

Royal
PARAGON HALL

RULES AND REGULATIONS FOR EXHIBITIONS

All Organizers and Contractors must strictly observe the following “Rules and Regulations” when working within the premises of Royal Paragon Hall. The main objective of the “Rules and Regulations” is to ensure efficient operations and management of the event area and safety of every individual operating inside Royal Paragon Hall at any time.

Pre-Approved documents

1. Floor plan layouts and perspectives, signage design specifications and public image advertising designs must be pre-approved by the Operations Department, Royal Paragon Hall **at least one (1) month prior to the event date.**
2. The Operations Department must be informed of any use of pyrotechnics by the Organizer **at least seven (7) days prior to the event date.** Preparation of the fire safety equipment and fireman is compulsory, otherwise the use of pyrotechnics will not be allowed inside Royal Paragon Hall area.
3. Permission paper from Investigation and Legal Affairs Bureau, Department of Provincial Administration for any lucky draws, fireworks, holding of concerts or selling alcohol must be submitted to the Operations Department **at least seven (7) days prior to the event date.**
Selling of alcoholic beverages***:
Must have the permission document of selling alcoholic beverages from Excise department and also the approval from the Investigation and Legal Affairs Bureau, Department of Provincial
4. In order to waive parking fee for demonstrated vehicles, the Organizer must inform details of vehicles: brand, model, color, car registration number and moving in & moving out schedule to Royal Paragon Hall **at least fourteen (14) days prior to the event date.**

Moving-In and Moving-Out

1. The Organizer and the Operations Department, Royal Paragon Hall must inspect and handover the hall prior to moving in and after moving out.
2. During show days the Organizer and its team are allowed to access the Service Area according to time stated in the signed service contract or based on an agreement between the Royal Paragon Hall and the Organizer.
3. Any requirements for extended working hours other than published in the signed service contract are subjected to availability and hourly overtime charges may be occurred.

Acknowledged by:

Event Name..... Date.....
Organizer/Official Contractor.....
Contact Person..... Tel.....

- The Organizer must immediately inform Royal Paragon Hall if any damage occurs to the premises or its asset. Royal Paragon Hall reserves the right to determine the date for the Organizer to repair such damages **within (7) days after dismantle period in the signed service contract** and will accept the repairing by written document only when it meets with the Royal Paragon Hall's consent. However, if the Organizer refuses to repair, Royal Paragon Hall will carry out the repair and charge all related expenses to the Organizer.

Building-Up and Dismantling

- Service Area floor surfaces must be protected from any damages from construction materials and moving items such as trolleys. The proper covered materials such as working carpets or plywood must be used. The same precautions must be observed with surfaces of walls and ceilings within the Service Area.
- Plywood or similar material must be used before laying carpet in Paragon Hall 1, 2 & 3.
- The height of any building stand in Paragon Hall 1 and Paragon Hall 2 & 3 must not exceed **4** meters and **6** meters from the floor respectively. These structures must not be anchored in any way to the Service Area and must be constructed in the most stable and safe manner. In case the Royal Paragon Hall Officer finds that the building stand is not safe or may cause to any damage, Royal Paragon Hall reserves the right to stop the construction work immediately and amendment must be made.
- Sawing, welding, spray painting, drilling, hammering and other acts that may cause damage to the walls, floors or facilities of Royal Paragon Hall are not allowed. Also Nailing or screwing on any equipment of Royal Paragon Hall is not allowed.
- Do not place or lean any equipment or materials against the building's wall and outside the Service Area; otherwise the Operations Department reserves the right to remove any obstructed materials without prior notice.
- The Organizer must inform Royal Paragon Hall of any acts which can cause fire ignition such as welding, sawing or cutting metal **at least (7) days prior to the event date**. Firemen must be hired from Royal Paragon Hall at the expense of the Organizer.
- Early removal of exhibits before the show ended must be approved by the Organizer. The Organizer will then notify the Operations Department for further coordination in security management.\
- All exhibited equipment/materials/savages must be moved out from the building by the specific tear-down period. Royal Paragon Hall reserves the right to dispose the remaining items later than 24 hours from the date and time shown in the signed service agreement, any cost occurred will be charged to the Organizer or the Appointed Official Contractor. **Disposal cost is at 5,000 baht/1 six-wheels truck (subject to 7% VAT).**

Acknowledged by:	
Event Name.....	Date.....
Organizer/Official Contractor.....	
Contact Person.....	Tel.....

- The Organizers need to provide safety equipment to ensure maximum security for their employees working in the area which exceeds 2 meters height (such as stage construction, scaffold and truss) or on the catwalk of Royal Paragon Hall.

Equipments & Facilities

- Use of the Royal Paragon Hall facilities and its properties must be permitted by the Operations Department.
- Loading Capacities

	Paragon Hall 1	Paragon Hall 2	Paragon Hall 3
Hang Loading	80 kgs./hang node	500 kgs./hang node	500 kgs./hang node
Floor Loading	500 kgs./sq.m.	1000 kgs./sq.m.	1000 kgs./sq.m.

Detailed plan of standing or hanging objects and loading requirement must be submitted to the Operations Department **at least fourteen (14) days prior to move-in** therefore the Operations Department would be able to arrange the hanging weight distribution before the move-in date.

- Water supply and drainage can be accessed from specific locations in Paragon Hall 2 and 3. Installation of hose is responsible by the Organizer and/or its Appointed Contractor. The Organizer **must install grease trap tank with drainage hose**, 1 inch water pipe and 2 inches waste pipe must be prepared and installed as well. Under no circumstances disposal of chemicals is not allowed into Service Area drainage system.
- Public access of electrical supplies is not allowed during show days.
- Vehicles with height over 2.10 meters are not allowed to access the loading ramp.
- All freights with height over 2.90 meters and/or **weight over 10 tons or 10,000 kilograms are not allowed to access the Cargo Lift** sized 3.00 m.W × 10.00 m.D × 2.90 m.H.
- “**Bill of Lading**” via air or sea indicating exact weight of the container must be shown to the Operations Department prior to the permission for using the loading crane service. Operating hour for crane lift is from 00.01-05.00 a.m. only, and the gross weight of the container and equipments/goods in container must **not exceed 25 tons or 25,000 kilograms**. (container sized either 20 or 40 feet)
- All freights with **weight over 2.50 tons or 2,500 kilograms are not allowed to access the Freight Lifts** sized 2.00 m.W × 3.00 m.D × 2.30 m.H.

Traffic Control and Management

- The purposes of queuing procedure are to control traffic and reduce congestion during move-in and move-out. Therefore all vehicles entering the loading area on 5th Floor must **queue up at the holding area on 3A Floor** and wait for the queuing calls from security officer.

Acknowledged by:	
Event Name.....	Date.....
Organizer/Official Contractor.....	
Contact Person.....	Tel.....

2. Once the loading is completed, all vehicles must be moved from the loading area immediately.
3. Royal Paragon Hall provides vehicle parking validation for the use of Cargo Lift and/or Freight Lifts at G Floor with **free of charge for the first hour only**. Parking fee will be charged at Baht 100.00 per hour for the 2nd hour respectively.

Safety Precaution

1. Royal Paragon Hall is a non-smoking venue. Smoking is not allowed in anywhere inside Siam Paragon Shopping Center.
2. In the event that require cooking, only electrical appliances are allowed. Using of Liquid Petroleum Gas (LPG) in the Service Area is strictly prohibited. The Organizer must inform the Operations Department **at least fourteen (14) days prior to the event date**. In addition, the Organizer must hire the fireman from Royal Paragon Hall and be responsible for the service fee incurred.
3. Use of helium filled balloon must be approved by the Operations Department.
4. Special effects that may create heat or smoke must be approved by the Operations Department **at least seven (7) days prior to the event date** to ensure safe and appropriate alarm planning and security.
5. In case of any motor vehicle display, the Organizer must strictly observe the following rules:-
 - The amount of gasoline must not exceed 1/4 of its tank capacity.
 - The amount of CNG or LBG must not exceed 10% of its tank capacity.
 - The fuel tank or gas tank must be completely sealed.
 - Battery Terminals and Gas Distributions must be disconnected during the show.
 - Only vehicles with gasoline engine system is allowed to drive in Royal Paragon Hall.
 - Starting of vehicle engines during the show is strictly prohibited.
 - Plywood or steel sheet (minimum 20 mm.) must be laid on the floor for weight sharing prior to vehicle display.
6. Hanging Items or Hanging Lay-out Plan must be approved by the Operations Department. Installation of lighting trusses, banners, or structures that may cause danger must be removed and re-installed in the safest manner.
7. For safety precaution, wiring across any entrance is prohibited, if necessary; electricity wire must be covered with proper materials.
8. Electricity wiring, leaving construction materials or equipments that obstruct the fire host cabinets, fire exits and entrances of Royal Paragon Hall is prohibited. And fire exits must be used for emergency only; it should not be used for any other purposes.
9. Carrying weapons, knives, explosives or radioactive materials or any harmful materials in the Royal Paragon Hall is prohibited, except for exhibit purposes.
10. Keeping paint container, thinner or any ignited materials in Royal Paragon Hall is strictly prohibited.

Acknowledged by:	
Event Name.....	Date.....
Organizer/Official Contractor.....	
Contact Person.....	Tel.....

11. In the situation that conflagration occurred from any works in the event venue, the Organizer will be immediately imposed a fine at **Baht 200,000.00.**

Security

1. Appointed Contractor working inside Royal Paragon Hall must wear proper uniform and badge at all times. Badge samples must be submitted to the Operations Department **at least seven (7) days prior to the first move-in day.**
2. The fire hose cabinets, fire exits and public accesses must remain clear of any obstructions at all times. Royal Paragon Hall has 24-hour security personnel conducting regular patrols of the public area.
3. For additional security requirement such as booth security, please submit “*Security Service Order Form.*” to the Operations Department **at least fourteen (14) days prior to the move-in day.**

Cleaning

1. The Organizer, Contractor and/or Exhibitor are responsible for disposal and removal of construction waste materials and substances. If neglected, the Operations Department reserves the right to remove any waste material at the organizer’s expense.
2. Royal paragon Hall provides cleaning of general public area (exclude the Service Area). For additional cleaning requirement such as booth cleaning, please submit “*Cleaning Service Order Form.*” to the Operations Department **at least fourteen (14) days prior to the move-in day.**

Food & Beverage

Exhibition

1. The Operations Department reserves the right to permit only distribution of food & beverage as a sample or demonstration during the event.
2. Selling of food and beverage during the event is allowed only when the Organizer makes a request to the Operations Department **at least fourteen (14) days prior to the event date** and settles the importation fee at **Baht 5,000.00 per booth per day. (Subject to 7%VAT.)**
3. Liquefied Petroleum Gas (LPG) is strictly prohibited to be used at Royal Paragon Hall.
4. If hot oil or electrical appliances is needed to use in the event area, these equipment must be approved by the Operations Department **at least fourteen (14) days prior to the event date.** In addition, the fireman must be hired from Royal Paragon Hall at the Organizer’s expense.

Acknowledged by:

Event Name..... Date.....
Organizer/Official Contractor.....
Contact Person..... Tel.....

Banquet

(Coffee break in opening ceremony/meeting function, Exhibitor thank you party, etc.)

1. In case that the Organizer brings in food & beverage service from outside caterer, the importation fee at **Baht 150,000.00 per function will be applied.** (Subject to 7% VAT) This fee does not include the rental of table utensils such as dish, bowl, cutleries, glasses and tablecloths etc.
2. Arrangement of banquet area and all equipment must be prepared by the Caterer or Organizer.
3. The confirmed list of food items & beverages with alcohol & non-alcohol must be verified by the Operations Department **at least seven (7) days prior to the move-in day.**
4. Catering service staff must wear a proper uniform. (Female: strictly wear a hair in bun with net, knee length dress or skirt only / Male: strictly shave off a mustache and beard, stylist business casual) and perform in appropriate manners.
5. If Liquefied Petroleum Gas (LPG), hot oil or electrical appliances is needed to use in the event area, these equipment must be approved by the Operations Department **at least fourteen (14) days prior to the event date.** In addition, the fireman must be hired from Royal Paragon Hall at the Organizer's expense.
6. Allowed Liquefied Petroleum Gas (LPG) in the service area must have **weight not over 15 kilograms** with properly safety valve. Moreover, the Liquefied Petroleum Gas (LPG) which not be using at that time must not be placed in the same area.
7. Liquefied Petroleum Gas (LPG) with safety valve is allowed to be used at the pantry only.
8. Only electrical appliances or hot oil is allowed in the event area.
9. Electricity and lighting wiring for cooking are prepared by the caterer. If need Royal Paragon hall to provide the installation, Organizer will be responsible for the additional charge and must inform the Royal Paragon hall **at least three (3) days prior to the event date.**
10. Moving ,Installation or Dismantling of Royal Paragon Hall's tables , chairs and chair cover are responsible to the Caterer and must return to Royal Paragon Hall with original condition at the end of the events.
11. Any damages incurred in the service area such as event area , pantry , preparation area , table utensils ,chair and all of Royal Paragon Hall 's assets will be charged from the Caterer or Organizer with the damage estimation from Royal Paragon Hall.
- 12.The Organizer or Caterer must clean up the food & beverage service area such as pantry, preparation area, kitchen, table utensils and return the service area and all equipment properly.
- 13.In the situation that conflagration occurred from cooking in the event venue, the Organizer or Caterer will be immediately imposed a fine at **Baht 200,000.00.**
- 14.Except for some certain circumstances, Royal Paragon Hall will especially consider them case by case.

Acknowledged by:	
Event Name.....	Date.....
Organizer/Official Contractor.....	
Contact Person.....	Tel.....

Miscellaneous

1. All kinds of Official VDO Record must be approved by the Operations Department in order to facilitate and coordinate between the Organizer and the Security Service Officer. The Photographer or Recorder must exchange his/her ID card with a contractor badge and wear it at all times.
2. Distribution of promotion/advertising material in Siam Paragon Shopping Center is permitted under event's name which specified in the signed service agreement only.
3. **First Aid Service arrangement** is compulsory for all exhibitions. For emergency purposes, the Organizer must have first aid kit during build-up, dismantling periods and arrangement for an ambulance to stand by during show days.
4. **Animals are not allowed inside the Royal Paragon Hall premises.** However, exceptions are allowed for shows involving animals which in such case the Certificate of Pedigree must be presented to the Operations Department **at least fourteen (14) days prior to the event date.**
5. The Operations Department must be informed of broadcasting activity **at least (14) fourteen days prior to the event date.**
6. Fighting, body attacks or any other illegal behaviors in the working area are prohibited.
7. Urinating or leaving any wastes on the floor/wall of the building, or anywhere outside the toilets are prohibited.
8. If the Organizer fails to comply with any rules and regulations of Royal Paragon Hall, the Operations Department shall notify the organizer in writing and if such notification is not observed by the organizer, Royal Paragon Hall reserves the right to cancel the signed service agreement or whatever is appropriate.
9. The Official Contractor of any events must be responsible for switching on and off the electrical system of exhibit venue.

Regulations for working on the Catwalk

1. The Organizer/Contractor must exchange ID card with permission badge before working on the catwalk.
2. It is not allowed to use the breaker installed on the catwalk. Wiring should be made from the ground floor where Royal Paragon Hall makes available a power outlet. All equipments and materials must conform to the safety standards.
3. Smoking, drug consumption, eating or bringing any equipment and materials which are not related to the work are not permitted on the Catwalk.
4. Working on catwalk without safety equipment is prohibited.
5. The Security Staff reserves the right to examine employee's stuffs at all times.
6. Urinating, leaving any rubbish, hanging or hoisting any equipment such as rope, sling or tendon on the catwalk is prohibited.

Acknowledged by:	
Event Name.....	Date.....
Organizer/Official Contractor.....	
Contact Person.....	Tel.....