



Operations

(Health & Safety, Standard of
Procedure Briefing)



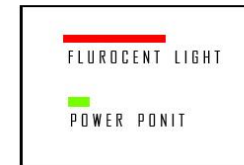
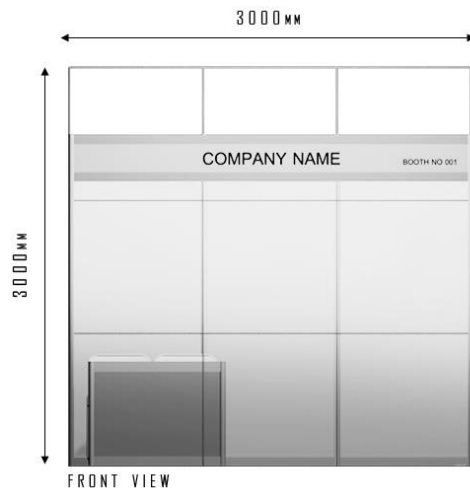
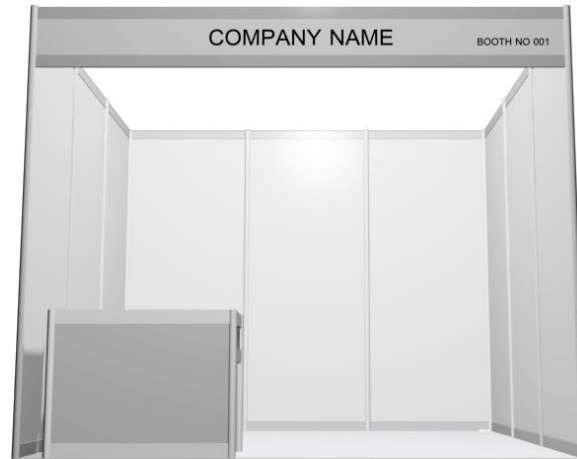
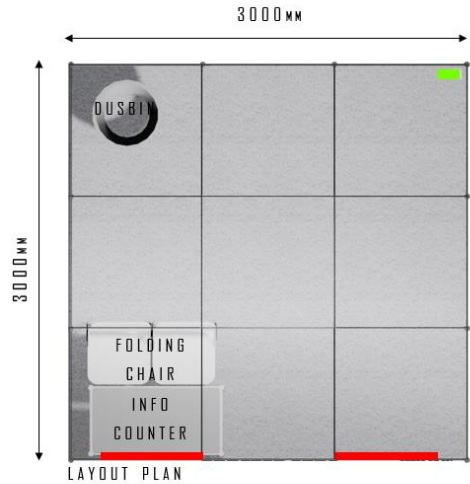
Operations Scheduled

BUILD-UP PERIOD	
Official Contractor move-in	07:00 – 23:59 4 September 2022 (Sunday) 07:00 – 23:59 5 September 2022 (Monday)
Non - Official Contractor move-in	11:00 – 23:00 4 September 2022 (Sunday)– by Schedule 08:00 – 21:00 5 September 2022 (Monday) – by Schedule
Exhibitors move-in	10:00 – 18:00 5 September 2022 (Monday)
Exhibitors registration	10:00 – 18:00 5 September 2022 (Monday)
EXHIBITION PERIOD (OPENING HOURS)	
6 September 2022 (Tuesday)	09:00 – 17:00 for Conference Participants, Trade visitors and members of the public
BREAKDOWN PERIOD	
Moving out of exhibits	17:00 – 19:00 8 September 2022 (Thursday)
Stand dismantling	19:00 – 23:59 8 September 2022 (Thursday) – by Schedule

STRICTLY NO DISMANTLING BEFORE 19:00, 8 SEPTEMBER 2022 (Thursday)

Note: All exhibitors must remove the products/exhibits by 19:00 on 8 September 2022 (Thursday), in order for the stand dismantling to begin.

SHELL SCHEME PACKAGE



9sqm Shell Scheme Booth

Entitlement. (3m x 3m x 2.44mHt)

1. 9sqm Needle punch carpet
2. 1 no of Info Counter
3. 2nos of folding chair
4. 1 no of 13amp Power point
5. 2 nos of Fluorescent Light
6. 1 no of Fascia Name

Booth decorations or enhancements of SHELL SCHEME

- Strictly **NO NAILING / STAPLER GUN, GLUE AND PAINTING.**
- Damage - fee of **RM150**/panel.



SPACE ONLY -BOOTH DESIGN SUBMISSION (For those who haven't appoint contractor)

3RDparty contractor are required to submit stand drawings detailed to BRANDME for approval before 1st AUGUST 2022. We extend deadline to 12th AUGUST 2022

Please include the below information for submission :-

Design submission for: IRGCE 2022

Company Name:

Contractor Company:

Project person in charge:

Contact No:

Location and Booth No:

Booth Size:

Overall Height :

Material Used:

Hanging Object:

Roof or Ceiling or Pelmet :

Raised Floor / Ramp:

Type of Flooring:

Information Classification: General
SPECIAL DESIGN SUBMISSION

- Fill up the stand design plan appraisal check list
- The different view of the 3D diagrams shall be presented into onePDF document.
- The description of the technical aspect and safety element must be indicated to the 3D diagram.
- Please enclosed a copy of the floor plan together the stands orientation in order to facilitate us to check the stand location.
- All contractors must acknowledge the letter of indemnity.

LIGHTING CONNECTIONS

- Lighting connection fee will be charged for exhibitors who are using their own lighting fixtures.
- Lighting connection are charged according to the number of tubes or bulbs lighted on the stand.
- Light boxes are charged according to the number of tubes in each light box.
- LED strips are charged 1metre per lighting connection.
- LED light bulb are charged at 1 fitting per lighting connection.
- BRANDME reserves the right to stop the exhibitor from continue using the lighting fixtures if exhibitors whose lighting fixtures are found to be the cause of trips in power supply for safety reasons.
- **Power socket supplied is NOT for lighting purpose.** It is to be used for running equipment/exhibits such as laptop, mobile charger and etc.
- For lighting purpose, lighting connection will applied.
- **One power point is assigned to one equipment only. No multi plug/extension is allowed.**

IMPORTANT -IRGCE 2022 SHOW RULES

- The maximum booth height will be 5m allowed and approved. Hanging structure height limit is 6m.
- All exhibitors must seek approval from the Organiser/Contractor for any booth exceeding 2.44m(8ft) in height.
- Stands sharing a back wall and wishing to feature above 2.5m Ht. Please be advise branding will not be allowed on the side of the neighbouring stand.
- 90 degree corners are not permitted. Round edges at the two corners of the booth are required for any raised up platform. Otherwise protected to ensure a clear passage.
- Any door in corporate into the stand which located on the aisle, must **NOT** open towards the aisle causing an obstruction to others.
- Exhibitors are not allowed to build the back and side wall for island and corner stand. All stands, irrespective of height must have at least half of any frontage facing and aisle open or fitted with transparent material (50%visibility) to be underside of the fascia.

KLCC (Convex)	Maximum Structural Height & <i>Hanging Structure</i>
Hall 1 & 2	5.0 m / <i>6.0 m</i>
Balcony	3.0 m
Hall 3	3.0 m
Hall 4	5.0 m / <i>6.0 m</i>



Sample : **NO**

No Structure, display material or exhibit to extend beyond the contracted boundary.



Sample : **YES**

No Structure, display material or exhibit to extend beyond the contracted boundary



Sample 1. NO
50 % Frontage Opening



Sample 2. YES
50 % Frontage Opening

EVENTS BUILD UP & TEARDOWN PROCEDURE

EXHIBITOR MOVE-IN

1. Exhibitor Move In: 5th September 2022 (Monday)
2. Time: 10:00AM – 6:00PM

EXHIBITOR BADGES

1. Exhibitor Badges Collection: Level 3 Centre Core.
2. Registration: Not needed. Collect at counter on 5th September 2022
3. Badges Entitlement: 2 badges FOC per booth.
4. Lunch & Dinner Voucher: 2 sets of vouchers per booth - (3 Lunches and 1 Gala Dinner)

ADDITIONAL BADGES

1. Additional badges: RM10/badge/3days – (Lunch & Dinner not included)
2. Registration: 5th September 2022 (Monday)

VISITOR

1. Visitor Badges: FOC
2. Date Collection: From 6th September 2022 (Tuesday) onward
3. Registration: Pre-register online www.irgce.com or onsite QR Code

No admission without wearing the pass during build-up & tear down days.

EVENTS BUILD UP & TEARDOWN PROCEDURE

For Exhibitors & Conference:

-Exhibitor and conference badges to be collected at the Registration Counter **Level 3 Centre Core** before entering for setup in the exhibition halls.

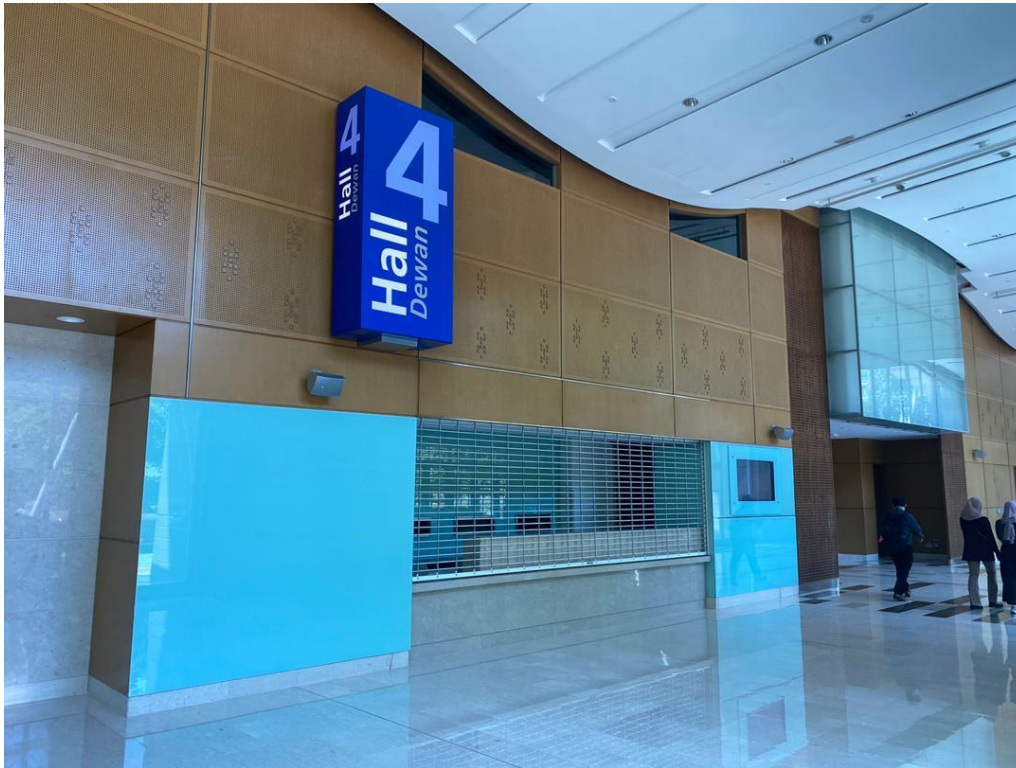


No admission without wearing the pass during build-up & tear down days.

EVENTS BUILD UP & TEARDOWN PROCEDURE

For Stand Contractors:

-Contractor pass to be collected at the Registration Counter **Hall 4** counter before entering for work in the exhibition halls.



For Visitor:

Visitor to be collected at the Registration Counter **Hall 1** on the Opening Day.



No admission without wearing the pass during build-up & tear down days.

DURING 2ND DAY EXHIBITOR MOVE IN



✓	X	✓	X
TOP/BOTTOM <ul style="list-style-type: none"> - Polo Shirt - T-Shirt - Long Sleeves - Short Sleeves - Slacks - Formal Dress - Semi-formal 	TOP <ul style="list-style-type: none"> - Sando 	TOP/BOTTOM <ul style="list-style-type: none"> - Polo Shirt - T-Shirt/Blouse with sleeves - Formal Dress - Semi-formal - Polo Jacket - Jeans/Slacks - Skirt not high knee 	TOP <ul style="list-style-type: none"> - Sando - Tube - Tank top - Sleeveless
FOOT WEAR <ul style="list-style-type: none"> - Formal Shoes - Slip-on Shoes - Running Shoes - Slip-on Sandals (Close toe) 	BOTTOM <ul style="list-style-type: none"> - Shorts 	FOOT WEAR <ul style="list-style-type: none"> - Formal Shoes - Slip-on Shoes - Running Shoes - Slip-on Sandals - Wedge 	BOTTOM <ul style="list-style-type: none"> - Shorts - Skimpy skirt

FEMALE EXHIBITORS MUST WEAR COVER SHOES DURING BUILD UP AND BOOTH SETUP. SHORT PANTS OR SKIRTS ABOVE KNEE ARE NOT ALLOWED.

THE SECURITY AT DOOR ENTRANCE WILL STOP ANYONE FROM ENTERING TO HALL DURING SETUP

VENUE RULES & REGULATIONS

- Centre's Covid 19 guidelines here <https://www.klccconventioncentre.com/covid-19>



COVID-19 Updates

For further enquiries, please email us at info@klccconventioncentre.com.


- Venue's COVID-19 Standard Operating Procedures
- Meet In Malaysia Support Package Programme
- Procedure for Travellers to Enter Malaysia & Vaccination Requirements
- MySafe Business Events Planner

VENUE RULES & REGULATIONS

Air Compressors

There is no permanent compressed air supply in the Exhibition Halls. Exhibitors must make arrangement for the supply of compressed air. Air compressors are to be placed at the loading bay area and hose-piped through the service trench to the booth. Only electric air compressors are allowed to be used or displayed in the booth.

Please refer to the Air Compressor Permit (download) for more information



Air Compressor Permit

Please email completed form to Centre's Co-ordinator fourteen (14) days prior to the event

Contact details

Event Name			
Event Date			
Venue/ Hall		Booth Name	
Person in Charge		Booth No	
Email		Mobile No	

A) Please complete the form

1. Why is an air compressor being used?	
2. What is horsepower (HP) of the compressor that will be used on-site?	
3. Who is the person in charge and responsible for the air compressor who will be stationed at the event at all times?	

B) Please attach documents listed below together with this permit

- Copy of risk assessments specific to all activity using air compressor .
- A current copy of approval certificate from Department of Occupational Safety & Health for each compressor:
 - For existing, in used compressor, submit a valid PMT. Refer to: [FMA 1967, Factories and Machinery \(Notification of Fitness and Inspection\) Regulations, 1970, Section 10\(1\)](#).
 - For new compressor or prototype, submit a valid approved design and refer to: [DOSH website – Design Approval and Authorisation](#).
- Copy of the technical specification of each compressor. (to include photo or video if any)

C) Terms and conditions

- Only tanks in good condition and free from any defects and damages are allowed on-site.
- Only unfired pressure vessel air compressors are permitted on site.
- Air compressor shall be operated by authorised and well-trained personnel.
- Equipment must be switched off at the end of the day of the event.
- All pipes, hoses and fittings must comply with the approved specifications stipulated in Factories and Machinery (Steam Boiler and Unfired Pressure Vessel) Regulations 1970.
- All other statutory requirements related to safety and risks in standard permanent workplaces and not mentioned above shall apply.
- If at any time, an activity or operation is considered non-compliant, unsafe or poses any risks to any persons or the environment, the Centre's representatives shall have the right to immediately postpone or cancel the activity until the issue is rectified. Please note that at any stage before or after this permit is approved, the Centre may at its sole and absolute discretion add or remove any restrictions to the use or application of this permit.

VENUE RULES & REGULATIONS

Machinery and Heavy Equipment

General Guidelines

1. Any piece of equipment, display, vehicle, or machinery to be displayed inside the Centre which weighs over two (2) tons must be approved by Centre no less than fourteen (14) days prior to move-in.
2. Exhibitor have to submit the Machine/Equipment above 2 Tons Permit.
3. Details of the floor loading capacity kn/m² :
Exhibition Hall 1-5 capacity is 20kN /m2

MACHINE EQUIPMENT ABOVE 2 TONS PERMIT



Please email completed form to Centre's Co-ordinator fourteen (14) days prior to the event

Contact Details

Event Name			
Event Date			
Venue/Hall		Booth Name	
Person in Charge		Booth No	
Email		Mobile No	

A) Please complete the form

1. What type of machine/equipment will be used?	
2. What is the weight of the machine/equipment that will be used on-site?	
3. What is the required floor loading capacity per sqm, for the machine/ equipment - while static or moving?	
4. Will there be a demo on-site? How much power supply is required?	
5. Who is the person in charge and responsible for the machine/equipment who will be stationed at the event at all times?	

B) Please attach documents listed below together with this Permit

1. Floor plan showing the machine/ equipment display area or display location.
2. Floor calculation method and solutions if equipment/machine exceeds the venue floor facility.
3. Copy of a risk assessments information for any activities that use or involve the equipment/ machine, and for the machine or equipment that will be used for demonstration.
4. Provide sample of video of the demo machine/equipment. (if applicable)

C) Terms and Conditions

1. Exhibitor must appoint the show's official freight forwarder for any unloading and delivery of the machine/equipment to the booth which require the use of on-site lifting equipment. (e.g. fork lift, crane, etc.)
2. Liaise with the show organiser for the move-in/out schedule of the machine/ equipment and issuance of gate pass.
3. Machine or equipment that is operated for demonstration must be barricaded or cordoned off and guarded to ensure that the public cannot come into contact with the machine or equipment in order to protect both the public and the operator. Exhibitor must barricade, cordoned off and guard any machine or equipment that is operated for demonstration to ensure that the public cannot come into contact with the said machine or equipment in order to protect the public and the operator.
4. Exhibitor must ensure that the machine or equipment whether used for demonstration or display do not protrude onto the aisle.
5. Only well-trained staff to undertake any demonstration of machine or equipment. Exhibitor must provide and ensure that suitable PPE is worn by the operator at all times.
6. If at any time, an activity or operation is considered non-compliant, unsafe or poses any risks to any persons or the environment, the Centre representatives shall have the right to immediately postpone or cancel the activity until the issue is rectified. Please note that at any stage before or after this permit is approved, the Centre may at its sole and absolute discretion add or remove any restrictions to the use or application of this permit.



VENUE RULES & REGULATIONS

Food and Beverage

The Centre is the exclusive supplier of food and beverage for all events. All outside food and beverage are strictly prohibited in the Centre's premises.

Smoking

Effective 1st Jan 2019, smoking will be illegal in all air-conditioned and non-air conditioned premises. The entire Centre, including all indoor and outdoor areas are a no-smoking zone. This applies to the use of electronic cigarettes and vaporisers.



Stand Cleaning

Stand cleaning is not provided. Should exhibitors require a booth cleaning service; this can be ordered through Exhibition Service Centre Portal.



Waste

The Centre does not provide dedicated waste disposal or recycling facilities. At the end of the event, the organiser, exhibitors and contractors must ensure all equipment has been moved prior to the end of the Hiring Period. Abandoned equipment and excess waste will be removed by the Centre at a cost to the right parties.

SAMPLE EXHIBITOR'S VEHICLE PERMIT (MOVE IN & OUT)

 VEHICLE ENTRY PERMIT (EXHIBITOR) 	
Event Name: IRGCE 2022 Move-in Permit	
Move-in Date : 5 Sept 2022	Move-out Date : NIL
Booth Name :	Booth Number :
Exhibitor Name :	Mobile Number :
Driver Name :	Mobile Number :
Check-point Opening Time: 10am to 6pm	
Venue/Hall Number: (To be completed by exhibitor)	
Vehicle Plate Number:	
Security Usage :	
VEHICLE HOLDING AREA	
ENTRY TIME: (To be completed by security at check point)	
EXIT TIME : (To be completed by security at exit point) Please return this pass to security at exit point.	
<ul style="list-style-type: none"> Permit must be submitted to security at check-point Vehicle entering the loading dock area must not exceed 20 feet in length and 12.5 (3.5m) feet in height. 	



 VEHICLE ENTRY PERMIT (EXHIBITOR) 	
Event Name: IRGCE 2022 Move-out Permit	
Move-in Date : NIL	Move-out Date : 8 Sept 2022
Booth Name :	Booth Number :
Exhibitor Name :	Mobile Number :
Driver Name :	Mobile Number :
Check-point Opening Time: 5pm to 7pm	
Venue/Hall Number: (To be completed by exhibitor)	
Vehicle Plate Number:	
Security Usage :	
VEHICLE HOLDING AREA	
ENTRY TIME: (To be completed by security at check point)	
EXIT TIME : (To be completed by security at exit point) Please return this pass to security at exit point.	
<ul style="list-style-type: none"> Permit must be submitted to security at check-point Vehicle entering the loading dock area must not exceed 20 feet in length and 12.5 (3.5m) feet in height. 	



HOW TO GET EXHIBITOR VEHICLE PERMIT ?

Kindly get from organizer or
BRANDME



SAMPLE EXHIBITOR'S VEHICLE PERMIT (MOVE IN & OUT)

During the build-up and tear-down day, exhibitors who wish to move heavy products/ exhibits/ items using trolleys that cannot be hand-carried have to offload said items through our loading area because Centre does not allow the use of trolleys and carts for transporting items via guest lifts. In order to gain access to our loading bay, that's where the VEP comes in.

Exhibitors to have these passes printed out and that they must have it on their person when they want access through our security check-point. Without it they will be denied entry so it's important to stress to them that these documents are vital on the day of move-in and move-out.

If your materials are light enough to be hand carried there is no need for them to print out a VEP. They may access the Centre through our basement parking and take the guest lifts to the ground floor (exhibition Hall) of Centre.

VEHICLE HEIGHT REGULATIONS

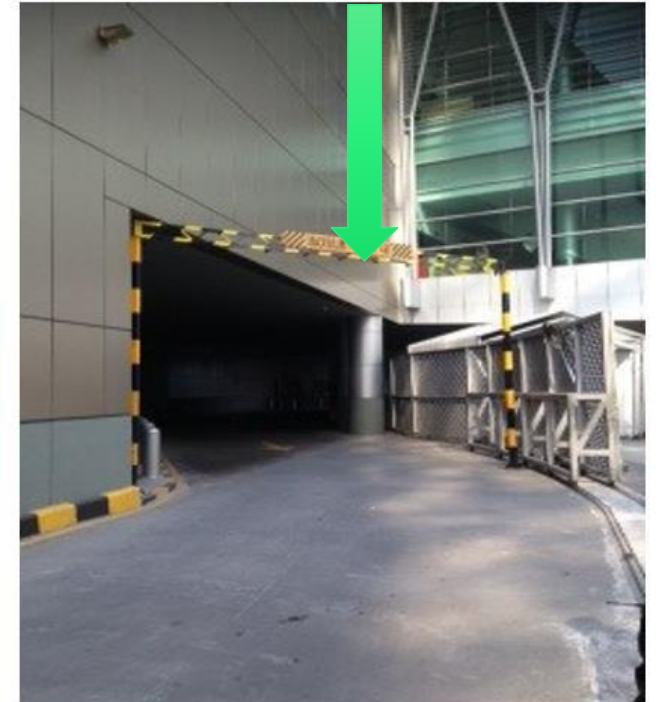
Barriers at Loading Dock

Safety goal poles are installed at Narrow & Low Ceiling
Section of service road (at link hall 3)




Maximum Length : not exceeding 20ft (6.1m)

Maximum Lorry Height : 12.5ft (3.8m) or below



KLCC BASEMENT PARKING RATE

 KLCC PARKING MANAGEMENT SDN BHD KADAR PARKIR (Parking Rate)	
Kadar Semasa (Current Rates)	Kadar Bayaran (Parking Rates)
1 Jam Pertama (First One Hours)	RM 5.00
Jam yang ke 2 dan setiap jam yang berikutnya (2 nd hour and every subsequent hour thereof)	RM 4.00

KADAR ISTIMEWA (Special Rate)	KADAR BAYARAN (Parking Rates)
Kadar Maksima (Maximum Rate) Masuk selepas <u>17:00</u> dan Keluar sebelum <u>05:00</u> hari berikutnya (Enter after <u>17:00</u> and Exit before <u>05:00</u> next day)	RM 13.00
Early Bird (Weekdays Only) Isnin – Jumaat (Monday – Friday) Masuk diantara (Entry Between) <u>05:00 – 09:00</u> Keluar diantara (Exit Between) <u>16:00 – 24:00</u> ("Keluar sebelum <u>16:00</u> dan selepas <u>24:00</u> kadar caj biasa dikenakan") ("Exit before <u>16:00</u> and after <u>24:00</u> normal rate will apply")	RM 18.00
Weekend (Maximum Rate) Sabtu & Ahad (Saturday & Sunday)	RM 17.00

Season Card (Kad Musim)	RM 330.00
Kadar Tiket Hilang (Lost Ticket Fees)	RM 100.00
Kunci Tayar (Clamping for Car)	RM 50.00

WAKTU OPERASI (Operation Hour) : 24 Jam (24 Hours)
SEBARANG PERTANYAAN (Any Enquiry) : 03-2333 2945

EMERGENCY & EVACUATION PROCEDURES

Evacuation Assembly Area

- During an evacuation Event Organizer's, Exhibitors, Visitors and Contractors in any hall or any part of the Centre must be assembled at the nearest Assembly Area.
- The Evacuation Router and Assembly Areas are outlined on the maps above.
- These maps should be studied by all Exhibitors and Contractors and all their staff or agents as part of their familiarization with the Centre's physical infrastructures.

Action in the Event of Fire

- Raise the alarm by activating the nearest fire break alarm.
- Report the incident to the nearest Supervisors who has a radio or any type of communication system.
- Attempt to put the fire if it is safe to do so using the fire fighting equipment. Do not put yourself at risk.
- If the smoke or fire threatens to endanger others, close all the door and evacuate the occupants to the assembly area which is located at the KLCC Park

Calling for Security SHE Manager

- Call Kuala Lumpur Convention Centre's Fire Control Room – Extension 555
- Make the communication clear and brief, "This is.....(state your location),
- We have a fire at....."
- Wait for further instructions.

ASSEMBLY AREA NEAR MASJID AS- SYAKIRIN, KLCC PARK





OFFICIALS INFORMATION

ORGANIZER

Malaysian Rubber Glove Manufacturers Association (MARGMA)

Units 1313 & 1311, 13th Floor, Block A,
Damansara Intan
1, Jalan SS 20/27,
47400 Petaling Jaya, Selangor, Malaysia.
Tel: 603-7727 3197
Fax: 603-7727 3191
E-mail: IRGCE@margma.com.my /
contact@margma.com.my
Website: <http://www.margma.com>

OFFICIAL CONTRACTOR

Brandme Associate Sdn Bhd

B-7-11, Block B, Ativo Plaza @ Damansara Avenue,
No 1, Jalan PJU 9, 52200 Kuala Lumpur.
Karen Liew (012-7191137)
Xavier Lim (017-2400778)
Tel: 603-6270 9337
Fax: 603-6270 9387
E-mail: karen@brandme-intl.com /
xavier.lim@brandme-intl.com /
exhibition@brandme-intl.com
Website: <http://www.brandme-intl.com/>

VENUE

Kuala Lumpur Convention Centre (KLCC)
Exhibition Hall 1, 2, 3, 4 & 5 Ground Floor,
Kuala Lumpur City Centre, Jalan Pinang,
50088 Kuala Lumpur
Tel : 603-2333 2603 (Exhibitor Service
Centre)
E-mail:
exhservices@klccconventioncentre.com
Website:
<http://www.klccconventioncentre.com/>

REGISTRATION

Smart Reg System Sdn Bhd

52-1-1, Medan Putra Business Centre,
Jalan Medan Putra 4, Bandar Sri Menjalara,
52200 KL, Malaysia.
Melvin Shu: +6012-332 0226
Email: Melvin@mysmartreg.com
Website: www.mysmartreg.com

OFFICIAL FREIGHT FORWARDER

R.E. Rogers (Malaysia) Sdn Bhd

No. 7, Jalan Warden U1/76, Taman Perindustrian
Batu Tiga, 40000 Shah Alam, Selangor,
En. Rasyid Abdullah (019-357 5216)
Tel: 603-5510 8611
Fax: 603-5510 6293
E-mail: rasyid@rogers-asia.com
Website: <http://www.rogers-asia.com/>



The Kuala Lumpur Convention Centre

Persiaran KLCC, Kuala Lumpur City Centre
50088 Kuala Lumpur, Malaysia.

Exhibition Service Centre
Tel : 03 – 2333 2603

Email : exhservices@klccconventioncentre.com
Website : www.klccconventioncentre.com

Located in Ground Level
East Wing
In between Centre core foyer and
Entrance Exhibition Hall 2



THE OFFICIAL INTERNET / TELEPHONE / AUDIO VISUAL / POTTED PLANT/CATERING

Exhibitor Service Centre

The Kuala Lumpur Convention Centre's Exhibitor Service Centre Portal is an online shopping site where exhibitors can place orders for food and beverage and other products and services deliverable to the booth during exhibition.

All exhibitors are entitled to **special incentives** when placing early-bird orders. A 30% surcharge is applicable for late orders.

You can place your orders at [KLCC Online Order Forms 2022](#)

Service Options	Description	Deadline
Audio Visual Equipment	The Centre has a range of digital displays for you to choose from <ul style="list-style-type: none">• LCD Screen• Projectors• Projection Screens	29/08/2022
Booth Catering Selection	The Centre offers food items ranging from local delicacies, finger foods and even dessert!	29/08/2022
Packed Meals	A full meal consisting of rice, a main dish and a side dish, all individually packed for your convenience.	29/08/2022
Beverages	Quench your thirst with your choice of drink.	29/08/2022
Catering Service Staff	The Centre's trained service staff are ready to serve your guests and visitors with your preferred catered items.	29/08/2022
Internet Connection	Dedicated internet connection that is solely yours.	29/08/2022
Rigging Points for Hanging Banner	The only venue with rigging truss facilities for you to suspend your banners.	29/08/2022
Rigging Points for Hanging Object	The only Centre with rigging truss facilities for you to suspend your hanging objects.	29/08/2022
Booth Cleaning Services	Our housekeeping staff will keep your booth spotless.	29/08/2022
Water Supply Connection	A dedicated water supply for your use at your booth use.	29/08/2022

Emergency Preparedness

- First Aider
- Isolation Room
- Emergency Response Team
- Ambulance On-site





THANK YOU
&
SEE YOU SOON

Q & A Session