 2026

If you are choosing the door-to-door option, please contact Compass Event Logistics as soon as possible.

IMPORTANT CUSTOMS NOTE

Please be aware that the venue cannot act as the Importer of Record. Customs are very strict and there are many import regulations. For accurate import guidance and to obtain the correct shipping address, contact Compass as early as possible

OUR RECOMMENDATION

We highly recommend sending your materials to Compass's advance warehouse rather than shipping directly to the venue. This ensures secure handling and delivery to your stand, avoiding potential customs delays or misplacement on-site.

Please note: If materials are sent directly to the venue, Westrade and or Compass Event Logistics cannot accept liability for lost or delayed items. Compass and their local team will do their best to assist on-site, but pre-booking services is the best way to ensure a smooth delivery.

EXHIBITORS DELIVERIES

- 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 on lee@compasseventlogistics.com
- 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, Compass Event Logistics, must be engaged to handle them by using the correct tool and method. The services of which will be chargeable by Compass Event Logistics.

HEAVY LIFT ITEMS

ANY single item exceeding 2m x 2m x 2m – 2,000kgs needs to be pre-booked with Compass Event Logistics a minimum of 14 working days PRIOR to 1st day of build, 8th June.

The venue have strict guidelines and weight restrictions for items entering the halls. Compass Event Logistics and Westrade cannot be held responsible for any item being refused entry to the show if the above is not strictly adhered to. For bookings, guidance, or a personalised quote, please contact:

LEE ALFORD

COMPASS EVENT LOGISTICS

T: 0044 7841 627642

E: lee@compasseventlogistics.com

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.

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

EXHIBITOR TERMS & CONDITIONS

Please read the Trenchless Asia 2026 Exhibition Terms and Conditions which are included in your stand booking paperwork.

EVENT 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

ADVERTISING

Advertising in the event show guide offers a sound investment opportunity for maximising audience awareness of your products and services. For any enquiries please contact Stuart Hillyard shillyard@westrade.co.uk