

EXHIBITOR MANUAL



RE:BUILD 2026
3 | 4 | 5 JUNE
HALL 103 **BITEC**

Organized by



G List of order forms

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 EEC ENGINEERING NETWORK EST. 1976	Exhibitor Badge Form	Form 1
	Submission Deadline: April 17, 2026	

Exhibitor Badges can be collected at the Exhibitor Service Center in front of Hall EH 103 on June 2nd from 1:00 PM to 8:00 PM, and on exhibition days from 9:00 AM to 8:00 PM.

Exhibitors wishing to enter the event must register to receive an EXHIBITOR BADGE. This badge is strictly reserved for the use of exhibitors only. Exhibitors or booth staff must not transfer or provide an EXHIBITOR BADGE to personnel or visitors who are not participating in the exhibition. Visitors should register as attendees. An EXHIBITOR BADGE should not be requested for any person under the age of 18. The EXHIBITOR BADGE is valid during both the construction days and the exhibition period.

QUOTA OF EXHIBITOR BADGES	
Size of Booth	Badge Quota
12 sqm.	6
13-24 sqm.	10
25-48 sqm.	15
49 sqm. up	25

1. Please click the link or scan QR code below to access the form and fill in the details by [April 17, 2026](#).

[Download Form](#)



[Click here to upload your file.](#)

- If exhibitors do not complete the form in Item 1, the Organizer will be unable to provide EXHIBITOR BADGES for you.
- If exhibitors require EXHIBITOR BADGES in addition to the provided quota, there will be a fee of 50 THB per badge. You can register via the link below; [the final deadline for additional name submissions is April 24, 2026](#).

[Download Form](#)



[Click here to upload your file.](#)

- For further information, please contact the Project Department:

Ms. Phitchadarat Kramdecha

Tel: +66 (0) 99 914 8394 Email: phitchadarat_kd@eec.co.th

Mr. Yongyuth Chinmahavong

Tel: +66 (0) 99 904 1293 Email: yongyuth_cm@eec.co.th

Ms. Arreeya Khongruai

Tel: +66 (0) 63 212 9237 Email: arreeya_kr@eec.co.th

Contractors or exhibitors must submit Booth construction drawings and all required documents in accordance with the organizer's guidelines.

Official approval is required prior to construction, together with the construction security deposit (cheque cashier's), payment of any overtime charges, and a completed Letter of Responsibility.

All documents must be submitted to the Booth Construction Department by **30 April 2026**.

Section 1: Construction Drawing Submission for Approval

Exhibitors are required to submit Booth construction drawings for official approval in accordance with the following requirements:

Required Documents

- Booth Design Layout Plan (in color)
- Floor Plan / Top View / Front View / Right View / Left View / Back View
- Electrical Installation Plan
- Section Elevation Plan indicating booth height and full dimensions

Please upload all required documents via the link provided below.

<https://forms.gle/MsujysDrPi9H47Xo9>

For Enquiries: Operations Department Ms. Atipa Dechamorn
Mobile: +66 (0) 81-8181833
Email: operation@thenovaexpo.com



**Security Deposit & Central Service Fee Form
(Part 1)**
Deadline: 30 April 2026

FORM 2A

Date: _____

Exhibitor Company: _____ Booth No: _____ Booth Size: 150 Sq.m.
Official Contractor: _____ Cheque Issued By ☐ Exhibitor ☐ Contractor
Coordinator: _____ Tel: _____ Email: _____
Company Address: _____
Contract Person for refund: _____ Tel: _____ Email: _____

1) Security Deposit

THB 1,000 per sq.m. (maximum THB 150,000) Total Amount 150,000 THB
Number of Contractor Badges Required: 15 badges

2) Central Service Fee (Management Fee)

THB 100 per sq.m. Total Amount: 15,000 THB

- Payable to: **EEC Engineering Network Co., Ltd.**
- Bank: Bangkok Bank (Current Account)
- Account No.: 187-3-08844-5
- Withholding tax 3% is applicable (if required under Thai tax regulations)

Payment Method

Cashier's Cheque or Bank Guarantee must be made payable to:

EEC Engineering Network Co., Ltd.

Bank Name: Bangkok Bank
Branch: Ram Intra
Account No.: 187-3-08844-5
SWIFT Code: BKKBTHBK

Submission Address

EEC Engineering Network Co., Ltd.
40 EEC Institute Building, Soi Ram Intra 97
Ram Intra Road, Kannayao Sub district, Kannayao District,
Bangkok 10230, Thailand
Attn: Ms. Sopa Choeymail
Tel: (0)2-005 2900 ext. 3102
E-mail: sopa_cm@eec.co.th

Important Notes

- The Security Deposit guarantees compliance with venue rules and regulations, including those of the venue operator.
- The Deposit will be refunded within 30 days after the event, provided no damage or violation is found.
- Refund collection period: 6–10 July 2026.
- **Please save this form and upload it along with proof of payment for common area services at the link below.**

<https://forms.gle/BohoKYG15fHa2ZNr8>

For Enquiries: Operations Department

Ms. Atipa Dechamorn

Mobile: +66 (0) 81-8181833

Email: operation@thenovaexpo.com

Contractor Liability Declaration Form

Deadline: 30 April 2026

FORM 2B

Date: _____

I, (Mr./Mrs./Ms.) _____ (Full Name),
representing (Construction Company Name) _____,

Address: _____

_____ Telephone: _____

Mobile: _____ Email: _____

am the official contractor responsible for Booth construction for (Exhibiting Company Name)

_____, Booth No. _____

Installation Period: 1–2 June 2026

Exhibition Dates: 3–5 June 2026

Dismantling Period: 5 June 2026, 20:00–23:00 hrs.

I hereby certify and agree to be fully responsible for any loss or damage caused to the venue premises, exhibition area, and/or any products or equipment belonging to other parties during the installation and dismantling periods.

I agree to compensate for such damage at the actual cost incurred, where such damage results from negligence or any act or omission by myself, my staff, agents, or any person under my supervision.

I affix my signature hereto as evidence of this undertaking.

Signature: _____

Printed Name: _____

Title / Authorized Signatory: _____

Emergency Contact Person: _____ 150,000

Mobile Number: _____ 15,000

Please save this form and upload it along with proof of payment for common area services at the link below.

<https://forms.gle/GGt5LRuXvik2E3Cc9>

For Enquiries: Operations Department Ms. Atipa Dechamorn
Mobile: +66 (0) 81-8181833

 Kingsmen C.M.T.I. Plc.	FASCIA NAME Deadline: April 30, 22026	FORM 3
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Exhibitors are required to specify the company name to be displayed on the standard fascia board (maximum 24 characters).

*** Any additional characters exceeding 24 will be subject to a charge of THB 100 per character. ***

Please clearly indicate the name to be displayed.

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Note:

If the exhibitor fails to submit the fascia name within the specified deadline, the organizer will use the company name stated in the contract. Any subsequent changes to the fascia name will incur a replacement fee of THB 1,000.

Standard Fascia Name Example



Company Name:

Booth No.:

Contact Name:

Address

Phone:

Email :

Signature

Date:

Please complete the form, save it, and upload it together with the required documents via the link below:

<https://forms.gle/rABrnwJWrRK86M3N7>

Standard Booth Package (12 sq.m.)

The package includes the following:

Booth Structure

- Standard booth with black panels
- Side walls at 2.5 meters height
- White company name fascia sticker and booth number

Furniture

- 1 Information counter (0.8 m height)
- 2 Chairs
- 1 Waste bin

Electrical Equipment

- 1 Power socket (5 Amp.)
- 2 Fluorescent lamps

Kindly submit the completed documents to **Ms. Benjamaporn Praphrom**. Tel : 02 052 8008 ต่อ 332.

Email : benjamaporn@kingsmen-cmti.com

 EXHIBITION DESIGN & LIGHTING CO., LTD.	Electrical and Lighting Service	FORM 4
	Deadline: 8 May 2026	

Please fill in the form and submit to Exhibition Design and Lighting Co., Ltd. (EDL)
 Ms. Chadaporn Thavinan , Tel 02-693-9544 ext. 120, Email : electrical@edlcdesign.com

1. Breaker installation cost for construction and dismantling (including electrical Consumption)

Item	Description	Cost/Day (Baht)	Date Required	Quantity	Total (Baht)
1	15 Amp/220V. 1 Phase 50 Hz.	1,974			
2	30 Amp/220V. 1 Phase 50 Hz.	2,925			
3	15 Amp/380V. 3 Phase 50 Hz.	4,255			
4	30 Amp/380V. 3 Phase 50 Hz.	6,398			

2. Installation cost of Electrical Equipment (including equipment and electrical consumption)

Item	Description	Standard Rate within 8 May 2026 (Baht)	Rate between 9 May – 5 June 2026 (Baht)	Quantity	Total (Baht)
1	Spotlight LED 9W Standard (daylight)	644	837		
2	Spotlight LED 9W with arm (daylight)	644	837		
3	Fluorescent Light LED 18W (daylight)	644	837		
4	Downlight LED 9W (daylight)	644	837		
5	Floodlight LED 50W (daylight)	1,287	1,673		
6	Floodlight LED 100W (daylight)	2,145	2,789		
7	Floodlight LED 150W (daylight)	2,860	3,718		

3. Breaker for Exhibits (Including Electrical Consumption)

Item	Description	Standard Rate within 8 May 2026 (Baht)	Rate between 9 May – 5 June 2026 (Baht)	Quantity	Total (Baht)
8	Socket 5 Amp 220 V. 50 Hz. (Not for lighting)	644	837		
9	15 Amp/220V. 1 Phase 50 Hz.	4,964	6,453		
10	30 Amp/220V. 1 Phase 50 Hz.	9,218	11,984		
11	15 Amp/380V. 3 Phase 50 Hz.	12,240	15,912		
12	30 Amp/380V. 3 Phase 50 Hz.		22,415		

4. Breaker for Lighting Connections (Including Electrical Consumption)

Item	Description	Standard Rate within 8 May 2026 (Baht)	Order Rate within 9 May – 5 June 2026 (Baht)	Quantity	Total (Baht)
13	15 Amp/220V. 1 Phase 50 Hz.	5,956	7,743		
14	30 Amp/220V. 1 Phase 50 Hz.	9,927	12,905		
15	Consumption surcharge 100Watt max (connected by the exhibitor) *The above rate is the surcharge per light filling (LED bulb 3 units) up to maximum of 100 Watts. *LED strip allow to use 5 meter per unit. *Lightbox are charge according to above condition.	523	680		
Caution: All wiring must have a grounding wire installed to prevent electric leakage.		Amount			
		VAT 7%			
		Total			

Note :

- Do not modify electrical equipment provided by the official contractor. In the event of damages from such modification, the company will be charged 20 times of the manual price.
- The standard voltage that is allowed to be used is 220V and 380V. There will be a fluctuation of 10%. If your device or machine required a constant voltage, you should prepare a stabilizer for your machine.
- Requesting 24-hour electrical service will be charged at a double rate from the original price. Please specify your order in the item box.
- The installation of extension wire must not exceed 2 meters from the electrical hole. If you wish to extend the length of the wire, there will be a charge of 300 baht rental cost per meter. (not include 7% VAT).
- If you request to move the position of electrical location, the charge fee is 300 baht. Requesting repeat re-positioning of breaker location charge is 1,000 baht. For 60A 380V 3P breaker or higher, the service fee is 2,000 baht (the price does not include 7% VAT).
- For onsite order, only cash is accepted. By credit card, a 3% bank fee will be charged. The exhibitor will be responsible for all fees incurred from the transfer.
- The order will only be completed unless the full payment is being transferred to the account below:
 Account Name: Exhibition Design & Lighting Co., Ltd (Head Office) Taxpayer number 0 10554409 804 1
 Account number 138 4 33374 4 (savings account) Bank/Branch: Bangkok Bank Public Company. Intramara Branch
 * Exhibitors are responsible for all transfer fees.
- 50% refund for cancellation of any order within 8 May 2026. There will be no refund after 8 May 2026.

Company Name :		Booth No. :
Contact Name:	Email:	Tel. :



EXHIBITION DESIGN & LIGHTING CO.,LTD.

Electrical Service



SPOTLIGHT STANDARD
LED 9 WATT



SPOTLIGHT WITH ARM
LED 9 WATT



FLUORESCENT
LED 18 WATT



DOWNLIGHT
LED 9 WATT



FLOODLIGHT LED
50 WATT



FLOODLIGHT LED
100,150 WATT



Socket For Connecting
By Exhibitor 100 WATT



SOCKET 5 AMP
(NOT FOR LIGHTING)



BREAKER SINGLE PHASE
15,30 AMP



BREAKER THREE PHASE 15,30 AMP

Water Supply And Drainage



WATER INLET AND
OUTLET HOSES



WATER INLET AND OUTLET
HOSES WASH BASIN

Compressed Air & Smoke Exhaust



INSTALLATION AND
AIR DUCT HOSE



COMPRESSED AIR

TEL; +662-693-9544 FAX; +662-693-9550 WWW.EDLCDESIGN.COM

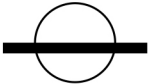
EXHIBITION
DESIGN & LIGHTING

FORM 5

	Location Plan	FORM 5
	Deadline: 8 May 2026	

Please fill in your orders and send them to : Exhibition Design & Lighting Co., Ltd.
Chadaporn Thawinun, Tel 02-693-9544 ext. 120, Email : electrical@edlcdesign.com

Please specify location of utilities point in the form. Otherwise, the company will install them at the contractor's direction and will not be responsible for any costs associated with relocating utilities that have already been installed.

	Spotlight standard (E01) สปอตไลท์มาตรฐาน		Connecting (by Exhibitor) (E12) จุดต่อไฟ (โดยลูกค้า)
	Spotlight w/ arm (E02) สปอตไลท์พร้อมแขน		Connecting by EDL
	Fluorescent Lamp (E05) หลอดฟลูออเรสเซนต์		Water Supply ระบบน้ำประปา
	Socket Point (E08,E09) จุดปลั๊กไฟ		Compressed Air เครื่องปั๊มลม
			Breaker (E10, E11) เบรกเกอร์

BACK/ด้านหลัง

LEFT/ซ้าย

RIGHT/ขวา

FRONT/ด้านหน้า

Company Name :		Booth No. :
Contact Name:	Email:	Tel. :

FORM 6

 EXHIBITION DESIGN & LIGHTING CO., LTD.	Compressed Air	FORM 6
	Deadline: 8 May 2026	

Please fill in the form and submit to Exhibition Design and Lighting Co., Ltd. (EDL)
 Ms. Chadaporn Thavinan , Tel 02-693-9544 ext. 120, Email : electrical@edlcdesign.com

Power	Hose	Pressure		Air flow @free load		Change location	Standard rate	Rate between	Quantity	Total (Baht)
HP	Diameter	Psi	Bar	L/m	cfm	Exhibition Day (Baht)	8 May 2026 (Baht)	9 May 2026 To 5 June 2026 (Baht)		
1	1/4"	100	7	88	3.10	1500	14,379	18,689		
2	1/4"	100	7	180	6.40		18,576	24,149		
3	1/4"	100	7	300	10.60		23,636	30,727		
5	1/2"	100	7	700	24.50		40,025	52,032		
									Amount	
									TAX 7%	
									Total	

Note :

- The above specified items will be provided to exhibitors for service during the show period (on rental only).
- The air compressors listed above do not include air filter or air dryer, if you want to install them, you must prepare them yourself in case you need to use them.
- If you order air compressors later than specified date, or order them on site, the service may not be available.
- For onsite order, only cash is accepted. 3% bank fee will be charged for credit card. The exhibitor will be responsible for all fees incurred from the transfer.
- The order will only be completed unless the full payment is being transferred to the account below:

Account Name: Exhibition Design & Lighting Co., Ltd (Head Office)
 Account number 138 4 33374 4 (savings account)

Taxpayer number 0 10554409 804 1
 Bank/Branch: Bangkok Bank Public Company, Inthamara Branch
- * Exhibitors are responsible for all transfer fees.
- 50% refund for cancellation of any order within 8 May 2026. There will be no refund after 8 May 2026.

Company Name :		Booth No. :
Contact Name:	Email:	Tel. :

 EXHIBITION DESIGN & LIGHTING CO., LTD.	Audio Visual Equipment	FORM 7
	Deadline: 8 May 2026	

Please fill in your orders and send them to : Exhibition Design & Lighting Co., Ltd.
 Chadaporn Thawinun, Tel 02-693-9544 ext. 120, Email : electrical@edlcdesign.com

No.	Item	Standard rate8 May 2026 (Baht)	Rate between 9 May 2026 To 5 June 2026 (Baht)	Quantity	Total Price
1	32" LED TV Monitor + Socket 5 Amps.	6,000	7,800		
2	43" LED TV Monitor + Socket 5 Amps.	8,000	10,400		
3	55" LED TV Monitor + Socket 5 Amps.	11,000	14,300		
4	65" LED TV Monitor + Socket 5 Amps.	14,000	18,200		
5	Stand TV	4,500	5,850		
				Amount	
				TAX 7%	
				Total	

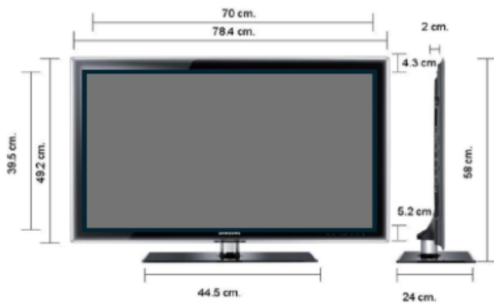
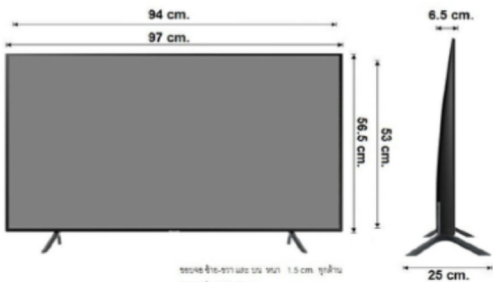
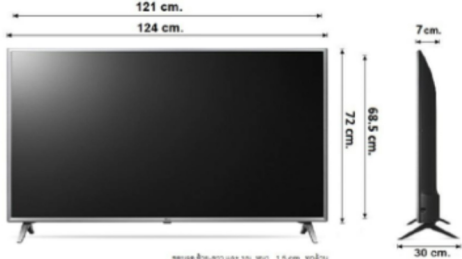
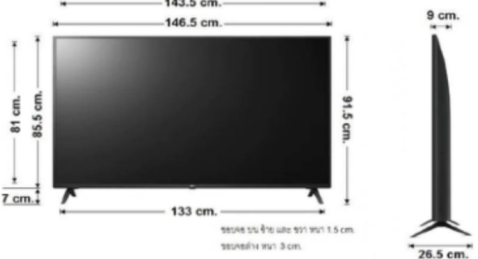
Note :

- The above specified items will be provided to exhibitors for service during the show period (on rental only).
- If the audiovisual system order is later than scheduled or if the reservation is made onsite, the service may not be available depending on stock.
- All audiovisual equipment support connection to USB / Flash Drive / HDMI
- For onsite order, only cash is accepted. By credit card, a 3% bank fee will be charged. The exhibitor will be responsible for all fees incurred from the transfer.
- The order will only be completed unless the full payment is transferred to the account below:
 Account Name : Exhibition Design & Lighting Co., Ltd (Head Office) Taxpayer number 0 10554409 804 1
 Account number 138 4 33374 4 (savings account) Bank/Branch Name : Bangkok Bank Public Company, Inthamara Branch
 * In the case of withholding tax of 3%, the total payment before VAT of 7% must be 1,000 baht or more with an original withholding tax certificate attached, Return to the company.
 ** Exhibitors are responsible for all transfer fees.
- 50% refund for cancellation of any order within 8 May 2026. There will be no refund after 8 May 2026.

Company Name :		Booth No. :
Contact Name:	Email:	Tel. :

AUDIO CATALOGS



	
1	2
32" LED TV Monitor + Socket 5 Amps.	43" LED TV Monitor + Socket 5 Amps.
	
3	4
55" LED TV Monitor + Socket 5 Amps.	65" LED TV Monitor + Socket 5 Amps.
	
5	
Stand TV	

 EXHIBITION DESIGN & LIGHTING CO., LTD.	Water Supply & Drainage	FORM 8
	Deadline: 8 May 2026	

Please fill in your orders and send them to : Exhibition Design & Lighting Co., Ltd.
 Chadaporn Thawinun, Tel 02-693-9544 ext. 120, Email : electrical@edlcdesign.com

Hose	Pressure		Change location	Standard rate	Rate between	Quantity	Total (Baht)
Diameter	Psi	Bar	Exhibition Day (Baht)	8 May 2026 (Baht)	9 May 2026 To 5 June 2026 (Baht)		
1/2" or 13 lm	44	3	2600	7,565	9,835		
1" or 25 lm	44	3	2600	8,926	11,604		
						Amount	
						TAX 7%	
						Total	

Note:

- The above specified items will be provided to exhibitors for service during the show period (on rental only).
- For onsite order, only cash is accepted. By credit card, 3% bank fee will be charged. The exhibitor will be responsible for all fees incurred from the transfer.
- The order will only be completed unless the full payment is being transferred to the account below:
 Account Name: Exhibition Design & Lighting Co., Ltd (Head Office) Taxpayer number 0 10554409 804 1
 Account number 138 4 33374 4 (savings account) Bank/Branch: Bangkok Bank Public Company.
 Inthamara Branch
 * Exhibitors are responsible for all transfer fees.
- 50% refund for cancellation of any order within 8 May 2026. There will be no refund after 8 May 2026.

Company Name :		Booth No. :
Contact Name:	Email:	Tel. :



Special Furniture Rental Service

Deadline: 17 April 2026

FORM 9

Complete and Return to : U-RENT COMPANY LIMITED, 990 Moo 4, Theparak Road, Tambol Theparak, Samutprakarn, 10270

Tel : 0-2 380-1720-2 # 102 ,

E-mail : parichart@u-rent.co.th, sales@u-rent.co.th

Code	Item	Dimension (mm.)	Price/Unit	Qty	Amount (BAHT)
UT 112	RECTANGLE WHITE TOP TABLE	760x1800x730 mm.	1,000.00		
UT 113A	SQUARE WHITE TOP TABLE	750x750 mm.	700.00		
UT 114A	ROUND WHITE TOP TABLE	750x750 mm.	700.00		
UTW 256	ROUND BLACK TOP TABLE	700x750 mm.	1,100.00		
UT115A	ROUND WHITE TOP BAR TABLE	600x1100 mm.	850.00		
UTG 210	SQUARE GLASS TOP COFFEE TABLE	600x1000x420 mm.	1,500.00		
UT 129	RECTANGLE WHITE TOP TABLE	750x1200x750 mm.	750.00		
UT 143	ROUND GLASS TOP BAR TABLE	600x1100 mm.	2,000.00		
UT 160	ROUND GLASS TOP TABLE	650x750 mm.	1,600.00		
UTG 260	ROUND GLASS TOP TABLE	650x750 mm.	1,600.00		
UC 019 W	WHITE CHAIR	630x500x790 mm.	550.00		
UC 019 B	BLACK CHAIR	630x500x790 mm.	550.00		
UC 123	BLACK LEATHER CHAIR WITH ARM CHAIR	550x550x450/870 mm.	850.00		
UCC 205	BLACK COTH CHAIR	580x600x870 mm.	1,250.00		
UCW 263	White Wood Chair Backrest Wood	470x480x780 mm.	750.00		
UCL 218	Black Leather Chair	470x500x770 mm.	850.00		
UCP 321 W	White Chair Lage Wood	450x500x830 mm.	950.00		
UCP 227 W	Plastic White Chair	460x360x780 mm.	700.00		
UCF 230 W	White Chair	600x630x810 mm.	1,200.00		
UCC 317 G	Gray Colth Chair	520x405x860 mm.	1,350.00		
UCL 288	Black Leather Excutive With Arm Chair	410x570x850 mm.	560.00		
UCL 334	Two-Tone Leather Chair,Beige-Black	500x540x880 mm.	1,000.00		
UCL 212 B	Black Leather Bar Stool Chair	440x460x920/1130 mm.	1,250.00		
UCP 335	Plastic Bar Chair,White Leather Seat,Painted Steel Legs	380x430x860 mm.	700.00		
UCL 336	White Leather Bar Stool Chair	350x380x840/1060 mm.	1,000.00		
UCP 312 W	White Plastic Bar Stool	440x510x890 mm.	1,250.00		
USL 117 W	White 3 Seat With Arm Sofa	750x1800x800 mm.	3,500.00		
USL 116 W	White Single Seat With Arm Sofa	750x800x800 mm.	2,000.00		
USL 119 W	White Single Seat With Arm Sofa	750x800x800 mm.	1,700.00		
UA 015	Middle Dusbin	345x250x450 mm.	350.00		
UA 038 B	Black Brochure Stand	350x310x1540 mm.	650.00		
UA 036	Acrylic Brochure Stand	360x270x1490 mm.	1,350.00		
UA 016	Refrigerator 5.5 Q	360x270x1490	4,000.00		
UA 017	Watter Dispenser 1 unit+ Gallon of water 18.5L. 1 Unit + Lass, paper cones 50 cups	220x1680	4,500.00		

Note : 1. Orders received after deadline may not be processed, If accepted, a surcharge of 10% will apply to orders received after the deadline.

2. A surcharge of 30% will be applied to orders made on site.

3. We reserve a refund when canceling on the installation day.

Sub Total

Vat 7%

Grand Total

Company Name :

Booth No. :

Contact Name :

Email:

Tel.:

Order are valid only when accompanied with full remittance. Cheques or tele-transfers should be made payable to
DETAIL OF BANK : "U-RENT COMPANY LIMITED"

Bank: TMB Bank Public Co.,Ltd.,(Thepharak Km.3 Road) , S/A: 151-2-13879-1 (Saving Account), Swift Code TMBKTHBK

FORM 9

				
UT-112 760x1800x730 mm.	UT-113A 750x750 mm.	UT-114A 750x750 mm.	UTW-256 700x750 mm.	UT-115A 600x1100 mm.
				
UTG-210 650x1050x430 mm.	UT-129 750x1200x750 mm.	UT-143 600x1100 mm.	UT-160 650 x 750 mm.	UTG-260 650 x 750 mm.
				
UC-019 W 630x500x790 mm.	UC-019 B 630x500x790 mm.	UC-123 550x550x450/870 mm.	UCC-205 580x600x870 mm.	UCW-263 470x480x780 mm.
				
UCL-218 470x500x770 mm.	UCP321W 450x500x830 mm.	UCP-227 W 460x360x780 mm.	UCF-230 W 600x630x810 mm.	UCC-317G 520x405x860 mm.
				
UCL-288 410x570x850 mm.	UCL-334 500x540x880 mm.	UCL-212 B 400x500x880/1120 mm.	UCP-335 380x430x860 mm.	UCL-336 350x380x840/1060 mm.
				
UCP-312W 510x430x890 mm.	USL-117W 750x1800x800 mm.	USL-116W 750x800x800 mm.	USL-119W 750x800x800 mm.	UA015 345x250x450 mm.
				
UA-038B 220x1680 mm.	UA-036 360x270x1490 mm.	UA-016 5.5 Q	UA-017	

	BITEC ONLINE	FORM 10
	Deadline: 3 May 2026	

English | Sign In



NOVA Expo 2026
Wednesday, 3 June 2026 - Friday, 5 June 2026

Booth Information

Booth n. * ?

Booth Area * ?

Meters ²

OK

BITEC ORDER ONLINE Services details:



Food
A tasty selection of canapes and finger food



Beverage
A wide variety of light and refreshing drinks



Banquet Equipment
A range banquet tools to reflect your style



Meal Boxes
Conveniently packaged ready to eat meals



Cleaning
Delivering all your cleaning solutions from start to finish



Flowers & Plants
Creative plant and floral decorations



Internet
Stay connected with our ADSL internet and wifi services

	Official Freight Forwarder / On Site Handling	FORM 11
	Deadline: 30 April 2026	

This form must be completed and returned by every exhibitor. If service is not required, please endorse 'NOT APPLICABLE' and return to us via E-mail : exhibitions@rogers-asia.com

Contact : Mr. Thanawan Kumsuanjik Tel.: +66 (0) 2 752 6417 Ext. 338

Ms. Areeya Khonsanit Tel.: +66 (0) 2 752 6417 Ext. 336

Company Name: _____ Booth No: _____

Tel: _____ Email: _____

Authorized by (Signature): _____

We appointed Rogers Bangkok Co., Ltd, an Official Forwarding Agent and On-Site Installation Contractor, to transport & deliver the following items to our stand:

No. of Pieces	Description of Contents	Dimensions (meters)	Weight

We also note and understand the following:

1. CONSIGNEE DETAILS

ROGERS BANGKOK CO., LTD.

90/1 Moo.4, Bangchalong, Bangplee, Samutprakarn 10540 Thailand Tel: (662) 752 6417

E-mail: Exhibitions@rogers-asia.com

Notify Party: ROGERS BANGKOK CO., LTD.

For: Exhibitor name: _____ / Booth No. _____

2. DEADLINES

Required documentation for CONTROLLED ITEMS

Required documentation for SEA (Normal cargo)

Required documentation for AIR (Normal cargo)

Arrival of exhibits by SEA FREIGHT

Arrival of exhibits by AIR FREIGHT

PLEASE PROVIDE DETAIL FOR CHECKING AS SOON AS POSSIBLE

15 DAYS BEFORE SHIP CARGO TO THAILAND

15 DAYS BEFORE SHIP CARGO TO THAILAND

10 DAYS BEFORE MOVE IN DATE

7 DAYS BEFORE MOVE IN DATE

3. INSURANCE

It is the responsibility of each exhibitor to arrange Marine (Transport) Insurance covering transport to the exhibition during show day and returning of the exhibits to domicile, including the period the exhibits are handled by Rogers Bangkok Co., Ltd. and also ensure that Transport Insurance is arranged for exhibits sold locally.

We also inform Rogers Bangkok Co., Ltd. that we will be using the services of the company below to freight our exhibits from (country) _____ Name of Freight Forwarder from origin: _____

Contact Person: _____ Tel: _____

Email: _____

SHIPPING INSTRUCTIONS

Please read carefully the information below to understand well our instructions and to avoid unnecessary delays in clearance & additional expenses. If you need more information to arrange the best plan for your exhibits, please feel free to contact us:

Mr. Witsarut Saipat / Mobile : +66 (0) 64 663 4988

Ms. Areeya Khonsanit / Mobile : +66 (0) 83 259 5333

Ms. Thanawan Kumsuanjik / Mobile : +66 (0) 88 985 5688

Email: exhibitions@rogers-asia.com

1. B/L INSTRUCTIONS: All shipments must be sent based on "Freight pre-paid"

*** CONSIGNEE:**

ROGERS BANGKOK CO., LTD.
90/1 MOO.4 BANGCHALONG,
BANGPLEE, SAMUTPRAKAN, 10540 THAILAND
EMAIL: EXHIBITIONS@ROGERS-ASIA.COM
TEL: +66 (0) 2 752 6417 # 338

*** NOTIFY:**

SAME AS CONSIGNEE

*** DESCRIPTION OF GOODS:**

EXHIBITION GOODS

*** PORT / AIRPORT:**

BKK PORT / AIRPORT

*** MARK:**

NAME OF EXHIBITOR:

2. DOCUMENTATIONS:

- Sea freight Bill of Lading (HBL) and Airway Bill (AWB)	Surrendered B/L.
- Combined Invoice & Packing List (include HS code)	1 copy via e- mail
(Please specify Consumed/Return/Sold items)	
- Certification of Origin (If any)	3 Originals
- Pictures & Catalogues of the cargo	1 copy via e-mail
- Insurance Policy (If any)	1 Original & 1 copy

3. DEADLINES: The following dates have been selected to allow you to prepare to meet the arriving dead-line of your exhibition goods.

- For normal cargo, CIPL by email	15 Days before cargo departs your port / airport
- For special cargo, CIPL & other documents	40 Days before cargo departs your port / airport
- Sea freight arrival at BKK seaport	10 Days before move in date
- Air freight arrival at BKK airport	7 Days before move in date

4. PACKING CASES & CASE MARKING:

- We recommend the use of durable crates with screw-down lids to prevent loss or damages. It is imperative that materials are crate or palletized to enable multiple handling, stacking and handling via forklift or pallet truck.
- For machinery cargo, please advise your handling instructions with details of position of machine in your booth and any special request, besides your technical representative must be present at the exhibition center on moving in and out days.
- All cases should be clearly marked as follows:

NAME OF EXHIBITOR: _____

BOOTH NUMBER: _____

CASE NUMBER: _____

5. CUSTOMS REGULATIONS:

- Commercial Invoice & Packing List /Sample Invoice is available for your use and is attached separately, along with the List of Officially Appointed Agents. The sample invoice can also be sent to you if requested.
- A. All entries must be in the English language
- B. A full description of the item must be given. Do not just indicate the model name or model number, Describe the item in detail, such as “1:3 scale Cutaway Gear Model or “giveaway items”
 - Ball Point Ink Pens, Product Brochures, etc.
- C. Every item must have a value in US Dollars. Do not indicate “No Commercial Value”.
- D. The following declaration must be indicated: “The invoiced goods are of (country) origin and are intended for display purposes only at the Exhibition Site in Bangkok.”
 - The Thai Customs are strict and thorough in their examination of goods. All packages can be expected to be opened and checked against the Combined Commercial Invoice & Packing List.
 - **Heavy Fines** will be imposed on the exhibitor in cases of “UNDERVALUATION”, “NON-DECLARATION”, and “ERRONEOUS DECLARATION”. In such cases, Rogers Bangkok shall not be responsible for any delay in clearance. Customs fines and extra expenses incurred shall have to be borne by the exhibitor. Exhibitors are therefore strongly reminded to declare the true market value of their goods and be extremely careful in their preparation of documents.
 - To assist the Thai Customs in the examination, please attach 2 (two) copies of descriptive/illustrative brochures on the underside of the case lid. If possible, please indicate in these brochures the model number and serial number of the exhibits.

6. DANGEROUS GOODS:

Exhibitors need to send us a special form for dangerous goods (the form will be provided to you upon request), and the completed forms should reach us at least 7 working days before the shipment is dispatched. Additional handling surcharges will be levied, and relevant charges will be quoted upon request.

Exhibitors / Agents shall be liable for the consequences of shipping such items to Bangkok without the proper form and without consulting Rogers Bangkok.

In case the shipment contains any controlled items by the Bangkok Government, we strongly recommend that the Commercial Invoice & Packing list should be emailed or faxed to Rogers Bangkok Co., Ltd. for checking, prior to the shipment departure from the country of origin.

If required, we will apply for the necessary license/permit on behalf of the exhibitors, but under no circumstances can we guarantee that the license will be granted.

According to the Trade and Industry Department / Customs regulations in Bangkok, import / re-export licenses from the Bangkok Government are required for transshipping the following items in Bangkok:

1. Animals, Birds & Reptiles and their parts, Endangered Animals & Plant Species.
2. Controlled chemicals
3. Controlled Medicines:
4. Dutiable Commodities: Alcoholic Beverages, Tobacco, Hydrocarbon Oil & Methyl Alcohol. (Duty and Taxes will be billed to the exhibitors account as per outlay).
5. Fresh / Frozen Meat
6. Optical Disc Mastering & Replication Equipment
7. Radio Transmitting Equipment
8. Strategic / Hi-Tech Communication Commodities
9. Vehicles with Left Hand Drive
10. Gambling Machine
11. Textiles, Etc.

If an import/ export license is required, exhibitors are required to submit to us at least 30 days prior to the departure of the shipment departure from the country of origin, the following documents:

1. Catalogue / Brochure of commodities
2. Export permit issued by the products originating country / place.
3. Certificate of Origin
4. Commercial Invoice and Packing List.

7. IMPORT TAX/DUTY AND VAT:

- Consumable goods such as leaflets, brochures, literature, giveaways and other promotional items are subject to tax/duty and VAT stipulated by Customs Authority.

8. INSURANCE:

- All exhibitors should cover their exhibits with a fully comprehensive all risks from the time of dispatch until the return of exhibits to country of origin or other destination, inclusive of the whole period while in Thailand
- Insurance shall include a waiver of subrogation against ROGERS BANGKOK CO., LTD. We can assist you in insuring your cargo on an all risks or limited risks upon your instructions.

For further information, please feel free to let us know, we do look forward to hearing from you soon.

THANKS FOR LETTING US TO SERVE YOU

THANK YOU



THE NOVA
EXPO 2026

RE:BUILD 2026

3 | 4 | 5 JUNE

HALL 103 BITEC

FOLLOW US!
THE NOVA COMMUNITY
www.thenovaexpo.com

